



# 2012 - 2013 ADOPTED BUDGET

BUDGET MESSAGE &  
SUPPLEMENTAL INFORMATION





# 2012-2013 CITY BUDGET

## Members of the Budget Committee

### Mayor & Council Members:

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

### Public Members:

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

### City Manager

Kent Taylor

### Department Heads

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



# 2012 – 2013 Adopted Budget – Table of Contents

## Budget Message & Supplemental Information

### BUDGET OFFICER TAB

- **Budget Message**
- **City Overview**
  - 2012 City of McMinnville Goals & Objectives
  - City of McMinnville Organization Chart

### FINANCIAL OVERVIEW TAB

- **Financial Overview**
- **Fund Definitions**
  - Budget Organization Chart

### PERSONNEL SERVICES TAB

- **Personnel Services Overview**
  - Personnel Service and Volunteer Comparisons
- **Salary Schedules:**
  - General Service Employees
  - Police Union
  - Fire Fighters' Union
  - Supplemental

### FUND TABS --- 2012 – 2013 ADOPTED BUDGET

- **Budget Summary**
- **Historical Highlights**
- **Personnel Services – Paid From More Than One Source**
- **Budget Document:**
  - 01 General Fund – Beginning Fund Balance ..... 1
    - 01-01 Administration ..... 2
    - 01-03 Finance ..... 14
    - 01-05 Engineering ..... 19
    - 01-07 Planning ..... 23
    - 01-11 Police ..... 27
    - 01-13 Municipal Court ..... 65
    - 01-15 Fire ..... 71
    - 01-17 Parks & Recreation (P&R)
      - 01-17-001 P&R – Administration ..... 78

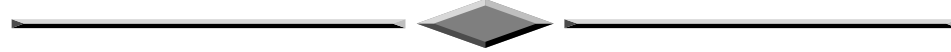


## 2012 – 2013 Adopted Budget – Table of Contents

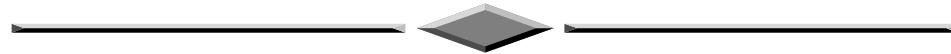
### Budget Message & Supplemental Information

|           |   |     |
|-----------|---|-----|
| 01-17-087 | P&R – Aquatic Center .....                              | 82  |
| 01-17-090 | P&R – Community Center & Rec Programs .....             | 102 |
| 01-17-093 | P&R – Kids On The Block .....                           | 114 |
| 01-17-096 | P&R – Recreational Sports.....                          | 118 |
| 01-17-099 | P&R – Senior Center.....                                | 131 |
| 01-19     | Park Maintenance.....                                   | 142 |
| 01-21     | Library .....   | 146 |
| 01-99     | General Fund – Non-Departmental.....                    | 153 |
| 05        | Special Assessment Fund.....                            | 158 |
| 10        | Telecommunications Fund .....                           | 161 |
| 15        | Emergency Communications Fund.....                      | 164 |
| 20        | Street (State Gas Tax) Fund .....                       | 168 |
| 25        | Airport Maintenance Fund .....                          | 174 |
|           | • Airport Layout Map                                    |     |
| 40        | Public Safety Facilities Construction Fund.....         | 178 |
| 45        | Transportation Fund.....                                | 182 |
| 50        | Park Development Fund.....                              | 186 |
| 60        | Debt Service Fund.....                                  | 192 |
|           | • Statement of Bonds and Loans Outstanding              |     |
| 70        | Building Fund .....                                     | 197 |
| 75        | Wastewater Services Fund – Beginning Fund Balance ..... | 202 |
| 75-01     | Administration.....                                     | 203 |
| 75-72     | Plant .....   | 208 |
| 75-74     | Environmental Services .....                            | 211 |
| 75-76     | Pump Stations .....                                     | 215 |
| 75-78     | Conveyance Systems .....                                | 216 |
| 75-99     | Non-Departmental .....                                  | 218 |
| 77        | Wastewater Capital Fund .....                           | 221 |
|           | • Statement of Bonds and Loans Outstanding              |     |
| 79        | Ambulance Fund.....                                     | 226 |
| 80        | Information Systems & Services Fund.....                | 235 |
|           | • Budgeted Computer Equipment – By Department           |     |
| 85        | Insurance Services Fund.....                            | 249 |





# **BUDGET MESSAGE**



# CITY OF McMinnville

2012 – 2013

## BUDGET MESSAGE

April, 2012

Honorable Rick Olson, Mayor

City Council and Members of the Budget Committee

*"(Oregon) cities have made reductions across the entire spectrum of city services . . . . Those reduced services and staff cuts include public safety, planning, operations, maintenance, libraries, social services, transit, senior services, parks, and recreation."*

*~ Mike McCauley,*

*Executive Director*

*League of Oregon Cities, January 2012*

*"Community is first of all a quality of the heart. It grows from the spiritual knowledge that we are alive not for ourselves but for one another. Community is the fruit of our capacity to make the interests of others more important than our own."*

*~ Henri Nouwen*

*"Oregon cities face critical challenges due to revenue constraints and factors pushing certain government expenditures rapidly higher. While the recent recession added additional stress to city budgets, the underlying problems are systemic and long-term. The ability of cities to react to these problems (making cuts to services, improving efficiencies, deferring capital projects, raising charges and fees) has hidden the magnitude of the situation."*

*~ from Fiscal Challenges for*

*Oregon's Cities by*

*ECO Northwest, 2011*

### I. INTRODUCTION

It has now been nearly four years ago that I remarked that we had the financial capacity to weather the economic storm that had arrived. Our pursuing sound financial management practices over a sustained period of time had put us in a position to "bridge" the recession. We all know now that the "bridge" has had to be lengthened as the economic recession enters its fourth year. With no definitive end in sight, we remain in uncharted waters.

And while the recessionary period has created its own unique set of fiscal challenges, it has also demonstrated the strength of the McMinnville community – both City government and the broader community. We see evidence of a relatively strong local economy, resulting from the hard work and commitment of individual business owners, a supportive public, and various organizations focused on McMinnville's economic health. Various public agencies, non-profits, and faith-based organizations have responded to those citizens in need. Volunteerism at all levels remains high and effective partnerships continue to emerge to address current needs and focus on the future.

Participation in a number of City-offered programs and services has increased as people look for "closer-to-home" recreational and cultural opportunities. Citizens' enduring commitment to their community and its quality of life continue to reap benefits during this difficult time. We have seen that community is indeed, "first a quality of the heart." Perhaps, it is a good thing that we all seem to take less for granted these days.

I applaud the steadfast leadership of our elected officials during this period, balancing realism with an eye on the future. Our City has excellent, hard-working employees who continue to strive to deliver valuable public services in a time of such uncertainty. I am grateful to each and every one of them.

But the lengthened economic recession continues to test our ability to sustain current City services over even the short to mid-term. This Proposed 2012 - 2013 Budget is balanced but allocates \$275,000 in

General Fund reserves from an estimated total General Fund reserve balance of \$6.5 million.

The Proposed Budget has been balanced by making some difficult choices, including: reducing the number of employees; budgeting no COLAs for all non-union employees; increasing the non-union employee's share of health insurance premiums; keeping overall materials and services costs to last fiscal year's (FY 2010-11) total, and deferring some requested capital outlay. The Proposed General Fund Budget reflects a 1.2 percent decrease in spending from the current year, fiscal 2011 - 2012 (excluding transfers out).

Absent new revenues, personnel reductions will be required in subsequent fiscal years in order to balance the General Fund budget and maintain adequate reserves. Such reductions will necessarily include public safety services. Police, Fire, and EMS expenses comprise 52 percent of the General Fund expenditures.

Once again your Management Team has approached both administration and oversight of the current year's Budget and preparation of this Proposed 2012 – 2013 Budget in a collaborative and fiscally conservative manner. This careful managing of the City's resources has allowed us to incur some savings over what we estimated one year ago.

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

## II. BUDGET ASSUMPTIONS

The Proposed 2012 – 2013 Budget is based upon the following assumptions and criteria:

- A. **The Economy.** As we enter the fourth year of the recession, there appears to be mixed opinions amongst the economists about the strength and timing of the recovery in

the private sector. However, there is strong consensus that even if the worst of the recession may be behind us, the fiscal challenges facing Oregon's cities may be deepening. Many city revenues trail economic conditions – e.g., property tax revenues, building, and development-related revenues.

The robust new development and growth of property values in McMinnville during the late 1990s and early 2000s has been replaced by stagnant development and falling property values. From a period where years of five to eight percent growth in total assessed valuation were not uncommon, assessed valuation is nearly flat and, according to the Yamhill County Assessor, could even go negative within the next two years. More and more properties' market values are falling below their assessed value, resulting in a new, lower assessed value. The end result is reduced property tax revenue generation. This negatively affects our forecast of property tax revenues that we have incorporated into our fiscal forecast.

The bottom line assumption is that at least for the short term, we will remain in the position of experiencing falling General Fund revenues and increasing operating costs – particularly personnel costs, which comprise about 72 percent of the total General Fund expenditures.

- B. **Taxation and Fiscal Policy.** The Proposed Budget is balanced and stays within all of the statutory property tax limitations. No additional voter approval is required to authorize the proposed operating tax rate. The operating rate of \$5.02 per \$1,000 of assessed value is the same as the current year and the maximum allowable. The debt service rate of \$0.64 per \$1,000 of assessed value is \$0.04 lower than the current year's rate. The reduction results from a 1.0 percent growth in assessed valuation and the application of the \$42,337 balance of our Public Safety Construction Bond proceeds to debt service; and the savings achieved by refunding the 2001 Park Improvement Bonds during fiscal 2011 - 2012.

The total proposed City tax rate for Fiscal Year 2012 – 2013 is estimated to be \$5.66 per \$1,000 of assessed valuation. The current year's tax rate is \$5.70.

The accumulation of reserves during the “good years” has allowed the City to be in a position to have revenues on hand to “bridge” the economic and fiscal downturn. The goal has been to use the reserves to maintain service levels until an economic recovery begins to generate additional revenues at a higher rate, allowing operating costs to be in line with annual revenues.

Unfortunately, the funding “bridge” has grown longer as the recession endures. And it is apparent that we must get annual operating costs more in line with annual operating revenues. Absent any voter approval of new property taxes, this alignment must focus on containing and/or reducing operating costs.

Thus, the Proposed Budget reduces the amount of the General Fund reserve spend-down from the current year's amount of \$814,500 to \$275,000. We estimate we would end next fiscal year with a General Fund balance of \$6.2 million, representing 36 percent of total General Fund expenditures. Interestingly, if it weren't for unanticipated current year expenditures, including the General Fund's share of \$168,000 in repairs and upgrades to our emergency radio system, we would come close to matching current revenues and expenditures in 2012 – 2013.

During this fiscal year the City Council adopted a written policy on the level of fund balances (reserves) to be maintained in the General Fund. The policy targets generally having each year a minimum of 25 percent of total General Fund expenditures as a fund balance. Our Proposed Budget has a projected General Fund Ending Fund Balance that is 36 percent of the General Fund total expenditure.

We have forecasted General Fund budget requirements out to Fiscal Year 2014 - 2015, working with the minimum fund

balance policy in place. While it is possible to balance within the policy guidelines, it can only be done with additional operating cost reductions in each fiscal year through Fiscal 2014 - 2015. Significant cost drivers during this period will be: personnel costs, including a 10 percent increase in PERS-mandated retirement employer premiums; contractual COLA increases for public safety union personnel; medical insurance; and, increases in the General Fund's subsidy of the Ambulance Service.

To reach funding targets in the future it will not be possible to continue to hold public safety relatively harmless. As noted above, they represent 52 percent of the General Fund total expenditures.

### **C. EMPLOYEE COMPENSATION AND FTE REDUCTIONS.**

The personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – e.g., police officers, firefighters, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 72 percent of the total expenditures within the General Fund budget.

*COLA* – Salaries of General Service employees (all non-union staff) reflect no cost-of-living adjustment (COLA). This will make three of the last four years with no COLA. A 1.2 percent COLA was made in the current year.

The 2012 – 2013 Proposed Budget reflects a COLA of 3.3 percent for Police and Fire Union members. This is a contract obligation in the case of the Police Union and a “reserved amount” for Fire Union members, pending the outcome of current negotiations.

*Medical Insurance* – The Proposed Budget document, as distributed, reflects an estimated 7 percent premium increase in the coming policy year. For General Service employees, the total cost of this premium increase will be borne by the employee. This will increase the General

Service employee's share of the total premium from the current 24.5 percent to 28.5 percent.

Pursuant to the terms of collective bargaining agreements, the share of medical premiums for employees within the Police Union is 5 percent of the total cost. Fire Union employees pay 10 percent of the total premium cost.

We have begun a discussion with employees of alternative ways to lower medical premiums for the employee and City.

- D. STAFF / FTE REDUCTIONS** – Overall, the Proposed Budget reflects a reduction of six (6) Full Time Equivalent (FTE) positions. These reductions are reflected in every General Fund department, except for the Police Department where there is a net .25 FTE increase. The Ambulance Fund, which is subsidized by the General Fund, reflects a net FTE increase of 1.68 which represents the net FTE increase of converting six part-time positions to six full-time Firefighter / EMT positions. For an overall look at staffing, please refer to the FTE Summary Chart behind the “Personnel Service” tab in the budget document.

### III. BUDGET HIGHLIGHTS AND ITEMS OF NOTE

#### A. PUBLIC SAFETY.

**Police** – Additional funds for part-time clerical support and the equivalent of one additional Police Officer that comes from the funding of the move to 12-hour shifts.

**Fire and Emergency Medical Service (EMS)** – The Proposed Budget reflects continued implementation of EMS service enhancements by conversion of six part-time positions to six full-time Firefighter / EMT positions. See Budget Summary in the Ambulance Fund for a discussion of the impact of this change. Most of the cost of the conversion is covered by additional patient transfer revenues. There are position reductions, including the Fire Marshal position and reduction in hours in one Fire

Prevention Specialist position and one Administrative Specialist position.

Despite these cost-saving measures, the General Fund's subsidy of the Ambulance Fund is budgeted to increase from \$300,000 in the current year to \$575,000 in Fiscal 2012 - 2013.

With General Fund subsidies forecast to increase over the next three fiscal years, it will be critical to monitor the true costs of providing EMS services and, in the absence of new revenues, be prepared to review alternative ambulance service provider models. Sustainability of the service is problematic given increasing operating costs and a growing percentage of patients being insured by Medicare or Medicaid who are reducing their cost reimbursement rates.

- B. LIBRARY.** A reduction of 1.6 FTE positions will result in a reduction of the number of hours the Library is open to the public. Its open-to-the-public hours will be reduced by six hours per week – from the current 51 hours per week to 45 hours. See the Budget Summary provided in front of the Library budget for a discussion of the impact of reduced hours.
- C. BUILDING DIVISION.** The continued low level of building activity has resulted in further staff reductions in the Building Division. 1.7 FTE position reductions were made as of March, 2012. The reductions have continued into the coming fiscal year. The \$50,000 transfer that was made in the current year from the General Fund to the Building Fund is no longer necessary.
- D. PLANNING.** The Proposed Budget reflects an Associate Planner's position being eliminated mid-fiscal year. Please refer to the discussion of the impacts of this reduction in the Planning Budget Summary at the beginning of the Planning section of the General Fund budget.

There are no professional service fees budgeted for engaging outside consultants for additional work on projects

such as urban renewal planning (estimated to be \$35,000) and the NE Gateway District Plan.

**E. PARKS & RECREATION AND PARK MAINTENANCE.**

The Recreation Program Supervisor position is eliminated, leaving one full-time position dedicated to sports programming. Some part-time help is added to assist with the administration and management of various sports programs. Reductions in seasonal extra help and in materials and services will reduce the park maintenance budget by an estimated \$45,000. This reduction of approximately 13 percent will require service level reductions.

**F. PUBLIC WORKS.** The Transportation Fund includes \$525,000 for street maintenance asphalt overlays and slurry sealing. This amount of maintenance work is woefully inadequate for maintaining our existing inventory of streets.

When the time is right, we need to ask voters to invest in our transportation infrastructure – in both maintenance of the current system and also capital improvements to it, as outlined in our Master Transportation Plan.

The Wastewater Capital Fund budget reflects the completion of the Downtown Basin Infiltration and Inflow (I & I) Project. It also budgets for engineering work on the design of modifications to, and expansion of, the Water Reclamation Facility.

**G. ADMINISTRATION AND FINANCE.** The 2012 – 2013 Proposed Budget for the Finance Department reflects a reduction of 1.11 FTE compared to the 2011 – 2012 adopted Budget.

**H. OUTSIDE AGENCY FUNDING & MISCELLANEOUS.**

General Fund dollars allocated to support “outside agencies” are budgeted at their current year levels. Those agencies include: The Greater McMinnville Area Chamber of Commerce; the McMinnville Downtown Association; the McMinnville Economic Development Partnership; Your

Community Mediators of Yamhill County; and, YCAP’s transit program.

Our holiday lighting program will be reduced to funding: the community tree at 3<sup>rd</sup> and Adams; our share of the downtown street lights; and the traditional decorating work done by the Fire Department. In addition, there are no funds budgeted to put on a City Faire in 2012.

**IV. UNFUNDED CAPITAL OUTLAY REQUESTS**

In the first round of staff budget proposals there was a total of \$577,000 in General Fund capital outlay requests. The Management Team, including all Department Heads, participated in a prioritization and consensus process to reduce the total capital outlay request to the target level of \$350,000. The proposed General Fund budget budgets for \$348,000 in capital outlay. Some of it is incorporated in Materials & Services line items. The requests that were lower in priority and that fell above the \$350,000 funding target were:

| <u>Item</u>                               | <u>Amount</u> |
|---|---------------|
| One Police patrol vehicle and set up      | \$35,000      |
| Fire Department carpet replacement        | 12,000        |
| Fire Department concrete parking lot work | 10,500        |
| Fire Department heat pump replacement     | 10,000        |
| Parks – security cameras                  | 7,500         |
| Community Center automated gym divider    | 7,000         |
| Parks – 16’ rotary mower replacement      | 80,000        |
| Wash rack cover                           | 15,000        |

**V. PROPOSED 2012 – 2013 PROPERTY TAXES**

The projected property tax rate for the Proposed Budget is \$5.66 per \$1000 of assessed value. The current year’s rate is \$5.70.

The projected tax rate is based on an estimated total City assessed valuation of \$2.16 billion. This represents a projected 1.0 percent increase from the current year.

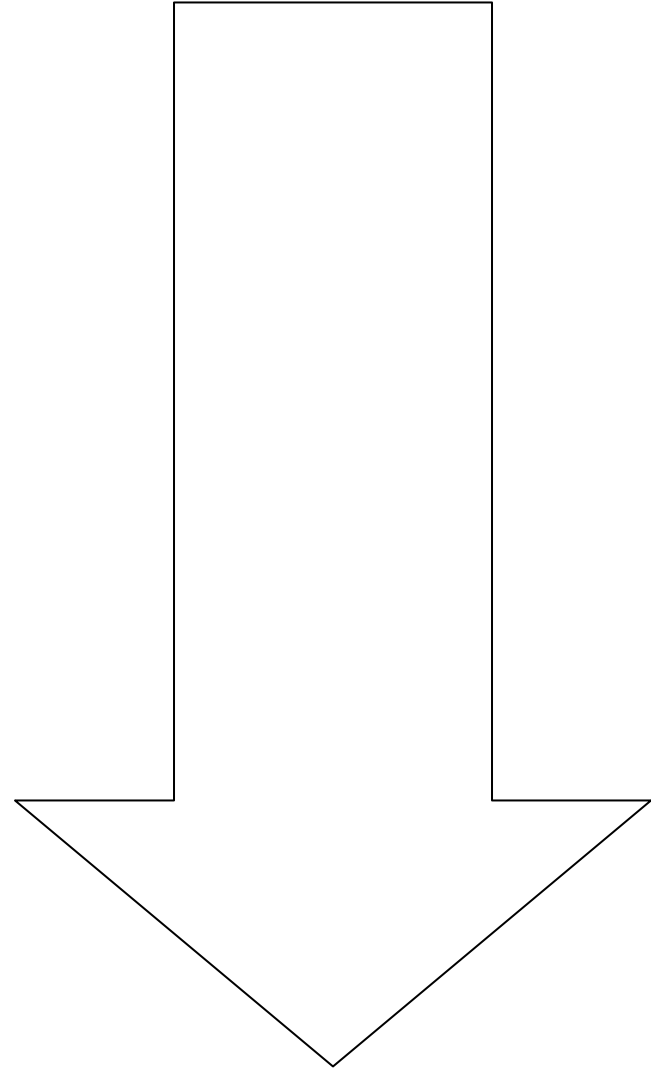
An “estimated not to be received” collection factor of 8 percent has been used to calculate new property tax receipts (the “Property



Taxes – Current” accounts). Due to the overall economic uncertainties and volatility of the real estate market, we will need to closely monitor the rate of actual property tax collections as compared to our projections. The City of McMinnville’s share of the total property taxes levied in McMinnville is estimated to remain at about 35 percent.

The following table summarizes the property taxes which make up the total proposed property tax levy for Fiscal Year 2012 – 2013. Current year actual data is also shown.

***See Property Tax Levy and Rate Summary Table on Next Page***



|                                     | <b>2011 - 2012<br/>Yamhill<br/>County<br/>Certified<br/>Property Tax<br/>Levy</b> | <b>2012 - 2013<br/>Proposed<br/>Budget<br/>Property Tax<br/>Levy</b> | <b>\$ Change</b>     | <b>%<br/>Change</b> |
|-------------------------------------|---|--|----------------------|---------------------|
| <b>General Fund</b>                 | 10,753,395  | 10,851,600   | 98,205               | 0.9%                |
| <b>Debt Service Fund</b>            | 1,461,800   | 1,389,900  | (71,900)             | -4.9%               |
| <b>Total Property Tax<br/>Funds</b> | <u><u>12,215,195</u></u>  | <u><u>12,241,500</u></u>   | <u><u>26,305</u></u> | <b>0.2%</b>         |

|                                     | <b>Actual<br/>2011 - 2012<br/><br/>PPTax Rate*</b> | <b>Proposed<br/>Budget<br/>2012 - 2013<br/><br/>PPTax Rate*</b> | <b>\$ Change*</b>    | <b>%<br/>Change</b> |
|-------------------------------------|--|---|----------------------|---------------------|
| <b>General Fund</b>                 | 5.02   | 5.02  | 0.00                 | 0.00                |
| <b>Debt Service Fund</b>            | 0.68   | 0.64  | -0.04                | -5.9%               |
| <b>Total Property Tax<br/>Funds</b> | <u><u>5.70</u></u>                                 | <u><u>5.66</u></u>  | <u><u>(0.04)</u></u> | <b>-0.7%</b>        |

\* Rate per \$1,000 of  
AV

|                           |                      |                      |                   |             |
|---------------------------|----------------------|----------------------|-------------------|-------------|
| <b>Assessed Valuation</b> | <b>2,140,278,448</b> | <b>2,161,681,000</b> | <b>21,402,552</b> | <b>1.0%</b> |
|---------------------------|----------------------|----------------------|-------------------|-------------|

|                          |                      |
|--------------------------|----------------------|
| <b>Real Market Value</b> | <b>2,806,089,205</b> |
|--------------------------|----------------------|

## VI. FORMAT OF THE BUDGET DOCUMENT

You will find in this Proposed Budget notebook considerable supplemental and supporting information and budget detail. Behind the Budget Officer Tab, are the 2012 City Council Goals and Objectives and City of McMinnville Organization Chart.

Behind the Financial Overview tab, you will find an overview and analysis of the City's revenues, expenditures, and reserves. Numerous charts and graphs are included in the analysis to enhance the readability of the document. Also included behind the Financial Overview tab is a section entitled "2012 – 2013 Proposed Budget – Fund Definition, Budget Basis." This section explains the different types of funds, describes the purpose of each of the City's funds, and discloses the total operating expenditures for each fund.

Behind the Personnel Services Tab is information related to staffing levels and Fiscal Year 2012 – 2013 proposed reductions; volunteer rosters; and salary schedules.

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

## VII. CONCLUSION

*"The nation's finance officers report that the fiscal condition of the nation's citizens continues to weaken as cities confront the effects of the economic downturn . . . cities are cutting personnel, infrastructure investments and key services."*

*". . . as economic conditions have made balancing city budgets more difficult, ending fund balances have been utilized to help fill the gap."*

*~ "City Fiscal Conditions in 2010,"  
National League of Cities*

*"Reserves have helped cities reduce the rate of contraction of services. But those reserves are being depleted, as are the stimulus funds that buffered the municipal fiscal decline. Using reserves during periods of fiscal downturn is appropriate, and reserves are needed for such times. But, the long-term fiscal future does not suggest that reserves can be replenished to help deal with future downturns or emergencies."*

*~ Mike McCauley,  
Executive Director  
League of Oregon Cities  
January, 2012*

*"When a team outgrows individual performance and learns team confidence, excellence becomes a reality."*

*~ Joe Paterno  
1926 - 2012*

Four years ago, at the beginning of the current economic recession, I would have never predicted that four years later I would still be preparing a budget while confronting the effects of a deep recession. This reality has made it clear that we will need to continue to make reductions to our General Fund operating costs as operating costs continue to exceed any growth in operating revenues.

Our multi-year budget forecasting makes it clear that reliance on spending down reserves will not put us in a sustainable place over time. And future reductions will, by necessity, reach into public safety budgets. Holding harmless over 50 percent of the General Fund budget will not be possible. We may well risk slipping backwards in terms of service levels. And that is not an easy thing for me to write, having prepared 25 budgets that have mostly focused on building and improving City services, facilities, and programs that our citizens expect and need. But I am also skeptical that this is the right time to ask the public to approve additional tax revenue. In addition to consideration of the "ability to pay" factor, the voting public will need to be convinced that we have done a serious job of reducing expenses before we venture to the new revenue side of the equation.

Amidst what is a tough fiscal and budgetary reality, I am buoyed by the leadership displayed by our Department Heads and the daily commitment by all of our employees to

serve the public effectively, with integrity, and compassionately.

This Proposed Budget reflects difficult choices, and there will be more in the future. But it is this leadership and commitment by your employees that reassures me that together we shall weather this very challenging period. The "City team" imbues the "team confidence," wherein "excellence becomes a reality" and our citizens and community benefit.

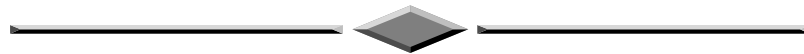
*Acknowledgements* - As always, preparation of this Proposed Budget is a team effort and reflects many hours of hard work on the part of many City staff members. Additionally, as discussed at length throughout this *Budget Message*, this has been another challenging year. A special thanks to Finance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

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

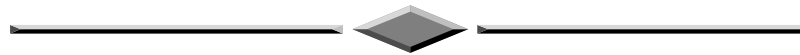
Respectfully submitted,



Kent L. Taylor  
Budget Officer  
City Manager



# **CITY OVERVIEW**



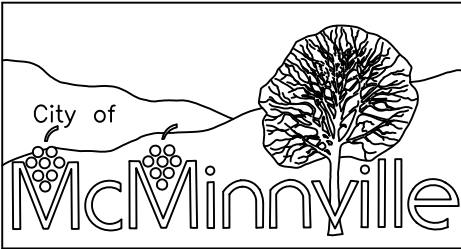
- 2012 City of McMinnville Goals & Objectives
- City of McMinnville Organization Chart

# CITY OF McMinnville 2012 Goals and Objectives

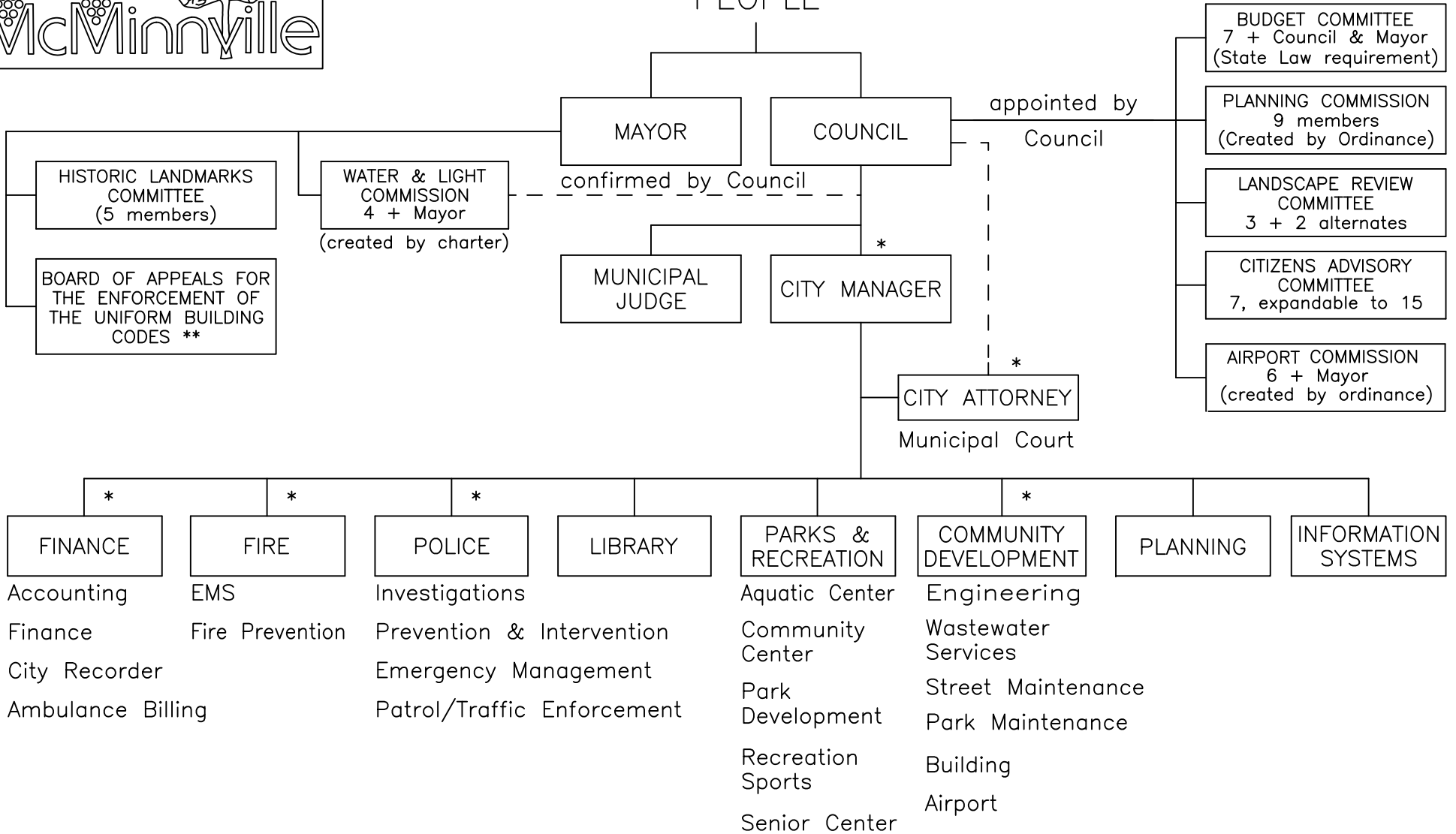
## Maintaining and Enhancing Our Quality of Life Communicating with Citizens

| GOALS  | OBJECTIVES   | TARGET DATE             |
|--|--|-------------------------|
| MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES   | * Review <u>Master Transportation Plan</u> to evaluate implementation options & determine priorities   | 3 <sup>rd</sup> Quarter |
|  | * Review <u>Urban Renewal Feasibility Study</u> and decide on next steps   | 3 <sup>rd</sup> Quarter |
|  | * Review and take action of the proposed <u>Northeast Gateway District Plan</u>  | 2 <sup>nd</sup> Quarter |
| COMMUNICATING WITH CITIZENS AND KEY LOCAL PARTNERS | * Continue efforts to communicate with citizens, including expanded use of public access TV  | Ongoing                 |
| PLAN AND CONSTRUCT CAPITAL PROJECTS                | * Review Fixed Base Operator (FBO) building financing alternatives as recommended by the Airport Commission  | 3 <sup>rd</sup> Quarter |
|  | * Successfully complete construction of Downtown Basin Infiltration & Inflow Reduction sewer improvement project   | 3 <sup>rd</sup> Quarter |
| PLAN FOR AND MANAGE FINANCIAL RESOURCES            | * Prepare & adopt a fiscally prudent 2012 – 13 City Budget   | 2 <sup>nd</sup> Quarter |
|  | * Continue to evaluate programs, services, and and facility operations for cost effectiveness; look for opportunities for leveraging technology for cost effectiveness | Ongoing                 |
| PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT         | * Review the benchmarks, goals and objectives in the Sustainability Action Plan  | 2 <sup>nd</sup> Quarter |





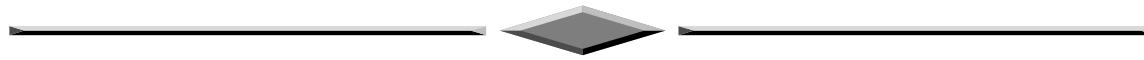
PEOPLE



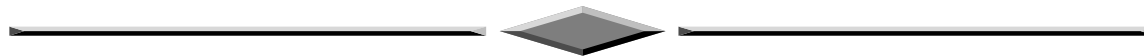
\* Officers listed in Charter and appointed by Council upon recommendation by City Manager.  
 Council serves as own Contract Review Board.  
 Council serves as Library Board to meet any State Law requirements.

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

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



# **FINANCIAL OVERVIEW**





## Financial Overview

**2012-2013 Proposed Budget**

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

### The Budget Process:

#### Purpose of Budget

- The budget represents the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and dictates the City's allocation of resources. In addition, it guides spending decisions and provides a tool for performance measurement. As much as federal and state governments, local government also must demonstrate "transparency" and "accountability". This budget document clearly indicates where the City has allocated its resources for fiscal years 2010-11 and 2011-12 and where it intends to spend taxpayer and ratepayer dollars in fiscal year 2012-13.

#### Preparation of Budget

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

#### Adoption of Budget

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

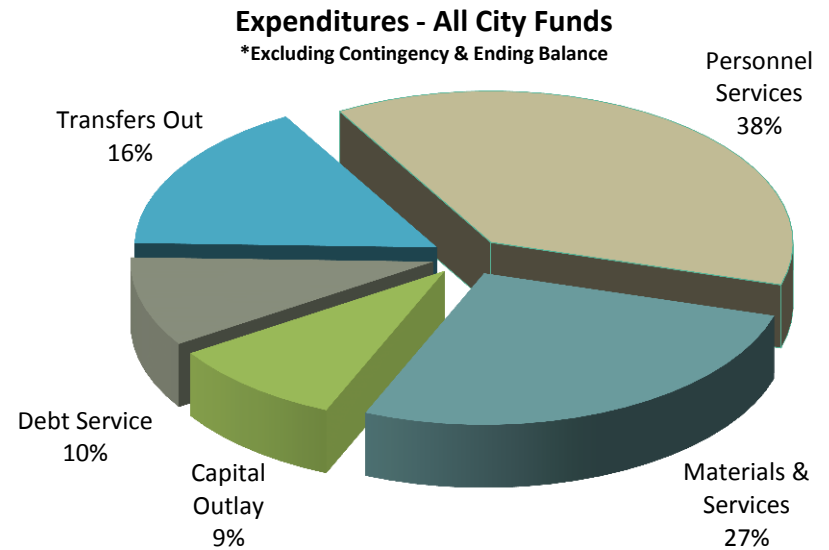
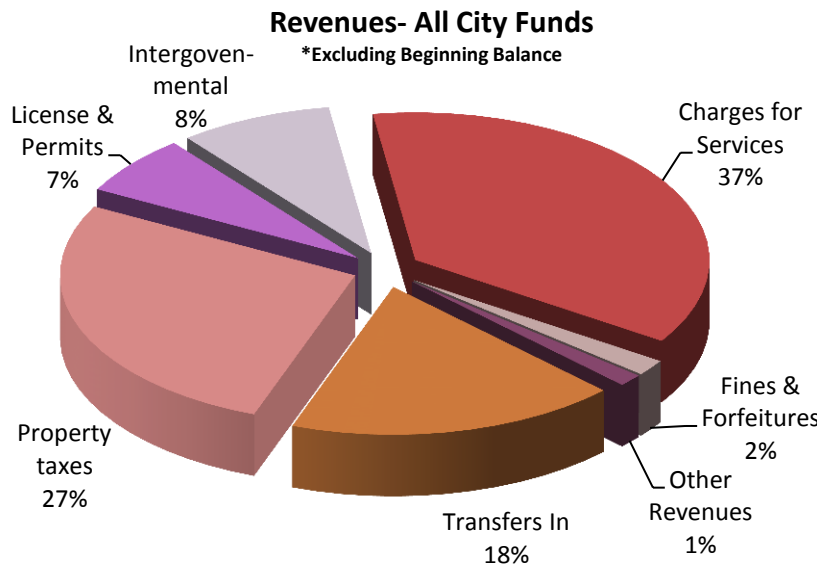
### Resource and Requirement Summaries

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

## All City Funds

| <b>RESOURCES – by Type</b> |                     |
|----------------------------|---------------------|
| Beginning Balance          | \$33,803,982        |
| Property Taxes             | 11,565,200          |
| License & Permits          | 2,781,300           |
| Intergovernmental          | 3,588,363           |
| Charges for Services       | 15,546,954          |
| Fines & Forfeitures        | 752,225             |
| Other Revenues             | 576,827             |
| Transfers In               | 7,750,508           |
| <b>Total Resources</b>     | <b>\$76,365,359</b> |

| <b>REQUIREMENTS – by Classification</b> |                     |
|---|---------------------|
| Personnel Services                      | \$18,099,610        |
| Materials & Services                    | 12,851,407          |
| Capital Outlay                          | 4,520,182           |
| Debt Service                            | 4,590,794           |
| Transfers Out                           | 7,750,508           |
| Contingency                             | 3,385,016           |
| Ending Balance                          | 25,167,842          |
| <b>Total Requirements</b>               | <b>\$76,365,359</b> |



**Resources for All City Funds:**

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

**Property Tax Revenue** -- \$11.6 million or 27% of all City revenues. Property tax revenues fund a significant portion of General Fund operations. Property tax revenues are also used to pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the “General Fund Resources” section of this document. For additional information on the City’s General Obligation debt, please see the Debt Service Fund.

**Charges for Services Revenue**-- \$15.5 million or 37% of all City revenues. Charges for Services are the largest source of City revenues. Sewer user charges in the Wastewater Services Fund at \$8.2 million and ambulance transport fees at \$3.8 million constitute the majority of total Charges for Services.

**Transfers In Revenue**-- \$7.8 million or 18% of all City revenues. These are “internal” revenues that result from the City’s policy of reimbursing certain departments, such as Administration, Finance, and Engineering, for services provided to other City departments. Also included in Transfers In is a \$4.6 million transfer from Wastewater Services to Wastewater Capital for debt service payments on revenue bonds and to fund capital projects.

**Intergovernmental Revenue** -- \$3.6 million or 8% of all City revenues, including state shared revenues, such as liquor, cigarette, and gas taxes. Cigarette tax revenues are projected to remain flat, while liquor and gas tax revenues are projected to increase.

**Requirements for All City Funds:**

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

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

**Personnel Services Expenditures** -- \$18.1 million or 38% of total City expenditures. \$12.0 million or 66% of total Personnel Services expenditures is for Salaries and Wages and \$6.1 million or 34% is for fringe benefits.

**Materials and Services Expenditures** -- \$12.8 million or 27% of total expenditures, including \$3.2 million in the General Fund for program costs, contractual services, etc.; \$2.9 million in the Wastewater Capital Fund for professional services; and \$1.1 million in the Ambulance Fund for transport fee write-offs.

**Capital Outlay Expenditures** -- \$4.6 million or 10% of total expenditures, including such projects as park acquisition and construction in the Park Development Fund (funded by 2001 bond proceeds) and design and expansion of the Wastewater Reclamation Facility in the Wastewater Capital Fund (funded primarily by sewer user charges).

**Transfers Out Expenditures**-- \$7.8 million or 16% of total expenditures, corresponding to Transfers In Revenue.

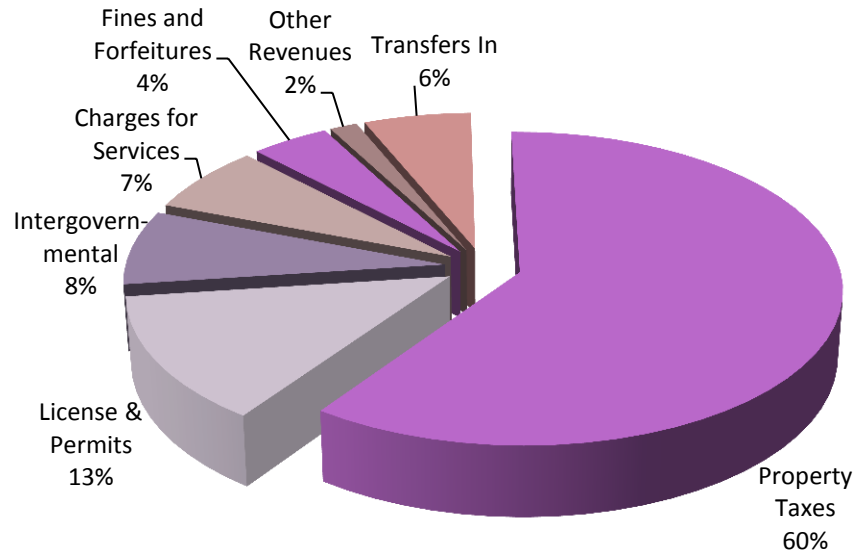
## GENERAL FUND OPERATING PROPERTY TAX

| <b>GENERAL FUND RESOURCES<br/>– by Type</b> |                     |
|---|---------------------|
| Beginning Balance                           | \$6,516,830         |
| Property Taxes                              | 10,236,500          |
| License & Permits                           | 2,244,000           |
| Intergovernmental                           | 1,319,842           |
| Charges for Services                        | 1,192,098           |
| Fines and Forfeitures                       | 752,225             |
| Other Revenues                              | 265,277             |
| Transfers In                                | 1,029,623           |
| <b>Total Resources</b>                      | <b>\$23,556,395</b> |

| <b>GENERAL FUND REQUIREMENTS<br/>– by Classification</b> |                     |
|--|---------------------|
| Personnel Services                                       | \$12,640,017        |
| Materials & Services                                     | 3,244,928           |
| Capital Outlay   | 242,179             |
| Transfers Out  | 1,387,463           |
| Contingency  | 750,000             |
| Ending Balance   | 5,291,808           |
| <b>Total Requirements</b>                                | <b>\$23,556,395</b> |

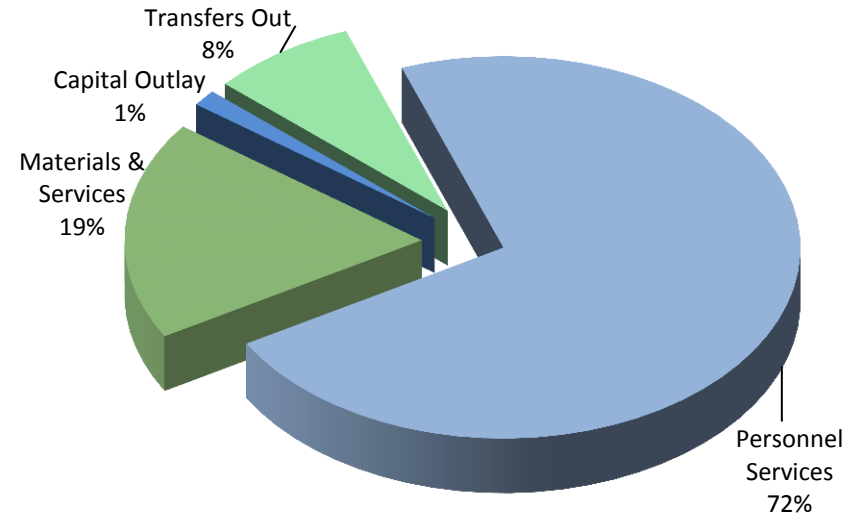
**General Fund Revenues - By Type**

\*Excludes Beginning Balance



**General Fund Expenditures - By Classification**

\*Excludes Contingency & Ending Balance





**General Fund Resources:**

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

**Property Taxes for General Operating Purposes** -- Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2012-13 Proposed Budget projects \$10.2 million in operating property tax revenues, a 1.0% increase from the prior year. Property tax revenues constitute 60% of General Fund revenues. Accordingly, increases in assessed values and new construction significantly impact the City's ability to provide services to the public.

**Licenses and Permits Revenue** --\$2.2 million or 13% of General Fund revenues. Licenses and permits primarily consist of franchise fees collected on behalf of the City by water and electric, telephone, gas, and garbage collection providers. Franchise fees paid by McMinnville Water and Light (62% of all Licenses and Permits revenue) are projected to increase by approximately 2% due to recent rate increases.

**Charges for Services Revenue** -- \$1.2 million or 7% of General Fund revenues primarily consist of Parks and Recreation Department fees collected for Aquatic Center use and recreation programs.

**General Fund Requirements:**

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

**Personnel Services Expenditures** -- \$12.6 million or 72% of total General Fund expenditures. Police, Fire and Municipal Court combined account for \$7.5 million of total General Fund Personnel Services. Because Personnel Services are such a substantial percentage of expenditures, significant budget reductions can generally only be obtained by reducing staffing levels and/or fringe benefits.

**Materials and Services Expenditures** -- \$3.2 million or 19% of General Fund expenditures. The Police and Parks and Recreation Department budgets combined account for \$1.5 million or 46% of Materials and Services expenditures. Examples of Police Department expenditures are building utilities and maintenance; fuel, maintenance and repairs of vehicles; computer system costs; and property and liability insurance. Parks and Recreation Department expenditures are primarily for recreation program costs, and utilities, repairs and maintenance of the Aquatic Center, Community Center and Senior Center facilities.

**Capital Outlay Expenditures** -- This chart reflects that, due to budget constraints, a minimal amount of Capital Outlay expenditures are included in the 2012-13 Proposed Budget. Some of the Capital Outlay items included in the budget are Police Department vehicles and a roof repair for the Aquatic Center.

**General Fund Expenditures by Department:**

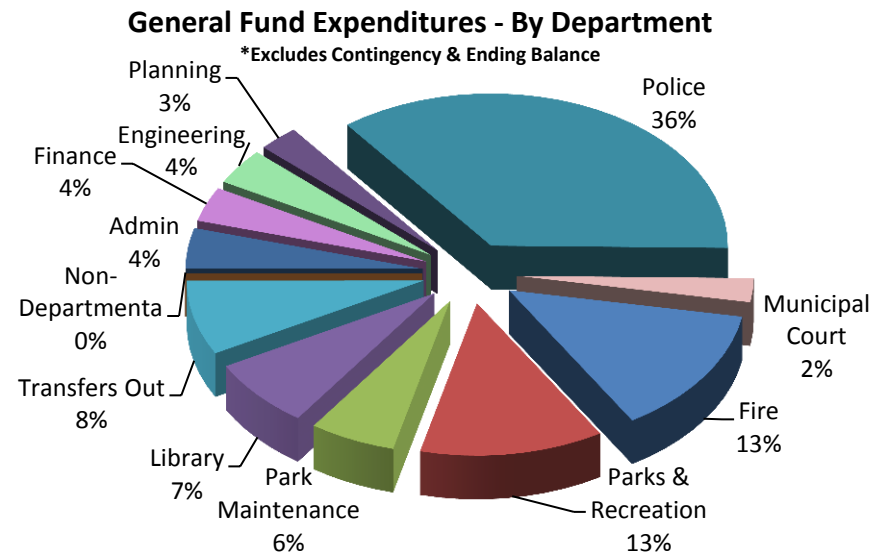
The following pie chart illustrates that the largest share of General Fund resources are spent on public safety. Police Department, Fire Department and Municipal Court expenditures combined account are \$9.1 million or 51% of all General Fund expenditures.

Culture and Recreation expenditures (Parks & Recreation, Parks Maintenance, and Library) combined are \$4.5 million or 26% of all General Fund expenditures. The largest share of Culture and Recreation expenditures is attributable to the Parks and Recreation Department. It should be noted that approximately half of Parks and Recreation Department expenditures are offset by Charges for Services revenues. The significant portion of General Fund resources dedicated to Culture and Recreation demonstrates the City's commitment to providing the citizens of McMinnville a quality environment, as well as a safe environment.

The remaining \$3.9 million or 23% of General Fund expenditures are for general government (Administration, Finance, Engineering, and Planning) and Transfers Out. Administration includes City Manager's Office, City Hall and Other City Property, Human Resources, Legal, Mayor and City Council, and Community Services.

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

| <b>GENERAL FUND REQUIREMENTS<br/>- by Department</b> |                     |
|--|---------------------|
| Administration                                       | \$756,601           |
| Finance  | 644,177             |
| Engineering  | 672,189             |
| Planning   | 483,834             |
| Police   | 6,240,756           |
| Municipal Court                                      | 446,118             |
| Fire   | 2,368,095           |
| Parks & Recreation                                   | 2,199,719           |
| Park Maintenance                                     | 1,030,726           |
| Library  | 1,284,509           |
| Transfers Out  | 1,387,463           |
| Non-Departmental                                     | 400                 |
| Contingency  | 750,000             |
| Ending Balance                                       | 5,291,808           |
| <b>Total Requirements</b>                            | <b>\$23,556,395</b> |



**General Fund Reserve:**

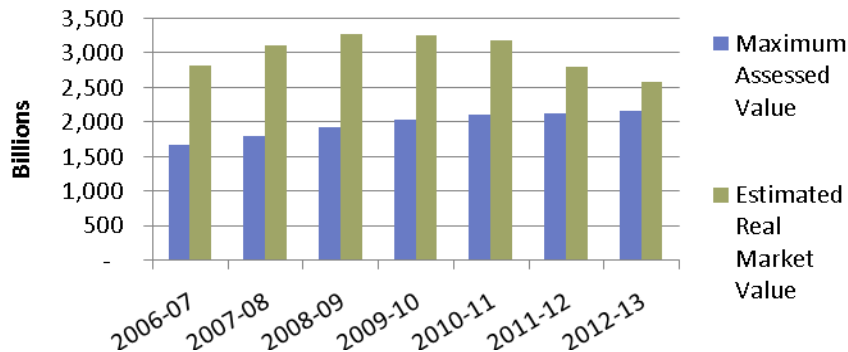
One measure of a City’s financial health is whether revenues exceed expenditures. When revenues exceed expenditures, the ending fund balance or reserve is increased. Typically, reserves increase when actual revenues are higher than projected and / or actual expenditures are lower than budgeted.

From 2004-05 through 2008-09, the City’s assessed value increased by an average of 7% per year. This steady growth and the accompanying increase in property tax revenue played a major role in the City’s ability to maintain a healthy General Fund reserve even though the demand for services increased with the growing population. However, the City’s assessed value grew by only 5% in 2009-10; 3.55% in 2010-11; 1.59% in 2011-12; and is anticipated to grow by only 1.0% annually in the next few years. This slower growth rate is an important factor in the spending down of the General Fund reserve. The following chart compares the growth in maximum assessed value to real market value for the last seven years.

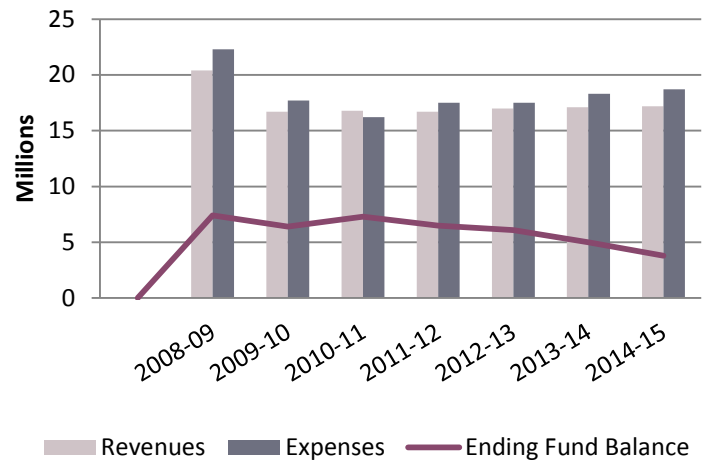
Another important factor in spending down the reserve has been higher costs for Police and Fire personnel services. Higher costs are a result of cost of living adjustments (COLA); Oregon Public Employee Retirement System (OPERS) employer contribution rates; and other provisions included in collective bargaining agreements.

The following chart demonstrates the relationship between expenditures exceeding revenues and the corresponding decrease in the General Fund reserve. In this chart, fiscal year 2008-09 revenues and expenditures are inconsistent with other years as transfers to establish the Building Fund and to close out the Fire Fund, Park and Recreation Fund, and Improvements Fund, are included. Revenue and expenditure estimates for 2013-14 and 2014-15 were derived from the City’s long term fiscal forecast.

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



**General Fund**



The chart on this page compares the 2011-12 Amended Budget with the 2012-13 Proposed Budget for General Fund departments. Note that Capital Outlay expenditures are excluded from Expenditures in the table below to allow for better operational comparison.

In an effort to maintain the General Fund reserve at a prudent level, significant reductions in expenditures were implemented by almost all departments in the 2012-13 proposed budget. Decreases were achieved by thoughtful evaluation of operations, with the objective of minimizing the impact on services provided to the public. Strategies to achieve these objectives include reductions in full time and part time positions; rolling back materials and services expenditures to approximately 2010-11 actual expenditures; and extensive deliberation regarding capital outlay expenditures.

The increase in Police Department expenditures resulted from the addition of a part time clerical position and cost of living and fringe benefit increases.

| <b>General Fund – DEPARTMENT COMPARISON</b> |  |   |                            |
|---|--|---|----------------------------|
| <b>(Excludes Capital Outlay)</b>            |  |   |                            |
|   | <b><u>2011-12<br/>Amended<br/>Budget</u></b> | <b><u>2012-13<br/>Proposed<br/>Budget</u></b> | <b><u>%<br/>Change</u></b> |
| Administration                              | \$760,096                                    | \$755,885                                     | -0.55%                     |
| Finance                                     | 744,012                                      | 642,985                                       | -13.58%                    |
| Engineering                                 | 676,618                                      | 671,514                                       | -0.75%                     |
| Planning                                    | 541,482                                      | 483,040                                       | -10.79%                    |
| Police                                      | 5,840,158                                    | 6,113,951                                     | +4.69%                     |
| Municipal Court                             | 462,305                                      | 445,045                                       | -3.73%                     |
| Fire  | 2,394,997                                    | 2,345,410                                     | -2.07%                     |
| Park & Recreation                           | 2,234,114                                    | 2,167,693                                     | -2.97%                     |
| Park Maintenance                            | 1,039,341                                    | 981,309                                       | -5.58%                     |
| Library                                     | 1,379,303                                    | 1,277,713                                     | -7.37%                     |
| <b>Total</b>                                | <b>\$16,072,426</b>                          | <b>\$15,884,545</b>                           | <b>-1.17%</b>              |

For additional information on the changes implemented in each department and the impact on services, refer to the Budget Summaries included with each Fund.

Fiscal Forecast

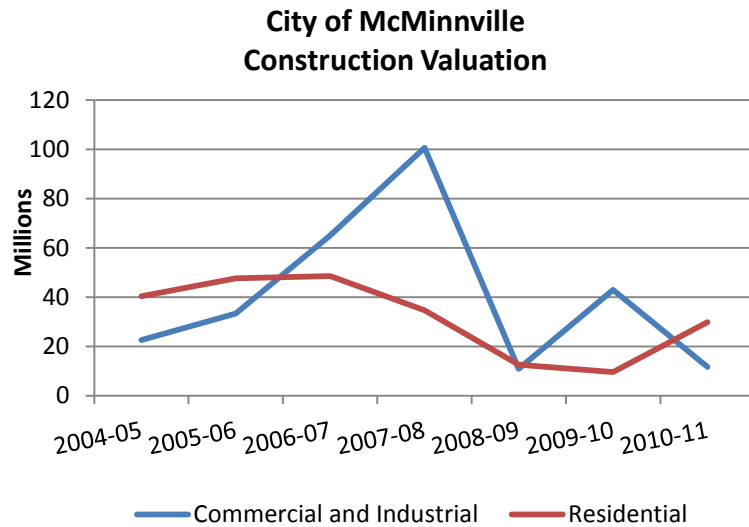
Recognizing that the recovery from the current recession will be prolonged, in November 2009, City management developed a model for a three year fiscal forecast for the General Fund, Ambulance Fund, and Building Fund. The Ambulance Fund was included in the forecast process as a General Fund subsidy is required to balance the fund. The 2011-12 Adopted Budget also included a General Fund subsidy for the Building Fund.

The fiscal forecast model includes projections for revenues, expenditures, and fund balances. Projections are based on a set of assumptions, including percentage changes for assessed property values, cost of living adjustments, PERS employer contribution rates, etc. Historical data, trends, and current economic data are taken into consideration when developing forecast assumptions. In addition, management has contracted with a financial consultant who has extensive budgeting and local government expertise. The initial fiscal forecast in 2009 indicated that General Fund reserves would be depleted to an unacceptable level in 2012-13 unless steps were taken to increase revenues and /or reduce expenditures. In response to this concern, annual budgets have been carefully scrutinized and considered within the longer term needs of the City. City Council has continued a conservative approach to budgeting, which has significantly reduced the reliance on the General Fund reserve to balance the Fund.

The fiscal forecast has proven to be extremely beneficial in the budget process, allowing management to consider the 2012-13 Proposed Budget within the framework of the City’s long term financial picture.

Budget Highlights for Other Funds

**The Building Fund** has been significantly affected by a substantial reduction in residential, commercial and industrial construction. Due to the decrease in permit revenue, a General Fund Transfer was necessary in the 2011-12 Adopted Budget. However, due to significant personnel reductions in the 2012-13 Proposed Budget, the need for a General Fund subsidy has been eliminated. The chart below illustrates the dramatic increase in commercial and industrial activity in 2006-07 and 2007-08 and the equally dramatic decrease in 2008-09 and subsequent years.



**The Ambulance Fund** faces significant financial and operational challenges. Reimbursements for Medicare and Medicaid transports, which make up 74% of all transports provided by the City, are approximately 25% of the total amount charged for the transport. In addition, the demand for emergency transport services continues to grow as the population of the Ambulance Service Area (ASA) grows.

To address these challenges, changes were implemented in 2011-12 with the objective of improving the ambulance service model. Improvements have been substantial and additional changes are reflected in the 2012-13 Proposed Budget. These changes include the conversion of six part time positions to full time positions. A portion of the higher personnel services costs will be offset by recapturing calls which are currently being given to mutual aid departments. For the second year in a row, rate increases for transports and mileage have been incorporated into the proposed budget to partially offset higher costs. The City will continue to review ambulance operations to determine the best service delivery model for the years ahead.

**Wastewater Services Fund and Wastewater Capital Fund** expenditures constitute 35% of all City operating expenditures. In 2011, the City's Wastewater Master Plan and Financial Plan were updated. This update indicated that the City can rely on a "pay as you go" approach to funding the substantial capital needs identified in the Wastewater Master Plan. The foresight shown by previous management and City Councils in building a capital project reserve will enable the City to implement only moderate rate increases and no additional debt over the life of the plan.

## Summary

Following the Financial Overview narrative is a Citywide Financial Overview budget summary, providing a comparison of total resources and requirements for all City funds for the 2011-12 Amended Budget and the 2012-13 Proposed Budget.

**The Resources section** of the table reflects a slight increase in the total Beginning Fund Balance for all funds, primarily due to a \$1.2 million increase in the Wastewater Capital Fund Beginning Balance, which was partially offset by a decrease in the Ambulance Fund Beginning Balance.

Comparison of revenues indicates that budgeted Property Taxes decreased by 1%. The 2011-12 Amended Budget included a 3.5% increase in projected assessed property values. The actual increase for 2011-12 was only 1.59%. The 2012-13 Proposed Budget includes a 1% increase in assessed property values. Licenses and Permits revenues show a 7% increase from the prior year, due primarily to McMinnville Water & Light rate increases and the corresponding higher franchise fee revenues for the City. Charges for Services revenues reflect a 16% decrease, primarily due to a decrease of \$2.1 million in ambulance transport fee revenue. This decrease in revenue resulted from a change in the method for budgeting and accounting for transport fee revenues. Note that there is a corresponding decrease in ambulance write-offs, which are included in Materials and Services expenditures.

The increase in Miscellaneous revenues is generally due to somewhat higher interest rates earned at the Local Government Investment Pool.

The 12% decrease in Transfers In revenue is primarily due to a decrease in the transfer from the Wastewater Services Fund to the Wastewater Capital Fund. The 2011 Wastewater Master Plan and Financial Plan provide for the amount of user fees that need to be transferred from Wastewater Services each year to support capital projects in Wastewater Capital.

The 2011-12 Amended Budget included Other Financing Sources of \$5.9 million and Other Financing Uses of \$5.8 million. These amounts were related to the refunding of the 2001 Park System Improvement bonds in October 2011. The proceeds of the 2011 Refunding bonds were used to retire the outstanding debt on the 2001 bonds.

**The Requirements section** of the table indicates that Personnel Services expenditures remained virtually flat. Increases for public safety costs were offset by reductions in full time and part time positions in the General Fund and Building Fund. Please refer to the City Manager's Budget Message for a discussion regarding staffing changes

The significant decrease in Materials and Service primarily resulted from the \$2.8 million decrease in ambulance transport write off expenses previously mentioned. Also, reductions due to budget constraints were seen in most General Fund department and, in the Park Development Fund, professional services decreased due to the completion of the NE Neighborhood Park in the prior year.

The decrease in Capital Outlay expenditures reflects the decision to limit vehicle purchases and building repairs in the General Fund. Also, in 2011-12, almost \$200,000 was spent for emergency radio system equipment in the Emergency Communications Fund compared to \$38,000 budgeted in 2012-13.

The 6% increase in total Ending Fund Balance resulted primarily for a \$1.4 million increase in Wastewater Services and Wastewater Capital combined. Moderate rate increases have been implemented to fund future capital projects.

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

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



City Wide Financial Overview

| Description | 2011 - 2012<br>Amended Budget | 2012 - 2013<br>Proposed Budget | Percent<br>Change |
|-------------|-------------------------------|--------------------------------|-------------------|
|-------------|-------------------------------|--------------------------------|-------------------|

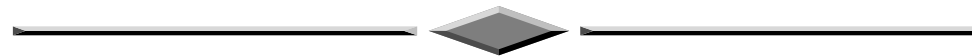
**RESOURCES**

|                            |                     |                     |             |
|----------------------------|---------------------|---------------------|-------------|
| Beginning Fund Balance     | \$33,011,330        | \$33,803,982        | 2%          |
| Property Taxes             | 11,700,875          | 11,565,200          | -1%         |
| Special Assessments        | 60,000              | 60,000              | 0%          |
| Licenses & Permits         | 2,606,750           | 2,781,300           | 7%          |
| Intergovernmental          | 3,709,053           | 3,588,363           | -3%         |
| Charges for Services       | 18,415,442          | 15,546,954          | -16%        |
| Fines & Forfeitures        | 812,300             | 752,225             | -7%         |
| Miscellaneous              | 365,944             | 516,827             | 41%         |
| Current Revenue            | 37,670,364          | 34,810,869          | -8%         |
| Transfers In               | 8,832,402           | 7,750,508           | -12%        |
| Other Financing Sources    | 5,926,316           | -                   | -100%       |
| <b>TOTAL ALL RESOURCES</b> | <b>\$85,440,412</b> | <b>\$76,365,359</b> | <b>-11%</b> |

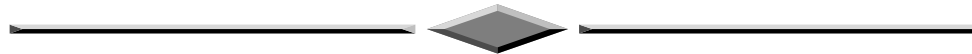
**REQUIREMENTS**

|                               |                   |                     |             |
|-------------------------------|-------------------|---------------------|-------------|
| Personal Services             | 18,124,044        | 18,099,610          | 0%          |
| Materials & Services          | 15,593,375        | 12,851,407          | -18%        |
| Capital Outlay                | 5,205,075         | 4,520,182           | -13%        |
| Debt Service                  | 4,722,769         | 4,590,794           | -3%         |
| Operating Budget              | 43,645,263        | 40,061,993          | -8%         |
| Transfers Out                 | 8,832,402         | 7,750,508           | -12%        |
| Other Financing Sources       | 5,812,958         | -                   | -100%       |
| Non-operating Budget          | 14,645,360        | 7,750,508           | -47%        |
| Contingency                   | 3,297,725         | 3,385,016           | 3%          |
| Ending Fund Balance           | 23,852,064        | 25,167,842          | 6%          |
| <b>TOTAL ALL REQUIREMENTS</b> | <b>85,440,412</b> | <b>\$76,365,359</b> | <b>-11%</b> |





# FUND DEFINITIONS



- Budget Organization Chart



# Fund Definitions

## - Budget Basis

2012-2013 Proposed Budget

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

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

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

### Governmental Funds: General Fund

#### General Fund

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

### Governmental Funds: Special Revenue Funds

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

#### Special Assessment Fund

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

#### Telecommunications Fund

This fund accounts for franchise fees received from service providers that operate 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 (PEG) access for the McMinnville community.

#### Emergency Communications Fund

This fund accounts for the City's participation in the 911 Central Emergency Dispatch Center operated by Yamhill Communications Agency (YCOM). The State of Oregon collects emergency telephone tax from subscribers and distributes the tax to Oregon cities on a pro-rata basis. The 911 tax revenue received from the State and the \$669,300 transferred into this Fund in the 2012-13 Proposed Budget from Police, Fire and Ambulance are paid to YCOM for the City's member contribution. The 2012-13 Proposed Budget also includes a system access fee collected from users of the City's new emergency radio system equipment.

## Fund Definitions – Budget Basis

### Page II

#### Street Fund

The principal revenue source for this fund is state gasoline tax administered in accordance with Article IX, Section 3 of the Constitution of the State of Oregon and used to finance street maintenance, improvements, and street equipment purchases.

#### Airport Maintenance Fund

This fund accounts for fees for airport services including building, hangar, and land lease rental income. These fees are used to fund airport operations. In past years, Federal Aviation Administration (FAA) grant funds have been used for capital projects, such as taxiway and runway construction and improvements. The 2012-13 Proposed Budget for the Airport Maintenance Fund does not include any FAA grant funds.

### **Governmental Funds: Capital Projects Funds**

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

#### Public Safety Facilities Construction Fund

This fund was used to account for the \$13.1 million Public Safety & Court/Civic Building bond proceeds received in 2006 and used to fund the construction of the Public Safety Building and the Civic Hall. Both buildings were substantially complete in 2009-10. In 2012-13, approximately \$11,000 was set aside in a Designated Ending Fund Balance in this Fund to pay for a possible arbitrage rebate liability due in 2016. The remaining unspent bond proceeds were transferred to the Debt Service Fund, which will lower the amount of taxes that need to be levied for 2012-13 debt service payments.

#### Transportation Fund

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

#### Park Development Fund

This fund accounts for the \$9.1 million Park System Improvement bond proceeds received in 2001, park system development charges (SDCs), grants, and donations which are used for park system expansion and improvements. In October 2011, refunding bonds were issued to retire the principal outstanding on the 2001 Park System Improvement bonds. The 2011 Refunding bonds basically replace the 2001 bonds, at a lower interest rate. It is anticipated that nearly all bond proceeds will be spent by June 30, 2013.

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

#### Debt Service Fund

This fund accounts for the City's property tax debt service levy used to pay principal and interest payments on general obligation bonds. The 2006 Public Safety & Court/Civic Building Bonds and 2011 Refunding Bonds are currently the City's only outstanding general obligation debt. In 2011, refunding bonds were issued to retire the principal outstanding on the 2001 Park System Improvement Bonds. The principal on the 2011 Refunding bonds will be paid over the next ten years at an interest rate lower than the 2001 bonds.

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

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

### Building Fund

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

### Wastewater Services Fund

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

### Wastewater Capital Fund

Major revenue sources for the Wastewater Capital Fund are system development charges (SDCs) and user fees which are transferred from the Wastewater Services Fund. The 2012-13 Proposed Budget includes Transfers In from the Wastewater Services Fund of \$4.6 million, with \$2.9 million for debt service payments on the 2004 Sewer Refunding Bonds and \$1.7 million for wastewater capital projects.

### Ambulance Fund

This fund is used to account for revenues and expenditures for emergency medical services provided to the community. Although the Ambulance Fund is classified as an enterprise fund and is intended to be self-supporting, General Fund support has been necessary for the last nine years. Reimbursements for Medicare and Medicaid transports, which make up 74% of all emergency transports provided by the City, are significantly less than the cost the cost of providing the service.

## **Internal Service Funds**

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

### Information Systems and Services Fund (IS)

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

**Fund Definitions – Budget Basis**  
**Page IV**

Insurance Services Fund

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

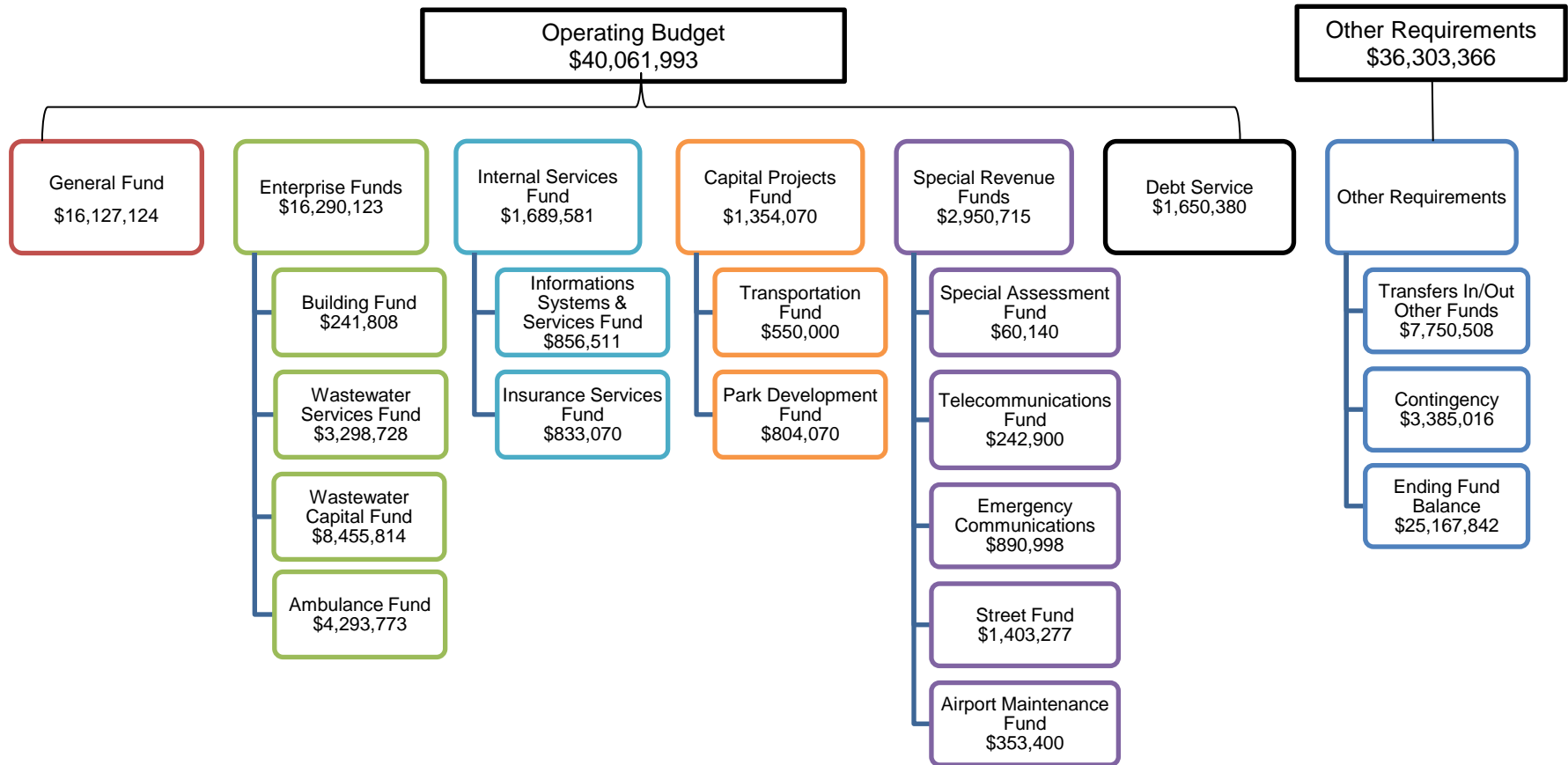
**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements". The total "Operating Budget" of \$40.1 million is comprised of all Personnel Services, Materials and Services, Capital Outlay and Debt Service expenditures. "Other Requirements" include Transfers In and Transfers Out to other funds, Contingencies and Ending Fund Balances. Total "Other Budget" and "Other Requirements" for 2012-13 are \$76,365,359.



# Budget Organization Chart

2012 - 2013 Proposed Budget

Total 2012 - 2013 Proposed Budget  
\$76,365,359





# **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

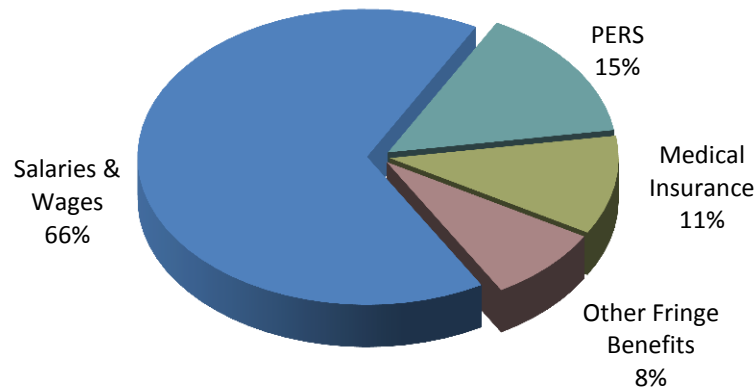
2012–2013 Proposed Budget

## Introduction

City of McMinnville personnel services expenditures account for 38% of the City's total 2012-13 Proposed Budget expenditures and include salaries and wages and fringe benefits for City personnel.

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

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

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

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

### Medical Insurance

The 2012-13 Proposed Budget reflects an estimated 7% increase in premiums. For General Service employees, the cost of this increase will be paid by the employee, bringing the employee share to 28% of total premium cost. Pursuant to the terms of collective bargaining agreements, Fire Union employees share 10% of total premium cost and Police Union employees share 5% of total premium cost.



## Personal Services Overview Page II

### Other Fringe Benefits

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

### **Change in Personnel and Volunteers**

Personnel services expenditures for fiscal year 2012-13 reflect an overall decrease of 5.75 FTE. The tables which follow this overview provide detail for these changes and include:

- Table #1 Five-year trend of FTE actuals including the “2013 Proposed Budget” by department.
- Table #2 Change in FTE from the “2012 Adopted Budget” to the “2013 Proposed Budget” by position.
- Table #3 Current number of employees and volunteers by department.
- Table #4 Volunteer Roster – Illustrates number of volunteers that help provide City services.

### **Cost of Living Adjustment (COLA)**

The COLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area for the second half of 2011, which was 3.3%. The 2012-13 Proposed Budget does not include a COLA for General Service employees.

Pursuant to the terms of collective bargaining agreements, the 2012-13 Proposed Budget includes a tentative 3.3% COLA for Fire Union employees, and a 3.3% COLA for Police Union employees.

### **Significant Department Changes**

The 2012-13 Proposed Budget includes the following changes:

In the Planning Department, an Associate Planner position is being eliminated after December 31st. The Library Department will reduce hours for several employees, resulting in an overall decrease of 1.6 FTE. In the Fire Department, the Fire Marshal position is being eliminated and the Fire Prevention Specialist is being reduced to part time. In the proposed budget Fire and Ambulance are both affected by the transition of six part time plus Firefighter EMT positions to full time to help improve 24 hour service levels. The cost of this transitioning will be mostly offset by additional revenues. Police Department FTE increased by 0.23, with the addition of a part time clerical position. Please refer to individual department Budget Summaries for more detail.

### **Summary**

Personnel services expenditures included in the 2012–13 Proposed Budget reflect the challenges of balancing the General Fund budget; minimizing the spend down of the General Fund reserve; and limiting the impact of FTE reductions on services provided to the public. Personnel services expenditures in the 2012-13 Proposed Budget also reflect a policy and management decision to continue its commitment to giving a high priority to public safety services.

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

**Table #1**

| <b>Department</b>                         | <b>Adopted*<br/>2008-09</b> | <b>Adopted<br/>2009-10</b> | <b>Adopted<br/>2010-11</b> | <b>Adopted<br/>2011-12</b> | <b>Proposed<br/>2012-13</b> | * With Logos<br>implementation,<br>FTEs for operational<br>employees are<br>directly allocated to<br>operational<br>departments. |
|---|-----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|--|
| Administration                            | 3.30                        | 3.38                       | 3.30                       | 3.30                       | 3.30                        |  |
| Finance                                   | 9.18                        | 8.94                       | 8.54                       | 8.19                       | 7.08                        |  |
| Engineering                               | 5.70                        | 5.85                       | 5.85                       | 5.85                       | 5.60                        |  |
| Planning                                  | 5.50                        | 5.50                       | 5.50                       | 4.50                       | 4.00                        |  |
| Police                                    | 45.05                       | 45.19                      | 43.04                      | 44.16                      | 44.39                       |  |
| Municipal Court                           | 5.87                        | 4.73                       | 4.41                       | 4.41                       | 4.38                        |  |
| Fire                                      | 16.75                       | 16.99                      | 16.40                      | 14.95                      | 14.03                       |  |
| Parks & Recreation                        |                             |                            |                            |                            |                             |  |
| Administration                            | 2.32                        | 2.25                       | 2.15                       | 2.15                       | 2.06                        |  |
| Aquatic Center                            | 10.86                       | 10.65                      | 10.91                      | 11.19                      | 11.00                       |  |
| Community Center & Rec Programs           | 6.40                        | 5.90                       | 5.93                       | 5.19                       | 5.60                        |  |
| Kids On The Block                         | 6.26                        | 7.99                       | 7.50                       | 7.67                       | 7.13                        |  |
| Recreation Sports                         | 4.23                        | 4.85                       | 4.70                       | 4.85                       | 4.11                        |  |
| Senior Center                             | 2.30                        | 2.44                       | 2.78                       | 2.87                       | 2.67                        |  |
| Park Maintenance                          | 10.52                       | 10.53                      | 10.29                      | 10.26                      | 10.00                       |  |
| Library                                   | 17.93                       | 17.93                      | 17.31                      | 17.01                      | 15.42                       |  |
| <b>General Fund - Total</b>               | <b>152.17</b>               | <b>153.12</b>              | <b>148.61</b>              | <b>146.55</b>              | <b>140.77</b>               |  |
| <b>Street Fund</b>                        | <b>9.15</b>                 | <b>8.84</b>                | <b>8.83</b>                | <b>8.90</b>                | <b>8.90</b>                 |  |
| <b>Building</b>                           | <b>5.90</b>                 | <b>3.75</b>                | <b>3.65</b>                | <b>3.65</b>                | <b>2.00</b>                 |  |
| Wastewater Services                       |                             |                            |                            |                            |                             |  |
| Administration                            | 2.94                        | 2.82                       | 3.06                       | 3.06                       | 3.06                        |  |
| Plant                                     | 7.00                        | 7.00                       | 7.00                       | 8.00                       | 8.00                        |  |
| Environmental Services                    | 4.00                        | 4.00                       | 4.00                       | 4.00                       | 4.00                        |  |
| Conveyance Systems                        | 5.10                        | 5.40                       | 5.40                       | 5.40                       | 5.40                        |  |
| <b>Wastewater Services - Total</b>        | <b>19.04</b>                | <b>19.22</b>               | <b>19.46</b>               | <b>20.46</b>               | <b>20.46</b>                |  |
| <b>Ambulance</b>                          | <b>16.04</b>                | <b>15.72</b>               | <b>16.32</b>               | <b>20.72</b>               | <b>22.40</b>                |  |
| <b>Information Systems &amp; Services</b> | <b>3.00</b>                 | <b>3.00</b>                | <b>3.00</b>                | <b>3.00</b>                | <b>3.00</b>                 |  |
| <b>Total City Employees - FTE's</b>       | <b>205.30</b>               | <b>203.65</b>              | <b>199.87</b>              | <b>203.28</b>              | <b>197.53</b>               |  |
| <b>Difference from prior year</b>         |                             |                            |                            |                            | <b>- 5.75</b>               |  |

**City of McMinnville**  
**Change in Full Time Equivalent (FTE)**  
**2011-12 Adopted to 2012-13 Proposed Budget**

**Table #2**

| <u>Positions - By Department</u>                      | <u>Change in FTE</u> | <u>Positions - By Department</u>                         | <u>Change in FTE</u> |
|---|----------------------|--|----------------------|
| <b><u>Administration</u></b>                          |                      | <b><u>Kids On The Block</u></b>                          |                      |
| No Changes  | <u>0.00</u>          | Site Director II - KOB                                   | (0.02)               |
| <b><u>Finance</u></b>                                 |                      | Site Director - KOB                                      | (0.42)               |
| Technical Services Accountant                         | (1.00)               | Assistant Site Director - KOB                            | (0.04)               |
| Senior Accountant                                     | (0.75)               | Rec Leadership - KOB Elementary                          | (0.06)               |
| Accountant II   | 1.00                 |  | <u>(0.54)</u>        |
| Accountant I  | (0.63)               | <b><u>Recreation Sports</u></b>                          |                      |
| Extra Help - Finance                                  | 0.25                 | Recreation Program Supervisor                            | (1.00)               |
| Extra Help - Ambulance Billing                        | 0.02                 | Program Assistant - Rec Sports                           | 0.63                 |
|   | <u>(1.11)</u>        | RP Labor - Youth Soccer                                  | (0.34)               |
| <b><u>Engineering</u></b>                             |                      | RP Labor - Youth Basketball                              | 0.10                 |
| Permit Technician - Combined Depts - 25%              | <u>(0.25)</u>        | RP Labor - Youth Baseball/Softball                       | (0.13)               |
|   |                      |  | <u>(0.74)</u>        |
| <b><u>Planning</u></b>                                |                      | <b><u>Senior Center</u></b>                              |                      |
| Associate Planner                                     | <u>(0.50)</u>        | Program Assistant - Senior Center                        | (0.22)               |
| <b><u>Police</u></b>                                  |                      | Extra Help - Senior Center                               | 0.34                 |
| Extra Help - Clerical                                 | 0.48                 | Extra Help - Day Tours                                   | 0.01                 |
| Extra Help - Community Relations                      | (0.23)               | Classes & Programs Labor - SC                            | (0.08)               |
| Extra Help - Police Reserves                          | (0.01)               | Extra Help - Senior Center Events & Rentals              | (0.25)               |
| Extra Help - Investigations                           | (0.01)               |  | <u>(0.20)</u>        |
|   | <u>0.23</u>          | <b><u>Park Maintenance</u></b>                           |                      |
| <b><u>Municipal Court</u></b>                         |                      | Extra Help - Park Maintenance                            | <u>(0.26)</u>        |
| Municipal Court Security Officer                      | (0.20)               | <b><u>Library</u></b>                                    |                      |
| Extra Help - Municipal Court Security                 | 0.17                 | Senior Librarian   | (0.50)               |
|   | <u>(0.03)</u>        | Librarian III  | 0.50                 |
| <b><u>Fire</u></b>                                    |                      | Librarian II   | (0.55)               |
| Fire Mechanic / Firefighter / EMT                     | (0.15)               | Librarian I  | (0.36)               |
| Firefighter / EMT                                     | 2.10                 | Library Assistant  | (0.55)               |
| Firefighter / Paramedic - PT+                         | (1.20)               | Library Page   | (0.13)               |
| Fire Marshall   | (1.00)               |  | <u>(1.59)</u>        |
| Fire Prevention Specialist                            | (0.20)               | <b><u>Street</u></b>                                     |                      |
| Administrative Specialist II - Fire                   | (0.35)               | No changes   | <u>0.00</u>          |
| Extra Help - Fire Prevention                          | (0.12)               | <b><u>Building</u></b>                                   |                      |
|   | <u>(0.92)</u>        | Building Inspector III                                   | (1.40)               |
| <b><u>Parks &amp; Recreation - Administration</u></b> |                      | Permit Technician - Combined Depts - 25%                 | (0.25)               |
| Rec Leadership - Park Ranger                          | <u>(0.09)</u>        |  | <u>(1.65)</u>        |
| <b><u>Aquatic Center</u></b>                          |                      | <b><u>Wastewater Services</u></b>                        |                      |
| Head Guard  | (0.48)               | No changes   | <u>0.00</u>          |
| Extra Help - Aquatics I, II, III (Lifeguard)          | 0.18                 | <b><u>Ambulance</u></b>                                  |                      |
| Extra Help - Aquatics I, II, III (Swim Lessons)       | (0.02)               | Fire Mechanic / Firefighter / EMT                        | 0.15                 |
| Extra Help - Aquatics I, II, III (Fitness Classes)    | 0.02                 | Firefighter / EMT  | 3.90                 |
| Extra Help - Aquatics I, II, III (Office)             | 0.11                 | Firefighter / Paramedic - PT+                            | (2.22)               |
|   | <u>(0.19)</u>        | Administrative Specialist II - Fire                      | (0.15)               |
| <b><u>Community Center</u></b>                        |                      |  | <u>1.68</u>          |
| Extra Help - Community Center                         | (0.01)               | <b><u>Information Systems</u></b>                        |                      |
| Site Director - Summer STARS                          | (0.12)               | No Changes   | <u>0.00</u>          |
| Rec Leadership - Summer STARS                         | 0.11                 | <b><u>Total Change in Full Time Equivalent (FTE)</u></b> |                      |
| Classes & Programs Labor - CC                         | 0.43                 |  | <u>(5.75)</u>        |
|   | <u>0.41</u>          |  |                      |

**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2012 Actual**

**Table #3**

| <b>Department</b>                            | <b>Employees</b> |                  | <b>Volunteers</b>    | <b>Grand Total</b> |
|--|------------------|------------------|----------------------|--------------------|
|  | <b>Full Time</b> | <b>Part Time</b> | See Volunteer Roster |                    |
| Administration                               | 3                | 1                | 26                   | 30                 |
| Finance                                      | 6                | 1                | -                    | 7                  |
| Engineering                                  | 5                | -                | 8                    | 13                 |
| Planning                                     | 4                | -                | 55                   | 59                 |
| Police                                       | 42               | 4                | 53                   | 99                 |
| Municipal Court                              | 4                | 5                | -                    | 7                  |
| Fire   |                  |                  |                      |                    |
| Fire Administration & Operations             | 10               | 1                | 50                   | 61                 |
| Fire Prevention & Life Safety                | 3                | -                | -                    | 3                  |
| Parks & Recreation                           |                  |                  |                      |                    |
| Administration                               | 1                | -                | 1                    | 2                  |
| Aquatic Center                               | 3                | 26               | 4                    | 33                 |
| Community Center & Rec Programs              | 1                | 11               | 1                    | 13                 |
| Kids On The Block                            | 1                | 32               | 18                   | 51                 |
| Mayor's Charity Ball                         | -                | -                | 200                  | 200                |
| Recreation Sports                            | 2                | 31               | 277                  | 310                |
| Senior Center                                | 1                | 8                | 202                  | 211                |
| Park Maintenance                             | 6                | 4                | 277                  | 287                |
| Library                                      | 10               | 14               | 199                  | 223                |
| <b>General Fund - Total</b>                  | <b>102</b>       | <b>138</b>       | <b>1,371</b>         | <b>1,611</b>       |
| <b>Street</b>                                | <b>8</b>         | <b>1</b>         | <b>-</b>             | <b>9</b>           |
| <b>Airport Maintenance</b>                   | <b>-</b>         | <b>-</b>         | <b>6</b>             | <b>6</b>           |
| <b>Building</b>                              | <b>2</b>         | <b>1</b>         | <b>12</b>            | <b>15</b>          |
| Wastewater Services                          |                  |                  |                      |                    |
| Administration                               | 2                | -                | -                    | 2                  |
| Plant  | 8                | -                | -                    | 8                  |
| Environmental Services                       | 4                | -                | -                    | 4                  |
| Conveyance Systems                           | 6                | -                | -                    | 6                  |
| <b>Wastewater Services - Total</b>           | <b>20</b>        | <b>-</b>         | <b>-</b>             | <b>20</b>          |
| <b>Ambulance</b>                             | <b>19</b>        | <b>3</b>         | <b>-</b>             | <b>22</b>          |
| <b>Information Systems &amp; Services</b>    | <b>3</b>         | <b>-</b>         | <b>-</b>             | <b>3</b>           |
| <b>Total City Employees &amp; Volunteers</b> | <b>154</b>       | <b>143</b>       | <b>1,389</b>         | <b>1,686</b>       |

**City of McMinnville  
Volunteer Roster - 2011**

**Table #4**

| <b>Department</b>                            | <b># of<br/>Volunteers</b> | <b>Notes</b>  |
|--|----------------------------|---|
| <b>Administration</b>                        |                            |   |
| City Council                                 | 7                          |   |
| Budget Committee                             | 7                          |   |
| Mayor's Charity Ball Advisory Board          | <u>12</u>                  |   |
|  | <b><u>26</u></b>           |   |
| <b>Police</b>                                |                            |   |
| Police Reserves (a)                          | 4                          | (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.  |
| Citizens Emergency Response Team (CERT)      | 28                         |   |
| Other Police Volunteers (b)                  | <u>21</u>                  |   |
|  | <b><u>53</u></b>           | (b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol   |
| <b>Engineering</b>                           |                            |   |
| Transportation Advisory Committee            | <u>8</u>                   |   |
| <b>Library</b>                               |                            |   |
| Volunteers                                   | <u>199</u>                 |   |
| <b>Building</b>                              |                            |   |
| Board of Appeals                             | 5                          |   |
| Building Code Advisory Board                 | <u>7</u>                   | (c) <b>Fire &amp; EMS Volunteers</b> are paid a reimbursement for emergency calls based on a point basis computed on number of calls and the level of EMT certification. Volunteers who sign up for shift coverage duty on the weekend also receive a stipend.  |
|  | <b><u>12</u></b>           |   |
| <b>Planning</b>                              |                            |   |
| Citizen's Advisory Committee                 | 4                          |   |
| Northeast Gateway Advisory Committee         | 15                         | (d) <b>The McMinnville Swim Club and High School</b> host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.   |
| Downtown Master Plan Advisory Committee      | 10                         |   |
| Historic Landmarks Committee                 | 5                          |   |
| Landscape Review Committee                   | 5                          | (e) <b>The Survival Swimming Program</b> provides up to 10 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition, Perrydale, 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 Area Management Commission | 7                          |   |
| Planning Commission                          | <u>9</u>                   |   |
|  | <b><u>55</u></b>           |   |
| <b>Fire &amp; Ambulance</b>                  |                            |   |
| Fire & EMS Volunteers (c)                    | <b>50</b>                  | (f) <b>Senior Center Volunteers</b> contribute over 5,400 hours of their time each year helping in the front office, meal site, Meals on Wheels, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, trip escorts, guest speakers, library, computer lab, attorney consultation, hearing aid assistance, blood pressure checks, Wortman Park Art Gallery, McMinnville   |
| <b>Parks &amp; Recreation</b>                |                            |   |
| Aquatic Center (d) (e)                       | 4                          | (g) <b>Park and Recreation</b> sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event volunteers each May.   |
| Park Watch Program                           | 1                          |   |
| Community Center (g)                         | 1                          |   |
| Kids On The Block                            | 18                         |   |
| Recreational Sports                          | 277                        |   |
| Senior Center Volunteers (f)                 | 202                        |   |
| Park Project Volunteers                      | 277                        |   |
| Mayor's Charity Ball                         | <u>200</u>                 |   |
|  | <b><u>980</u></b>          |   |
| <b>Airport</b>                               |                            |   |
| Airport Commission                           | <u>6</u>                   |   |
| <b>Total Volunteers</b>                      | <b><u>1,389</u></b>        |   |

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

July 1, 2012

Projected Without COLA Increase

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

| <b>Classification Title</b>      | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Library Services Coordinator     |              |               |               |               |               |               |               |
| Recreation Program Mgr - Aquatic |              |               |               |               |               |               |               |
| Recreation Program Mgr - CC      |              |               |               |               |               |               |               |
| Recreation Program Mgr - KOB     |              |               |               |               |               |               |               |
| Recreation Program Mgr - Seniors |              |               |               |               |               |               |               |
| Recreation Program Mgr - Sports  |              |               |               |               |               |               |               |
| Senior Librarian                 | 338          | 2,013         | 2,114         | 2,220         | 2,331         | 2,447         | 2,569         |
| Sr Environmental Tech - WRF      |              |               |               |               |               |               |               |
| Supervisor - Park Maintenance    |              |               |               |               |               |               |               |
| Supervisor - SS & SD Maintenance |              |               |               |               |               |               |               |
| Supervisor - Street Maintenance  |              |               |               |               |               |               |               |
| Peer Court Manager               | 337          | 1,964         | 2,063         | 2,166         | 2,274         | 2,388         | 2,507         |
| Sr Laboratory Tech - WRF         |              |               |               |               |               |               |               |
| Support Services Mgr -Police     |              |               |               |               |               |               |               |
| Associate Planner                | 336          | 1,917         | 2,012         | 2,113         | 2,219         | 2,329         | 2,446         |
| Building Inspector II            |              |               |               |               |               |               |               |
| Engineering Technician           |              |               |               |               |               |               |               |
| Senior Mechanic - WRF            |              |               |               |               |               |               |               |
| Information Systems Analyst I    | 335          | 1,870         | 1,963         | 2,062         | 2,164         | 2,273         | 2,386         |
| Senior Operator - WRF            |              |               |               |               |               |               |               |
| Assistant Planner                | 332          | 1,736         | 1,823         | 1,914         | 2,010         | 2,110         | 2,216         |
| Librarian III - Children's Svcs  |              |               |               |               |               |               |               |
| Librarian III - Reference        |              |               |               |               |               |               |               |
| Mechanic - WRF                   |              |               |               |               |               |               |               |
| Senior Accountant                |              |               |               |               |               |               |               |
| Admin Assistant/HR Analyst       | 331          | 1,694         | 1,778         | 1,867         | 1,961         | 2,059         | 2,162         |
| Comm Ctr & Supp Svcs Supervisor  |              |               |               |               |               |               |               |
| Environmental Tech II - WRF      |              |               |               |               |               |               |               |
| Operator II - WRF                |              |               |               |               |               |               |               |
| Rec Program Supervisor - Aquatic |              |               |               |               |               |               |               |
| Rec Program Supervisor - Sports  |              |               |               |               |               |               |               |
| Accountant II                    | 330          | 1,652         | 1,735         | 1,822         | 1,913         | 2,008         | 2,109         |
| Accountant II - Payroll          |              |               |               |               |               |               |               |
| Firefighter/Paramedic - PT+      |              |               |               |               |               |               |               |
| Laboratory Technician - WRF      |              |               |               |               |               |               |               |
| Senior Utility Worker - Pk Maint |              |               |               |               |               |               |               |
| Senior Utility Worker - WRF      |              |               |               |               |               |               |               |
| Management Assistant - Police    | 329          | 1,612         | 1,693         | 1,777         | 1,866         | 1,960         | 2,058         |

| <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> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Accountant I                     | 328          | 1,573         | 1,651         | 1,734         | 1,821         | 1,912         | 2,007         |
| Accounts Rec Billing Coord -Fire |              |               |               |               |               |               |               |
| Legal Secretary                  |              |               |               |               |               |               |               |
| Librarian II - Children's        |              |               |               |               |               |               |               |
| Librarian II - Reference         |              |               |               |               |               |               |               |
| Librarian II - Young Adult       |              |               |               |               |               |               |               |
| Office Manager - Fire            |              |               |               |               |               |               |               |
| Paramedic - PT+                  |              |               |               |               |               |               |               |
| Permit Technician - Comb Depts   |              |               |               |               |               |               |               |
| Permit Technician - Eng/Bldg     |              |               |               |               |               |               |               |
| Environmental Tech I - WRF       | 327          | 1,535         | 1,611         | 1,692         | 1,776         | 1,865         | 1,959         |
| Operator I - WRF                 |              |               |               |               |               |               |               |
| Rec Program Coord II - Aquatic   |              |               |               |               |               |               |               |
| Rec Program Coord II - Sports    |              |               |               |               |               |               |               |
| Facilities Maint Spec II - WRF   | 326          | 1,497         | 1,572         | 1,650         | 1,733         | 1,820         | 1,911         |
| Library Circulation Specialist   |              |               |               |               |               |               |               |
| Mechanic - Public Works          |              |               |               |               |               |               |               |
| Operations Supp Specialist - PW  |              |               |               |               |               |               |               |
| Parking & Code Enforcement       |              |               |               |               |               |               |               |
| Utility Worker II - Public Works |              |               |               |               |               |               |               |
| Utility Worker II - Street       |              |               |               |               |               |               |               |
| Utility Worker II - WRF          |              |               |               |               |               |               |               |
| Accounts Rec Billing Spec - Fire | 324          | 1,425         | 1,496         | 1,571         | 1,650         | 1,732         | 1,819         |
| Executive Secretary - Comm Dev   |              |               |               |               |               |               |               |
| Executive Secretary - Fire       |              |               |               |               |               |               |               |
| Executive Secretary - Planning   |              |               |               |               |               |               |               |
| Librarian I - Children's         |              |               |               |               |               |               |               |
| Librarian I - Reference          |              |               |               |               |               |               |               |
| Librarian I - Technical Services |              |               |               |               |               |               |               |
| Senior Court Clerk - MC          |              |               |               |               |               |               |               |
| Police Records Specialist        | 323          | 1,390         | 1,460         | 1,533         | 1,609         | 1,690         | 1,774         |
| Rec Program Coordinator I        |              |               |               |               |               |               |               |
| Facility Maintenance Spec I      | 322          | 1,356         | 1,424         | 1,495         | 1,570         | 1,649         | 1,731         |
| Utility Worker I - Public Works  |              |               |               |               |               |               |               |
| Accounting Specialist I          | 320          | 1,291         | 1,356         | 1,423         | 1,494         | 1,569         | 1,648         |
| Admin Spec II - Combined Depts   |              |               |               |               |               |               |               |
| Admin Spec II - Eng/Bldg         |              |               |               |               |               |               |               |
| Administrative Spec II - 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> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Court Clerk II - MC              |              |               |               |               |               |               |               |
| Library Tech Assistant           |              |               |               |               |               |               |               |
| Library Tech Asst - Children's   |              |               |               |               |               |               |               |
| Library Tech Asst - Circulation  |              |               |               |               |               |               |               |
| Library Tech Asst - Reference    |              |               |               |               |               |               |               |
| Library Tech Asst - Tech Svcs    |              |               |               |               |               |               |               |
| Municipal Court Security Officer |              |               |               |               |               |               |               |
| Facility Maintenance Technician  | 318          | 1,229         | 1,290         | 1,355         | 1,422         | 1,494         | 1,568         |
| Library Asst - Children's        |              |               |               |               |               |               |               |
| Library Asst - Circulation       |              |               |               |               |               |               |               |
| Library Asst - Technical Svcs    |              |               |               |               |               |               |               |
| Medical Transport Specialist     | 317          | 1,199         | 1,258         | 1,321         | 1,388         | 1,457         | 1,530         |
| Admin Spec I - Combined Depts    | 316          | 1,170         | 1,228         | 1,289         | 1,354         | 1,422         | 1,493         |
| Administrative Spec I - Admin    |              |               |               |               |               |               |               |
| Court Clerk I - MC               |              |               |               |               |               |               |               |
| Office Specialist II - Aquatic   |              |               |               |               |               |               |               |
| Office Specialist II - MC        |              |               |               |               |               |               |               |
| Office Specialist II - PW        |              |               |               |               |               |               |               |
| Office Specialist II - WRF       |              |               |               |               |               |               |               |
| Recreation Specialist - Aquatic  |              |               |               |               |               |               |               |
| Office Specialist - Aquatic      | 314          | 1,113         | 1,169         | 1,227         | 1,288         | 1,353         | 1,421         |
| Office Specialist I - CDC        |              |               |               |               |               |               |               |
| Office Specialist I - City Hall  |              |               |               |               |               |               |               |
| Office Specialist I - Fire       |              |               |               |               |               |               |               |
| Office Specialist I - Peer Court |              |               |               |               |               |               |               |
| Office Specialist I - Police     |              |               |               |               |               |               |               |
| PD Crime Information Specialist  |              |               |               |               |               |               |               |
| PD Records Office Specialist     |              |               |               |               |               |               |               |
| Office Assistant                 | 306          | 913           | 959           | 1,007         | 1,058         | 1,110         | 1,166         |
| Library Page                     | 302          | 828           | 869           | 912           | 958           | 1,006         | 1,056         |

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

July 1, 2012

Projected Without COLA Increase

| <b>Classification Title</b> | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> |
|-----------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| City Manager                | 099          | 5,693         |               |               |               |               |               |
| Judge                       | 068          | 1,619         |               |               |               |               |               |

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

| <b>Title</b>                                       | <b>Amount</b>      |
|--|--------------------|
| 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, 2012

3.3% Projected COLA Increase

| <b>Classification Title</b>                                   | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> |
|---|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Police Sergeant - 12 Hour                                     | 165          | 2,522         | 2,648         | 2,780         | 2,919         | 3,065         | 3,218         |
| Police Sergeant   | 160          | 2,401         | 2,521         | 2,648         | 2,780         | 2,919         | 3,065         |
| Police Officer - 12 Hour                                      | 155          | 2,183         | 2,292         | 2,407         | 2,527         | 2,654         | 2,786         |
| Police Officer  | 150          | 2,079         | 2,183         | 2,292         | 2,407         | 2,527         | 2,654         |
| Community Services Officer<br>Police Comm Support Coordinator | 140          | 1,706         | 1,791         | 1,880         | 1,974         | 2,073         | 2,177         |
| Parking & Code Enforcement<br>Police Evidence & Property Tech | 130          | 1,654         | 1,737         | 1,824         | 1,915         | 2,011         | 2,111         |
| Police Records Specialist                                     | 120          | 1,539         | 1,616         | 1,696         | 1,781         | 1,870         | 1,964         |
| Peer Court Office Specialist I                                | 110          | 1,347         | 1,414         | 1,485         | 1,559         | 1,637         | 1,719         |

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

| <b>Title</b>                  | <b>Amount</b> | <b>Percent</b> | <b>Range</b> | <b>Step</b> |
|-------------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree                | 53            | 2%             | 150          | F           |
| BA/ BS Degree                 | 106           | 4%             | 150          | F           |
| Intermediate Certificate      | 106           | 4%             | 150          | F           |
| Advanced Certificate          | 212           | 8%             | 150          | F           |
| Bilingual                     | 133           | 5%             | 150          | F           |
| Detective                     | 133           | 5%             | 150          | F           |
| Field Training Officer        | 133           | 5%             | 150          | F           |
| K-9                           | 133           | 5%             | 150          | F           |
| Motorcycle Duty               | 133           | 5%             | 150          | F           |
| Fitness Incentive - 12 months | 400           |                |              |             |
| Fitness Incentive - 6 months  | 200           |                |              |             |

**City of McMinnville**

**SEMI-MONTHLY SALARY SCHEDULE - FIRE UNION EMPLOYEES**

July 1, 2012

3.3% Projected COLA Increase

| <b>Classification Title</b>   | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> |
|-------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Fire Captain                  | 240          | 2,531         | 2,658         | 2,791         | 2,930         | 3,077         | 3,231         |
| Fire Lieutenant               | 235          | 2,317         | 2,433         | 2,554         | 2,682         | 2,816         | 2,957         |
| Fire Mechanic/Firefighter/EMT | 230          | 2,271         | 2,385         | 2,504         | 2,629         | 2,761         | 2,899         |
| Deputy Fire Marshal           | 225          | 2,206         | 2,317         | 2,433         | 2,554         | 2,682         | 2,816         |
| Firefighter/Paramedic         | 220          | 2,163         | 2,271         | 2,385         | 2,504         | 2,629         | 2,761         |
| Paramedic                     | 210          | 2,060         | 2,163         | 2,271         | 2,385         | 2,504         | 2,629         |
| Firefighter/EMT               | 207          | 1,962         | 2,060         | 2,163         | 2,272         | 2,386         | 2,505         |
| Fire Prevention Specialist    | 205          | 1,609         | 1,690         | 1,774         | 1,863         | 1,956         | 2,054         |

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

| <b>Title</b>             | <b>Amount</b> | <b>Percent</b> | <b>Range</b> | <b>Step</b> |
|--------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree           | 28            | 1%             | 220          | F           |
| BA / BS Degree           | 55            | 2%             | 220          | F           |
| Field Training Officer   | 55            | 2%             | 220          | F           |
| Intermediate Certificate | 166           | 6%             | 220          | F           |
| Paramedic                | 276           | 10%            | 220          | F           |

**City of McMinnville**  
**SUPPLEMENTAL SALARY SCHEDULE**

January 1, 2012

| <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> | <b>Step I</b> | <b>Step J</b> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Extra Help - Accountant          | 094 H        | 17.94         | 18.83         | 19.77         | 20.76         | 21.80         | 22.89         |               |               |               |               |
| Extra Help - Ambulance Billing   | 092 H        | 8.80          | 9.40          | 10.40         | 11.40         | 12.40         | 13.40         | 14.40         | 15.40         | 16.40         | 17.40         |
| Extra Help - Finance             |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Facility Maint      | 084 H        | 19.85         | 20.00         | 26.00         | 30.00         |               |               |               |               |               |               |
| Extra Help - Clerical II         |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Investigations      |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - PD Special Projects |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Training Facility   |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Community Relations | 082 H        | 10.00         | 12.69         | 13.32         |               |               |               |               |               |               |               |
| Extra Help - Clerical            |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Prkng & Code Enforc |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - EMT                 | 075 H        | 12.60         | 17.56         | 23.01         |               |               |               |               |               |               |               |
| Extra Help - Fire                |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Drill Night         | 074 H        | 10.00         | 14.00         | 16.73         |               |               |               |               |               |               |               |
| Extra Help - Fire Prevention     |              |               |               |               |               |               |               |               |               |               |               |
| City Prosecutor                  | 066 H        | 45.54         |               |               |               |               |               |               |               |               |               |
| Municipal Court - Interpreter    | 064 H        | 10.00         |               |               |               |               |               |               |               |               |               |
| Extra Help - Municipal Court     | 062 H        | 8.80          | 15.00         |               |               |               |               |               |               |               |               |
| Extra Help - Building Official   | 052 H        | 50.00         | 54.00         |               |               |               |               |               |               |               |               |
| Site Director II - KOB           | 050 H        | 12.54         | 12.92         | 13.31         | 13.71         | 14.12         | 14.54         | 14.98         | 15.43         | 15.89         | 16.37         |
| Head Guard                       | 049 H        | 15.65         |               |               |               |               |               |               |               |               |               |
| Recreation Program Instructor I  | 048 H        | 10.52         | 10.84         | 11.16         | 11.50         | 11.84         | 12.20         | 12.56         | 12.94         | 13.33         | 13.73         |
| Program Assistant - SC           |              |               |               |               |               |               |               |               |               |               |               |
| Program Assistant - Library      |              |               |               |               |               |               |               |               |               |               |               |
| Site Director - KOB              |              |               |               |               |               |               |               |               |               |               |               |
| Site Director - Summer STARS     |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Aquatics 3          | 046 H        | 9.51          | 9.79          | 10.09         | 10.39         | 10.70         | 11.02         | 11.35         | 11.69         | 12.04         | 12.41         |
| Assistant Site Director - KOB    |              |               |               |               |               |               |               |               |               |               |               |
| Assistant Site Director - STARS  |              |               |               |               |               |               |               |               |               |               |               |
| Rec Leadership - Park Ranger     |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Aquatics 2          | 044 H        | 9.00          | 9.27          | 9.55          | 9.84          | 10.13         | 10.44         | 10.75         | 11.07         | 11.40         | 11.75         |
| Extra Help - Aquatics 1          | 042 H        | 8.80          | 8.80          | 9.02          | 9.29          | 9.57          | 9.85          | 10.15         | 10.45         | 10.77         | 11.09         |

| <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> | <b>Step I</b> | <b>Step J</b> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Extra Help - Community Center    |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - SC Events & Rentals |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Senior Center       |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - Senior Ctr Day Tour |              |               |               |               |               |               |               |               |               |               |               |
| Rec Leadership - KOB Elementary  |              |               |               |               |               |               |               |               |               |               |               |
| Rec Leadership - Summer STARS    |              |               |               |               |               |               |               |               |               |               |               |
| RP Labor - AC Special Events     |              |               |               |               |               |               |               |               |               |               |               |
| RP Labor - Adult Sports          |              |               |               |               |               |               |               |               |               |               |               |
| Classes & Programs Labor - CC    |              |               |               |               |               |               |               |               |               |               |               |
| RP Labor - Lifeguard             |              |               |               |               |               |               |               |               |               |               |               |
| RP Labor - Youth Basketball      |              |               |               |               |               |               |               |               |               |               |               |
| RP Labor - Youth Bball / Sball   |              |               |               |               |               |               |               |               |               |               |               |
| RP Labor - Youth Soccer          |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - TSP Data Collect    | 034 H        | 14.53         |               |               |               |               |               |               |               |               |               |
| Extra Help - Park Maintenance    | 032 H        | 8.80          | 9.05          |               |               |               |               |               |               |               |               |
| Extra Help - Streets             |              |               |               |               |               |               |               |               |               |               |               |
| Extra Help - WWS                 | 024 H        | 9.65          | 10.15         | 15.00         |               |               |               |               |               |               |               |



**GENERAL FUND  
BEGINNING FUND BALANCE**





# General Fund – Beginning Fund Balance

2012 – 2013 Proposed Budget --- Budget Summary

## General Fund – Beginning Fund Balance

### Beginning Fund Balance

The Beginning Fund Balance is the reserve amount carried over from the previous fiscal year. At July 1, 2011, the beginning fund balance was approximately \$7,331,000. At July 1, 2012, the beginning fund balance is estimated at approximately \$6,516,000. This is a decrease of \$815,000 or 11%.

- **Draw down of General Fund reserve** --- The 2012-13 proposed budget continues the trend of spending down the beginning fund balance or the reserve to fund current operations but at a slower rate. The General Fund beginning balance is budgeted to decrease from \$6,516,000 at July 1, 2012 to \$6,042,000 at June 30, 2013. This is a decrease of \$474,000 or 7%.
- However, 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 2012-13 will be approximately \$200,000, resulting in a fund balance of \$6,242,000 at June 30, 2013. With this assumption, the spend down of the General Fund reserve during fiscal year 2012-13 is projected to be \$274,000 or a decrease of 4%.

### **Designated Beginning Fund Balance – Lanouette Endowment** ---

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

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

Total of \$500,000 has been reserved for the purchase of fire vehicles and equipment for the Fire Department. At June 30, 2013, the reserve amount will be increased by \$100,000, for a total of \$600,000.

### **Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP)** –

LOSAP is the City’s retirement benefit plan for volunteer firefighters. The LOSAP Designated Fund Balance reflects funds that have been set aside to fund the program, although a formal trust has not been created. In 2010-11, the City determined that these funds, which are administered by VFIS Benefits Division, should be accounted for in the General Fund. Previously the funds were accounted for in a fiduciary fund. The estimated balance for LOSAP funds at July 1, 2012 is approximately \$468,000.



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                  |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                  |                           |   |                            |                            |                           |
| 0                             | 0                | 0                         | <b>4001-05 Designated Begin FB-General Fd - Building Divison</b>  | 0                          | 0                          | 0                         |
| 0                             | 316,997          | 0                         | <b>4001-07 Designated Begin FB-General Fd - LOSAP</b><br>Designated carryover from 2011-12 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.   | 468,600                    | 468,600                    | 468,600                   |
| 23,230                        | 23,230           | 23,230                    | <b>4001-10 Designated Begin FB-General Fd - Lanouette Endowment</b><br>Lanouette Nonexpendable Trust corpus endowed to support Library Children's Programs is accounted for as a Designated Fund Balance and corpus interest is calculated as a separate Library revenue account. | 23,230                     | 23,230                     | 23,230                    |
| 200,000                       | 300,000          | 400,000                   | <b>4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve</b><br>Designated carryover for future fire vehicle and equipment purchase.  | 500,000                    | 500,000                    | 500,000                   |
| 100,000                       | 0                | 0                         | <b>4001-20 Designated Begin FB-General Fd - Aquatic Center</b>  | 0                          | 0                          | 0                         |
| 7,035,746                     | 6,075,310        | 5,935,000                 | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.   | 5,525,000                  | 5,525,000                  | 5,656,000                 |
| <b>7,358,976</b>              | <b>6,715,537</b> | <b>6,358,230</b>          | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>  | <b>6,516,830</b>           | <b>6,516,830</b>           | <b>6,647,830</b>          |
| <b>7,358,976</b>              | <b>6,715,537</b> | <b>6,358,230</b>          | <b><i>TOTAL RESOURCES</i></b>   | <b>6,516,830</b>           | <b>6,516,830</b>           | <b>6,647,830</b>          |

---



## **ADMINISTRATION DEPARTMENT**

---



### **Organization Set – Sections**

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

### **Organization Set #**

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



# General Fund – Administration

2012 – 2013 Proposed Budget --- Budget Summary

---

## Budget Highlights

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

### City Manager's Office

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

### 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; i.e., Chamber of Commerce building and Abba Java coffee kiosk parking lot.

### Mayor & City Council

- Includes 0.10 FTE of City Manager's Administrative Assistant / HR Analyst who is responsible for preparing City Council packets and minutes. Includes \$22,000 for Community Outreach programs, such as the 2011 Annual Report. Due to budget constraints, the annual City Faire event is not scheduled for 2012-13.

### Legal

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

## Community Services

- Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, YAMCO public transportation and McMinnville Economic Development Partnership. Contributions to several programs have continued at reduced levels in the 2012-2013 Proposed Budget due to budget constraints.

## Human Resources

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

## Core Services

---

### City Manager's Office

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

# General Fund – Administration

## 2012 – 2013 Proposed Budget --- Budget Summary

### City Attorney’s Office

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



### Future Challenges and Opportunities

#### Administration - City Manager’s Office

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

#### Administration - City Attorney’s Office

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

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>62,246</b>     | <b>44,112</b>                | <b>44,763</b>                 | <b>651</b>         |
| Personnel Services        | 436,654           | 457,546                      | 460,620                       | 3,074              |
| Materials & Services      | 272,445           | 302,550                      | 295,265                       | (7,285)            |
| Capital Outlay            | 37,806            | 2,732                        | 716                           | (2,016)            |
| <b>Total Expenditures</b> | <b>746,905</b>    | <b>762,828</b>               | <b>756,601</b>                | <b>(6,227)</b>     |
| Net Expenditures          | (684,659)         | (718,716)                    | (711,838)                     | (6,878)            |

### Full-Time Equivalents (FTE)

|                     | 2011-12<br>Adopted<br>Budget | Change | 2012-13<br>Proposed<br>Budget |
|---------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget  | 3.30                         |        |                               |
| No change           |                              | -      |                               |
| FTE Proposed Budget |                              |        | 3.30                          |



## General Fund – Administration

## Historical Highlights

- 1876** McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees.
- 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 and continues to hold the position.
- 1992** City acquires parking lot at NE corner of First and Cows for joint development with Presbyterian Church.
- 1992** Downtown Historic Street Light Project implemented in City-owned parking lots.

- 1994** City Hall and Police Department undergo major remodels with City Council Chambers removed.
- 1995** Civic Center Master Plan developed.
- 1995** City purchases Home Laundry site at NE corner of Second and Cows.
- 1999** The City Attorney position restored to full-time.
- 2005** City Council undertakes new community outreach project - Community Choices



- 2006** City purchases Oregon Mutual Insurance Company's Regional Office for the home of a new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments.
- 2007** City Hall is remodeled over an approximate 10-month period; to more adequately service the Administration, Finance, and Municipal Court Departments.
- 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.

# General Fund - Administration

## 2012-2013 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>City Attorney</u></b>                         | 1                | 361          | 113,482       |                         |               |
| General Fund  |                  |              |               |                         |               |
| Administration                                      |                  |              |               |                         |               |
| Legal (0.90 FTE)                                    |                  |              |               | 9                       | 102,134       |
| Municipal Court                                     |                  |              |               |                         |               |
| Court (0.10 FTE)                                    |                  |              |               | 66                      | 11,348        |
| <b><u>Administrative Assistant / HR Analyst</u></b> | 1                | 331          | 55,184        |                         |               |
| General Fund  |                  |              |               |                         |               |
| Administration                                      |                  |              |               |                         |               |
| City Manager's Office (0.40 FTE)                    |                  |              |               | 2                       | 22,074        |
| Mayor & City Council (0.10 FTE)                     |                  |              |               | 7                       | 5,518         |
| Human Resources (0.50 FTE)                          |                  |              |               | 13                      | 27,592        |
| <b><u>Administrative Specialist I</u></b>           | 1                | 316          | 12,588        |                         |               |
| General Fund  |                  |              |               |                         |               |
| Administration                                      |                  |              |               |                         |               |
| Mayor & City Council (0.20 FTE)                     |                  |              |               | 7                       | 6,294         |
| Legal (0.20 FTE)                                    |                  |              |               | 9                       | 6,294         |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :002 - CITY MANAGER'S OFFICE<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 163,048        | 163,048        | 164,915        | <b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b><br>City Manager - 1.00 FTE<br>Administrative Assistant / HR Analyst - 0.40 FTE  | 165,235        | 165,235        | 165,235        |
| 1,960          | 1,999          | 2,500          | <b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>  | 2,500          | 2,500          | 2,500          |
| 1,841          | 1,187          | 1,841          | <b>7000-25</b> <b>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) | 1,841          | 1,841          | 1,841          |
| 9,000          | 9,000          | 9,000          | <b>7000-30</b> <b>Salaries &amp; Wages - Auto Allowance</b><br>City Manager's \$825 per month automobile allowance.  | 9,900          | 9,900          | 9,900          |
| 8,074          | 8,073          | 8,244          | <b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>   | 8,464          | 8,464          | 8,464          |
| 2,470          | 2,466          | 2,584          | <b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>  | 2,602          | 2,602          | 2,602          |
| 35,039         | 34,919         | 42,995         | <b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 43,290         | 43,290         | 43,290         |
| 15,521         | 14,405         | 14,694         | <b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>  | 14,694         | 14,694         | 14,694         |
| 88             | 88             | 89             | <b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>   | 89             | 89             | 89             |
| 871            | 871            | 882            | <b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>   | 882            | 882            | 882            |
| 312            | 342            | 423            | <b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 480            | 480            | 480            |
| 35             | 36             | 41             | <b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>  | 41             | 41             | 41             |
| <b>238,261</b> | <b>236,433</b> | <b>248,208</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>250,018</b> | <b>250,018</b> | <b>250,018</b> |

**MATERIALS AND SERVICES**

|       |       |       |  |       |       |       |
|-------|-------|-------|--|-------|-------|-------|
| 153   | 1,049 | 1,000 | <b>7520</b> <b>Public Notices &amp; Printing</b>   | 1,000 | 1,000 | 1,000 |
| 84    | 21    | 400   | <b>7540</b> <b>Employee Development</b>  | 400   | 400   | 400   |
| 538   | 855   | 2,500 | <b>7550</b> <b>Travel &amp; Education</b><br>Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager and the City Manager's staff. | 2,500 | 2,500 | 2,500 |
| 900   | 681   | 510   | <b>7610-05</b> <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 700   | 700   | 700   |
| 988   | 993   | 1,200 | <b>7620</b> <b>Telecommunications</b>  | 1,200 | 1,200 | 1,200 |
| 58    | 444   | 500   | <b>7660</b> <b>Materials &amp; Supplies</b>  | 500   | 500   | 500   |
| 1,670 | 726   | 2,500 | <b>7660-05</b> <b>Materials &amp; Supplies - Office Supplies</b>   | 2,500 | 2,500 | 2,500 |
| 96    | 30    | 500   | <b>7660-15</b> <b>Materials &amp; Supplies - Postage</b>   | 500   | 500   | 500   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :002 - CITY MANAGER'S OFFICE<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 1,718                 | 1,878          | 2,360                     | <b>7750</b>   | <b>Professional Services</b>   |              | 2,260                      | 2,260                      | 2,260                     |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Audit fee allocation   | 1            | 2,190                      | 2,190                      |                           |
|                       |                |                           |   | Section 125 administration fee   | 1            | 70                         | 70                         |                           |
| 3,038                 | 0              | 0                         | <b>7830-98</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>          |              | 0                          | 0                          | 0                         |
| 2,251                 | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b> |              | 0                          | 0                          | 0                         |
| 0                     | 4,478          | 4,829                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>  |              | 4,796                      | 4,796                      | 4,563                     |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | IS Department M&S costs shared city-wide                                 | 1            | 4,563                      | 4,563                      |                           |
| 0                     | 0              | 0                         | <b>7840-02</b>  | <b>M &amp; S Computer Charges - City Manager's Office</b>                |              | 1,625                      | 1,625                      | 1,625                     |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Extended warranty, workstation   | 1            | 125                        | 125                        |                           |
|                       |                |                           |   | Workstation replacement  | 1            | 1,500                      | 1,500                      |                           |
| 22,298                | 22,678         | 23,050                    | <b>8000</b>   | <b>City Memberships</b>  |              | 23,500                     | 23,500                     | 23,500                    |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Local Government Personnel Institute                                     | 1            | 1,550                      | 1,550                      |                           |
|                       |                |                           |   | Mid Willamette Valley Council of Gov't-50% shared with W&L               | 1            | 7,750                      | 7,750                      |                           |
|                       |                |                           |   | League of Oregon Cities-50% shared with W&L                              | 1            | 11,000                     | 11,000                     |                           |
|                       |                |                           |   | International City Mgr/Oregon City & County Mgr Assoc                    | 1            | 1,400                      | 1,400                      |                           |
|                       |                |                           |   | McMinnville Chamber of Commerce  | 1            | 875                        | 875                        |                           |
|                       |                |                           |   | Yamhill Valley Visitors Association                                      | 1            | 400                        | 400                        |                           |
|                       |                |                           |   | Miscellaneous  | 1            | 525                        | 525                        |                           |
| <b>33,793</b>         | <b>33,833</b>  | <b>39,349</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   |  |              | <b>41,481</b>              | <b>41,481</b>              | <b>41,248</b>             |
| <b>CAPITAL OUTLAY</b> |                |                           |   |  |              |                            |                            |                           |
| 0                     | 592            | 2,049                     | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>                                   |              | 537                        | 537                        | 537                       |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | IS Department capital outlay costs shared city-wide                      | 1            | 537                        | 537                        |                           |
| <b>0</b>              | <b>592</b>     | <b>2,049</b>              | <b>TOTAL CAPITAL OUTLAY</b>   |  |              | <b>537</b>                 | <b>537</b>                 | <b>537</b>                |
| <b>272,053</b>        | <b>270,858</b> | <b>289,606</b>            | <b>TOTAL REQUIREMENTS</b>   |  |              | <b>292,036</b>             | <b>292,036</b>             | <b>291,803</b>            |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :003 - CITY HALL & CITY PROPERTY<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |       |                          |   |      |      |                           |    |       |        |  |  |  |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------|--------------------------|---|------|------|---------------------------|----|-------|--------|--|--|--|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |       |                          |   |      |      |                           |    |       |        |  |  |  |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |       |                          |   |      |      |                           |    |       |        |  |  |  |
| 10,380                      | 10,578         | 10,774                    | <b>5400-02 Property Rentals - Chamber of Commerce</b><br>Chamber of Commerce monthly rental income increases in October depending on the June 30, 2012 CPI-W increase.   | 11,185                     | 11,185                     | 11,185                    |       |                          |   |      |      |                           |    |       |        |  |  |  |
| 14,224                      | 13,170         | 13,338                    | <b>5400-03 Property Rentals - Parking Lot</b><br>Cornerstone Express Downtown Economic Improvement District (DEID) payment offset by parking lot rental revenue  | 13,578                     | 13,578                     | 13,578                    |       |                          |   |      |      |                           |    |       |        |  |  |  |
|                             |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cornerstone Express DEID</td> <td>1</td> <td>-414</td> <td>-414</td> </tr> <tr> <td>Cornerstone Express kiosk</td> <td>12</td> <td>1,166</td> <td>13,992</td> </tr> </tbody> </table> | Description                | Units                      | Amt/Unit                  | Total | Cornerstone Express DEID | 1 | -414 | -414 | Cornerstone Express kiosk | 12 | 1,166 | 13,992 |  |  |  |
| Description                 | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                          |   |      |      |                           |    |       |        |  |  |  |
| Cornerstone Express DEID    | 1              | -414                      | -414   |                            |                            |                           |       |                          |   |      |      |                           |    |       |        |  |  |  |
| Cornerstone Express kiosk   | 12             | 1,166                     | 13,992   |                            |                            |                           |       |                          |   |      |      |                           |    |       |        |  |  |  |
| <b>24,604</b>               | <b>23,748</b>  | <b>24,112</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>24,763</b>              | <b>24,763</b>              | <b>24,763</b>             |       |                          |   |      |      |                           |    |       |        |  |  |  |
| <b>24,604</b>               | <b>23,748</b>  | <b>24,112</b>             | <b>TOTAL RESOURCES</b>   | <b>24,763</b>              | <b>24,763</b>              | <b>24,763</b>             |       |                          |   |      |      |                           |    |       |        |  |  |  |

**01 - GENERAL FUND**

Department :01 - ADMINISTRATION  
 Section :003 - CITY HALL & CITY PROPERTY  
 Program :N/A

2013 PROPOSED BUDGET  
 2013 APPROVED BUDGET  
 2013 ADOPTED BUDGET

**REQUIREMENTS**

**MATERIALS AND SERVICES**

| 2010 ACTUAL | 2011 ACTUAL | 2012 AMENDED BUDGET |                |  | 2013 PROPOSED BUDGET | 2013 APPROVED BUDGET | 2013 ADOPTED BUDGET |
|-------------|-------------|---------------------|----------------|--|----------------------|----------------------|---------------------|
| 263         | 240         | 500                 | <b>7590</b>    | <b>Fuel - Vehicle &amp; Equipment</b>  | 500                  | 500                  | 500                 |
| 10,764      | 12,286      | 11,700              | <b>7600</b>    | <b>Electric &amp; Natural Gas</b>  | 12,500               | 12,500               | 12,500              |
| 600         | 545         | 580                 | <b>7610-05</b> | <b>Insurance - Liability</b>   | 600                  | 600                  | 600                 |
|             |             |                     |                | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. |                      |                      |                     |
| 3,900       | 4,360       | 4,560               | <b>7610-10</b> | <b>Insurance - Property</b>  | 6,100                | 6,100                | 6,100               |
|             |             |                     |                | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. |                      |                      |                     |
| 4,956       | 5,493       | 5,000               | <b>7620</b>    | <b>Telecommunications</b>  | 5,000                | 5,000                | 5,000               |
| 4,418       | 4,506       | 9,600               | <b>7650-10</b> | <b>Janitorial - Services</b>   | 5,000                | 5,000                | 5,000               |
| 922         | 539         | 1,800               | <b>7650-15</b> | <b>Janitorial - Supplies</b>   | 1,800                | 1,800                | 1,800               |
| 8           | 0           | 500                 | <b>7660</b>    | <b>Materials &amp; Supplies</b>  | 500                  | 500                  | 500                 |
| 0           | 74          | 1,000               | <b>7720-06</b> | <b>Repairs &amp; Maintenance - Equipment</b>   | 1,000                | 1,000                | 1,000               |
| 16,647      | 8,721       | 7,000               | <b>7720-08</b> | <b>Repairs &amp; Maintenance - Building Repairs</b>                                      | 7,000                | 7,000                | 7,000               |
|             |             |                     |                | Miscellaneous maintenance and repairs  |                      |                      |                     |
| 2,057       | 3,450       | 5,600               | <b>7720-10</b> | <b>Repairs &amp; Maintenance - Building Maintenance</b>                                  | 5,600                | 5,600                | 5,600               |
| 2,001       | 1,676       | 3,000               | <b>7720-12</b> | <b>Repairs &amp; Maintenance - Grounds</b>   | 3,000                | 3,000                | 3,000               |
| 44          | 0           | 0                   | <b>7720-14</b> | <b>Repairs &amp; Maintenance - Vehicles</b>  | 0                    | 0                    | 0                   |
| 3,726       | 3,378       | 4,020               | <b>7740-05</b> | <b>Rental Property Repair &amp; Maint - Building</b>                                     | 9,400                | 9,400                | 9,400               |
|             |             |                     |                | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. |                      |                      |                     |
|             |             |                     |                | <u>Description</u>   | <u>Units</u>         | <u>Amt/Unit</u>      | <u>Total</u>        |
|             |             |                     |                | Insurance - Liability  | 1                    | 100                  | 100                 |
|             |             |                     |                | Insurance - Property   | 1                    | 800                  | 800                 |
|             |             |                     |                | Repair Chamber of Commerce building brickwork  | 1                    | 5,000                | 5,000               |
|             |             |                     |                | Miscellaneous rental repairs and maintenance   | 1                    | 3,500                | 3,500               |
| 383         | 357         | 500                 | <b>7750</b>    | <b>Professional Services</b>   | 500                  | 500                  | 500                 |
| 12,689      | 15,226      | 14,500              | <b>7790</b>    | <b>Maintenance &amp; Rental Contracts</b>  | 15,000               | 15,000               | 15,000              |
|             |             |                     |                | Security system, janitorial services, floor mat cleaning, heating system maintenance.    |                      |                      |                     |
| 6,000       | 3,000       | 3,000               | <b>7790-05</b> | <b>Maintenance &amp; Rental Contracts - Water &amp; Light Fiber Net</b>                  | 3,000                | 3,000                | 3,000               |
| 0           | 0           | 500                 | <b>7800</b>    | <b>M &amp; S Equipment</b>   | 3,000                | 3,000                | 3,000               |
|             |             |                     |                | <u>Description</u>   | <u>Units</u>         | <u>Amt/Unit</u>      | <u>Total</u>        |
|             |             |                     |                | Miscellaneous  | 1                    | 500                  | 500                 |
|             |             |                     |                | Panic button installation in Civic Hall Council Chambers                                 | 1                    | 2,500                | 2,500               |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :003 - CITY HALL & CITY PROPERTY<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 69,377         | 63,851         | 73,360                    | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | 79,500                     | 79,500                     | 79,500                    |
| 69,377         | 63,851         | 73,360                    | <b><i>TOTAL REQUIREMENTS</i></b>  | 79,500                     | 79,500                     | 79,500                    |

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :005 - MAYOR & CITY COUNCIL<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|               |               |               |   |               |               |               |
|---------------|---------------|---------------|---|---------------|---------------|---------------|
| 5,394         | 5,394         | 5,455         | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Administrative Assistant / HR Analyst - 0.10 FTE | 5,518         | 5,518         | 5,518         |
| 6,675         | 5,580         | 6,189         | <b>7000-10</b> Salaries & Wages - Regular Part Time<br>Administrative Specialist I - 0.20 FTE           | 6,294         | 6,294         | 6,294         |
| 490           | 500           | 600           | <b>7000-20</b> Salaries & Wages - Overtime  | 600           | 600           | 600           |
| 752           | 690           | 759           | <b>7300-05</b> Fringe Benefits - FICA - Social Security   | 769           | 769           | 769           |
| 176           | 161           | 178           | <b>7300-06</b> Fringe Benefits - FICA - Medicare  | 180           | 180           | 180           |
| 2,390         | 2,192         | 2,701         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP   | 2,738         | 2,738         | 2,738         |
| 1,334         | 1,028         | 1,048         | <b>7300-20</b> Fringe Benefits - Medical Insurance  | 1,048         | 1,048         | 1,048         |
| 6             | 6             | 6             | <b>7300-25</b> Fringe Benefits - Life Insurance   | 6             | 6             | 6             |
| 29            | 29            | 30            | <b>7300-30</b> Fringe Benefits - Long Term Disability   | 30            | 30            | 30            |
| 24            | 24            | 29            | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance  | 34            | 34            | 34            |
| 10            | 8             | 9             | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund  | 9             | 9             | 9             |
| 87            | 403           | 125           | <b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance                           | 400           | 400           | 400           |
| <b>17,366</b> | <b>16,015</b> | <b>17,129</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>17,626</b> | <b>17,626</b> | <b>17,626</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |        |        |        |
|--------|--------|--------|---|--------|--------|--------|
| 0      | 333    | 500    | <b>7520</b> Public Notices & Printing   | 500    | 500    | 500    |
| 456    | 464    | 500    | <b>7620</b> Telecommunications  | 500    | 500    | 500    |
| 0      | 146    | 300    | <b>7660</b> Materials & Supplies  | 300    | 300    | 300    |
| 3,151  | 2,269  | 1,500  | <b>7660-05</b> Materials & Supplies - Office Supplies   | 1,500  | 1,500  | 1,500  |
| 105    | 174    | 100    | <b>7660-15</b> Materials & Supplies - Postage   | 100    | 100    | 100    |
| 4      | 4      | 10     | <b>7750</b> Professional Services<br>Section 125 administration fee   | 10     | 10     | 10     |
| 35,609 | 48,892 | 29,500 | <b>7750-06</b> Professional Services - Community Outreach<br>Continuing the City Council's public communication efforts, including the 2012 Annual Report.. Due to budget constraints, the City Faire is not scheduled for 2012-2013.   | 22,000 | 22,000 | 22,000 |
| 220    | 0      | 0      | <b>7800</b> M & S Equipment   | 0      | 0      | 0      |
| 22,448 | 15,682 | 21,000 | <b>8005</b> Mayor/City Council Expenses<br>Mayor and City Council activities which include the following: City Council dinner meetings, League of Oregon Cities City Council participation, City Council Annual Goal Setting, and other expenses related to Mayor and City Council activities and responsibilities. | 18,000 | 18,000 | 18,000 |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :005 - MAYOR & CITY COUNCIL<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 61,994         | 67,965         | 53,410                    | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | 42,910                     | 42,910                     | 42,910                    |
| 79,360         | 83,980         | 70,539                    | <b><i>TOTAL REQUIREMENTS</i></b>   | 60,536                     | 60,536                     | 60,536                    |

Budget Document Report

**01 - GENERAL FUND**

Department :01 - ADMINISTRATION  
 Section :008 - LEGAL  
 Program :N/A

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |                                 |   |                |                |                |
|----------------|----------------|----------------|---------------------------------|---|----------------|----------------|----------------|
| 99,046         | 101,350        | 104,611        | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>City Attorney - 0.90 FTE               | 102,134        | 102,134        | 102,134        |
| 6,675          | 5,580          | 6,189          | <b>7000-10</b>                  | <b>Salaries &amp; Wages - Regular Part Time</b><br>Administrative Specialist I - 0.20 FTE | 6,294          | 6,294          | 6,294          |
| 6,389          | 6,414          | 6,343          | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>   | 6,534          | 6,534          | 6,534          |
| 1,514          | 1,532          | 1,570          | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>  | 1,572          | 1,572          | 1,572          |
| 20,958         | 21,217         | 25,867         | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 25,898         | 25,898         | 25,898         |
| 4,454          | 4,465          | 4,562          | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>  | 4,562          | 4,562          | 4,562          |
| 57             | 57             | 56             | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>   | 56             | 56             | 56             |
| 542            | 542            | 548            | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>   | 548            | 548            | 548            |
| 153            | 162            | 178            | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>                                  | 170            | 170            | 170            |
| 30             | 28             | 32             | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 32             | 32             | 32             |
| <b>139,818</b> | <b>141,347</b> | <b>149,956</b> | <b>TOTAL PERSONNEL SERVICES</b> |   | <b>147,800</b> | <b>147,800</b> | <b>147,800</b> |

**MATERIALS AND SERVICES**

|       |       |       |                |  |              |                 |              |
|-------|-------|-------|----------------|--|--------------|-----------------|--------------|
| 43    | 10    | 300   | <b>7540</b>    | <b>Employee Development</b>  | 400          | 400             | 400          |
| 4,312 | 3,791 | 3,500 | <b>7550</b>    | <b>Travel &amp; Education</b><br>Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney. | 3,500        | 3,500           | 3,500        |
| 500   | 340   | 510   | <b>7610-05</b> | <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 700          | 700             | 700          |
| 660   | 558   | 800   | <b>7620</b>    | <b>Telecommunications</b>  | 800          | 800             | 800          |
| 258   | 213   | 500   | <b>7660-05</b> | <b>Materials &amp; Supplies - Office Supplies</b>  | 500          | 500             | 500          |
| 27    | 49    | 100   | <b>7660-15</b> | <b>Materials &amp; Supplies - Postage</b>  | 100          | 100             | 100          |
| 1,947 | 538   | 500   | <b>7750-09</b> | <b>Professional Services - Legal</b>   | 500          | 500             | 500          |
| 1,302 | 0     | 0     | <b>7830-98</b> | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>  | 0            | 0               | 0            |
| 236   | 0     | 0     | <b>7830-99</b> | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>   | 0            | 0               | 0            |
| 0     | 1,919 | 1,610 | <b>7840</b>    | <b>M &amp; S Computer Charges</b>  | 1,599        | 1,599           | 1,521        |
|       |       |       |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |       |                | IS Department M&S costs shared city-wide   | 1            | 1,521           | 1,521        |
| 0     | 0     | 0     | <b>7840-08</b> | <b>M &amp; S Computer Charges - Legal</b>  | 0            | 0               | 0            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :008 - LEGAL<br>Program :N/A |  |                 |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|--|-----------------|--------------|----------------------------|----------------------------|---------------------------|
| 9,285                 | 7,417          | 7,820                     | <b>TOTAL MATERIALS AND SERVICES</b>                                     |  |                 |              | 8,099                      | 8,099                      | 8,021                     |
| <b>CAPITAL OUTLAY</b> |                |                           |   |  |                 |              |                            |                            |                           |
| 0                     | 254            | 683                       | 8750  | <b>Capital Outlay Computer Charges</b> |                 |              | 179                        | 179                        | 179                       |
|                       |                |                           | <u>Description</u>  | <u>Units</u>                           | <u>Amt/Unit</u> | <u>Total</u> |                            |                            |                           |
|                       |                |                           | IS Department capital outlay costs shared city-wide                     | 1                                      | 179             | 179          |                            |                            |                           |
| 0                     | 254            | 683                       | <b>TOTAL CAPITAL OUTLAY</b>   |  |                 |              | 179                        | 179                        | 179                       |
| 149,103               | 149,018        | 158,459                   | <b>TOTAL REQUIREMENTS</b>   |  |                 |              | 156,078                    | 156,078                    | 156,000                   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :011 - COMMUNITY SERVICES<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>     |                |                           |   |                            |                            |                           |
| <b>MISCELLANEOUS</b> |                |                           |   |                            |                            |                           |
| 7,522                | 1,635          | 10,000                    | <b>6490 Donations - Public Art</b><br>Public donations for the Downtown Public Art Project.   | 10,000                     | 10,000                     | 10,000                    |
| 1,025                | 36,863         | 10,000                    | <b>6490-10 Donations - Public Art - Dedicated</b><br>Public donations for specific pieces of artwork for the Downtown Public Art Project. | 10,000                     | 10,000                     | 10,000                    |
| <b>8,547</b>         | <b>38,497</b>  | <b>20,000</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>20,000</b>              | <b>20,000</b>              | <b>20,000</b>             |
| <b>8,547</b>         | <b>38,497</b>  | <b>20,000</b>             | <b>TOTAL RESOURCES</b>  | <b>20,000</b>              | <b>20,000</b>              | <b>20,000</b>             |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :011 - COMMUNITY SERVICES<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 8,437                         | 7,297          | 7,500                     | <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.  | 8,000                      | 8,000                      | 8,000                     |
| 6,318                         | 9,135          | 9,000                     | <b>8012 M&amp;S Downtown Public Art Program</b><br>City's annual support of Downtown Public Art Project includes pedestal construction and artist honorariums.   | 8,000                      | 8,000                      | 8,000                     |
| 0                             | 0              | 10,000                    | <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.   | 10,000                     | 10,000                     | 10,000                    |
| 0                             | 0              | 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 Project; funded through revenue account 6490-10, Donations-Public Art-Dedicated. | 10,000                     | 10,000                     | 10,000                    |
| 23,900                        | 9,450          | 10,335                    | <b>8015 Community Services</b>   | 8,000                      | 12,000                     | 12,000                    |
|                               |                |                           | <u>Description</u>   |                            |                            |                           |
|                               |                |                           | Your Community Mediators of Yamhill County   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Miscellaneous  | 1                          | 10,000                     | 10,000                    |
|                               |                |                           | Homeward Bound Pets dollar-to-dollar match with Yamhill Co   | 1                          | 500                        | 500                       |
|                               |                |                           |  | 1                          | 1,500                      | 1,500                     |
| 15,000                        | 14,000         | 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                     | 14,000                     | 14,000                    |
| 25,000                        | 22,500         | 22,500                    | <b>8030 YCAP Transportation - YAMCO</b><br>YAMCO public transportation program support.  | 22,500                     | 22,500                     | 22,500                    |
| 37,132                        | 35,135         | 38,246                    | <b>8060 Economic Development</b><br>Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce.   | 38,245                     | 38,245                     | 38,245                    |
| <b>115,787</b>                | <b>97,517</b>  | <b>121,581</b>            | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>118,745</b>             | <b>122,745</b>             | <b>122,745</b>            |
| <b>CAPITAL OUTLAY</b>         |                |                           |  |                            |                            |                           |
| 7,500                         | 0              | 0                         | <b>8712-05 Capital Outlay Downtown Public Art Program - Donations - Public Art</b>   | 0                          | 0                          | 0                         |
| 0                             | 36,960         | 0                         | <b>8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated</b>  | 0                          | 0                          | 0                         |
| <b>7,500</b>                  | <b>36,960</b>  | <b>0</b>                  | <b>TOTAL CAPITAL OUTLAY</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>123,287</b>                | <b>134,477</b> | <b>121,581</b>            | <b>TOTAL REQUIREMENTS</b>  | <b>118,745</b>             | <b>122,745</b>             | <b>122,745</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :012 - HUMAN RESOURCES<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 26,969                        | 26,969         | 27,277                    | <b>7000-05</b> Salaries & Wages - Regular Full Time<br><small>Administrative Assistant / HR Analyst - 0.50 FTE</small>   | 27,592                     | 27,592                     | 27,592                    |
| 2,450                         | 2,499          | 2,500                     | <b>7000-20</b> Salaries & Wages - Overtime   | 2,500                      | 2,500                      | 2,500                     |
| 1,690                         | 1,721          | 1,847                     | <b>7300-05</b> Fringe Benefits - FICA - Social Security  | 1,866                      | 1,866                      | 1,866                     |
| 395                           | 403            | 432                       | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 436                        | 436                        | 436                       |
| 5,864                         | 5,874          | 7,184                     | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 7,260                      | 7,260                      | 7,260                     |
| 6,673                         | 5,145          | 5,248                     | <b>7300-20</b> Fringe Benefits - Medical Insurance   | 5,248                      | 5,248                      | 5,248                     |
| 32                            | 32             | 32                        | <b>7300-25</b> Fringe Benefits - Life Insurance  | 32                         | 32                         | 32                        |
| 144                           | 144            | 146                       | <b>7300-30</b> Fringe Benefits - Long Term Disability  | 146                        | 146                        | 146                       |
| 53                            | 58             | 72                        | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance   | 81                         | 81                         | 81                        |
| 14                            | 14             | 15                        | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund   | 15                         | 15                         | 15                        |
| <b>44,283</b>                 | <b>42,859</b>  | <b>44,753</b>             | <b>TOTAL PERSONNEL SERVICES</b>  | <b>45,176</b>              | <b>45,176</b>              | <b>45,176</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 0                             | 0              | 500                       | <b>7520</b> Public Notices & Printing  | 500                        | 500                        | 500                       |
| 0                             | 0              | 200                       | <b>7530</b> Safety Training/OSHA   | 200                        | 200                        | 200                       |
| 0                             | 500            | 500                       | <b>7550</b> Travel & Education<br><small>Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials for the Administrative Assistant/HR Analyst.</small> | 500                        | 500                        | 500                       |
| 593                           | 595            | 800                       | <b>7620</b> Telecommunications   | 800                        | 800                        | 800                       |
| 95                            | 28             | 500                       | <b>7660</b> Materials & Supplies   | 500                        | 500                        | 500                       |
| 1,488                         | 421            | 1,500                     | <b>7660-05</b> Materials & Supplies - Office Supplies  | 1,500                      | 1,500                      | 1,500                     |
| 126                           | 297            | 500                       | <b>7660-15</b> Materials & Supplies - Postage  | 500                        | 500                        | 500                       |
| 21                            | 21             | 30                        | <b>7750</b> Professional Services<br><small>Section 125 administration fee</small>   | 30                         | 30                         | 30                        |
| <b>2,322</b>                  | <b>1,862</b>   | <b>4,530</b>              | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>4,530</b>               | <b>4,530</b>               | <b>4,530</b>              |
| <b>46,605</b>                 | <b>44,721</b>  | <b>49,283</b>             | <b>TOTAL REQUIREMENTS</b>  | <b>49,706</b>              | <b>49,706</b>              | <b>49,706</b>             |



# **FINANCE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

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



### Budget Highlights

#### Accounting Section

- **Salaries & Wages – Full Time, Regular Part-Time, Temporary and Overtime** --- During the conversion to Logos, the new ERP financial system in fiscal year 2007-08, regular part-time employee, temporary employee, and overtime hours were increased due to the significant increase in workload. However, over the last several years, Finance staffing has been reduced from 9.18 full time equivalent (FTE) employees to 7.08 FTE. This has been accomplished by carefully evaluating open positions and considering the changing needs of the Department. For example, prior to 2011-12, the Technical Services Accountant position was a full-time position, responsible for coordination of the financial system and preparation of the City's Comprehensive Annual Financial Reports (CAFR). For 2012-13, the position is budgeted at 0.22 FTE. Because the hours required to manage the Logos system have decreased post-implementation, the part-time Technical Services Accountant will focus on preparation of the City's CAFR.
- The Finance Department continues to partner with New World Systems (NWS), the software provider for the City's financial system. Accountants provide on-going feedback to NWS regarding Logos warranty issues and suggestions for software improvements.



#### Ambulance Billing Section

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

### Core Services

#### Accounting Section

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

#### Ambulance Billing Section

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

# General Fund – Finance

2012 – 2013 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

### Accounting Section

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

### Ambulance Billing

- Continue to work with TriTech, software provider for the ambulance billing system, to retrieve the data needed for critical ambulance revenue projections.
- Remain informed regarding changing billing procedures and rulings at the State and Federal level, including provisions of health care reform; integrate these changes into the City’s ambulance billing process.
- Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of billing systems.

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>14,525</b>     | <b>13,000</b>                | <b>13,500</b>                 | <b>500</b>         |
| Personnel Services        | 597,431           | 651,115                      | 569,643                       | (81,472)           |
| Materials & Services      | 79,087            | 92,897                       | 73,342                        | (19,555)           |
| Capital Outlay            | 1,523             | 4,552                        | 1,192                         | (3,360)            |
| <b>Total Expenditures</b> | <b>678,041</b>    | <b>748,564</b>               | <b>644,177</b>                | <b>(104,387)</b>   |
| Net Expenditures          | (663,516)         | (735,564)                    | (630,677)                     | (104,887)          |

## Full-Time Equivalents (FTE)

|                               | 2011-12     |               | 2012-13     |
|-------------------------------|-------------|---------------|-------------|
|                               | Adopted     | Change        | Proposed    |
|                               | Budget      |               | Budget      |
| <b>FTE Adopted Budget</b>     | <b>8.19</b> |               |             |
| Technical Services Accountant |             | (1.00)        |             |
| Senior Accountant             |             | (0.75)        |             |
| Accountant II                 |             | 1.00          |             |
| Accountant I                  |             | (0.63)        |             |
| Extra Help - Finance          |             | 0.25          |             |
| Extra Help - Ambulance        |             | <u>0.02</u>   |             |
| <b>FTE Proposed Budget</b>    |             | <b>(1.11)</b> | <b>7.08</b> |



## General Fund – Finance

## Historical Highlights

- |             |  |             |  |             |   |
|-------------|--|-------------|--|-------------|---|
| <b>1983</b> | Finance Department transitions City accounting system to mainframe computer using Group 4 software.  | <b>2003</b> | Governmental Accounting Standard Board Statement # 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP). | <b>2007</b> | In September 2007, City "goes live" with Logos.net's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality. |
| <b>1987</b> | Coopers & Lybrand appointed City financial auditor.  | <b>2003</b> | Property lien searches available via Internet.   | <b>2008</b> | In January 2008, City "goes live" with Logos.net's Human Resource Suite's payroll processing and position budgeting; followed by the annual budget preparation in Logos.                                |
| <b>1988</b> | Finance Department purchases first PC which is shared and primarily used for budget preparation.   | <b>2005</b> | Talbot, Korvola, & Warwick LLP appointed City financial auditor.   | <b>2011</b> | Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall.   |
| <b>1989</b> | First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting | <b>2006</b> | In February, City Finance Department issues Request for Proposal for ERP System, and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council.          |             |   |
| <b>1995</b> | Talbot, Korvola & Warwick appointed City financial auditor.  |             |  |             |   |
| <b>1997</b> | YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration.   |             |  |             |   |
| <b>1997</b> | Grant Thornton LLP appointed City financial auditor.   |             |  |             |   |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :03 - FINANCE<br>Section :013 - ACCOUNTING<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 13,275                      | 14,525         | 12,500                    | <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. | 13,000                     | 13,000                     | 13,000                    |
| <b>13,275</b>               | <b>14,525</b>  | <b>12,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>13,000</b>              | <b>13,000</b>              | <b>13,000</b>             |
| <b>MISCELLANEOUS</b>        |                |                           |   |                            |                            |                           |
| 156                         | 0              | 500                       | <b>6600-94 Other Income - Finance</b><br>Miscellaneous Finance Department collections.  | 500                        | 500                        | 500                       |
| <b>156</b>                  | <b>0</b>       | <b>500</b>                | <b>TOTAL MISCELLANEOUS</b>  | <b>500</b>                 | <b>500</b>                 | <b>500</b>                |
| <b>13,431</b>               | <b>14,525</b>  | <b>13,000</b>             | <b>TOTAL RESOURCES</b>  | <b>13,500</b>              | <b>13,500</b>              | <b>13,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

Department :03 - FINANCE  
 Section :013 - ACCOUNTING  
 Program :N/A

2013 PROPOSED BUDGET  
 2013 APPROVED BUDGET  
 2013 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

| 2010 ACTUAL    | 2011 ACTUAL    | 2012 AMENDED BUDGET |                                 |   | 2013 PROPOSED BUDGET | 2013 APPROVED BUDGET | 2013 ADOPTED BUDGET |
|----------------|----------------|---------------------|---------------------------------|---|----------------------|----------------------|---------------------|
| 310,881        | 295,018        | 311,010             | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Finance Director / City Recorder - 1.00 FTE<br>Senior Accountant - 1.00 FTE<br>Accountant II - 2.00 FTE<br>Accountant I - 1.00 FTE | 299,419              | 299,419              | 299,419             |
| 66,146         | 67,508         | 70,010              | <b>7000-10</b>                  | <b>Salaries &amp; Wages - Regular Part Time</b>   | 0                    | 0                    | 0                   |
| 19,516         | 3,685          | 0                   | <b>7000-15</b>                  | <b>Salaries &amp; Wages - Temporary</b><br>Extra Help - Finance II - .22 FTE<br>Extra Help - Finance - 0.03 FTE   | 20,038               | 20,038               | 20,038              |
| 12,092         | 2,876          | 3,000               | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b>  | 5,000                | 5,000                | 5,000               |
| 24,943         | 22,389         | 23,809              | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>   | 20,116               | 20,116               | 20,116              |
| 5,833          | 5,236          | 5,568               | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>  | 4,705                | 4,705                | 4,705               |
| 80,530         | 71,120         | 89,600              | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 74,181               | 74,181               | 74,181              |
| 14,847         | 18,412         | 29,534              | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>  | 24,464               | 24,464               | 24,464              |
| 441            | 419            | 441                 | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>   | 315                  | 315                  | 315                 |
| 2,089          | 1,940          | 2,068               | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>   | 1,664                | 1,664                | 1,664               |
| 781            | 780            | 923                 | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 877                  | 877                  | 877                 |
| 187            | 156            | 185                 | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 155                  | 155                  | 155                 |
| 6              | 1,213          | 4,597               | <b>7300-40</b>                  | <b>Fringe Benefits - Unemployment</b>   | 0                    | 0                    | 0                   |
| <b>538,292</b> | <b>490,753</b> | <b>540,745</b>      | <b>TOTAL PERSONNEL SERVICES</b> |   | <b>450,934</b>       | <b>450,934</b>       | <b>450,934</b>      |

**MATERIALS AND SERVICES**

|        |        |        |                |  |              |                 |              |
|--------|--------|--------|----------------|--|--------------|-----------------|--------------|
| 416    | 116    | 500    | <b>7500</b>    | <b>Credit Card Fees</b>  | 500          | 500             | 500          |
| 2,756  | 2,369  | 3,500  | <b>7520</b>    | <b>Public Notices &amp; Printing</b>   | 3,500        | 3,500           | 3,500        |
|        |        |        |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        |                | Budget financial summary publication   | 1            | 2,500           | 2,500        |
|        |        |        |                | Other legal notices  | 1            | 1,000           | 1,000        |
| 352    | 79     | 600    | <b>7540</b>    | <b>Employee Development</b>  | 600          | 600             | 600          |
| 16,601 | 20,289 | 17,625 | <b>7550</b>    | <b>Travel &amp; Education</b><br>Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc. | 17,625       | 17,625          | 17,625       |
| 2,900  | 1,838  | 2,320  | <b>7610-05</b> | <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 3,100        | 3,100           | 3,100        |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :03 - FINANCE<br>Section :013 - ACCOUNTING<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 4,805                 | 4,750          | 5,000                     | <b>7620</b>   | <b>Telecommunications</b>   |              | 5,000                      | 5,000                      | 5,000                     |
| 6,940                 | 4,816          | 6,500                     | <b>7660-05</b>  | <b>Materials &amp; Supplies - Office Supplies</b>   |              | 6,500                      | 6,500                      | 6,500                     |
| 1,313                 | 2,317          | 2,000                     | <b>7660-10</b>  | <b>Materials &amp; Supplies - Office Supplies Inventory</b>   |              | 2,000                      | 2,000                      | 2,000                     |
| 3,367                 | 3,474          | 3,500                     | <b>7660-15</b>  | <b>Materials &amp; Supplies - Postage</b>   |              | 3,500                      | 3,500                      | 3,500                     |
| 0                     | 0              | 500                       | <b>7720-06</b>  | <b>Repairs &amp; Maintenance - Equipment</b>  |              | 500                        | 500                        | 500                       |
| 3,830                 | 6,179          | 5,210                     | <b>7750</b>   | <b>Professional Services</b>  |              | 4,960                      | 4,960                      | 4,960                     |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Section 125 administration fee  | 1            | 100                        | 100                        |                           |
|                       |                |                           |   | Strategic budget and fiscal forecasting consultant  | 1            | 4,000                      | 4,000                      |                           |
|                       |                |                           |   | Audit filing fees State of Oregon and GFOA  | 1            | 860                        | 860                        |                           |
| 16,390                | 8,795          | 9,490                     | <b>7750-24</b>  | <b>Professional Services - Audit</b>  |              | 3,150                      | 3,150                      | 3,150                     |
|                       |                |                           |   | Audit fee allocation  |              |                            |                            |                           |
| 6,030                 | 5,980          | 6,000                     | <b>7750-27</b>  | <b>Professional Services - Net Assets</b>   |              | 6,000                      | 6,000                      | 6,000                     |
|                       |                |                           |   | Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets \$10 per lien search. |              |                            |                            |                           |
| 2,307                 | 2,350          | 2,500                     | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>   |              | 2,500                      | 2,500                      | 2,500                     |
|                       |                |                           |   | Printer / scanner / copier lease and per page cost.   |              |                            |                            |                           |
| 0                     | 0              | 8,500                     | <b>7800-03</b>  | <b>M &amp; S Equipment - Office</b>   |              | 3,000                      | 3,000                      | 3,000                     |
| 7,812                 | 0              | 0                         | <b>7830-98</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 4,418                 | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 11,515         | 10,732                    | <b>7840</b>   | <b>M &amp; S Computer Charges</b>   |              | 10,657                     | 10,657                     | 10,141                    |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | IS Department M&S costs shared city-wide  | 1            | 10,141                     | 10,141                     |                           |
| 0                     | 4,220          | 8,420                     | <b>7840-05</b>  | <b>M &amp; S Computer Charges - Accounting</b>  |              | 250                        | 250                        | 250                       |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Lexmark printer maintenance   | 1            | 250                        | 250                        |                           |
| <b>80,237</b>         | <b>79,087</b>  | <b>92,897</b>             | <b>TOTAL MATERIALS AND SERVICES</b>                                   |   |              | <b>73,342</b>              | <b>73,342</b>              | <b>72,826</b>             |
| <b>CAPITAL OUTLAY</b> |                |                           |   |   |              |                            |                            |                           |
| 0                     | 1,523          | 4,552                     | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>  |              | 1,192                      | 1,192                      | 1,192                     |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | IS Department capital outlay costs shared city-wide   | 1            | 1,192                      | 1,192                      |                           |
| <b>0</b>              | <b>1,523</b>   | <b>4,552</b>              | <b>TOTAL CAPITAL OUTLAY</b>   |   |              | <b>1,192</b>               | <b>1,192</b>               | <b>1,192</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :03 - FINANCE<br>Section :013 - ACCOUNTING<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 618,530        | 571,363        | 638,194                   | <b>TOTAL REQUIREMENTS</b>   | 525,468                    | 525,468                    | 524,952                   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL            | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :03 - FINANCE<br>Section :016 - AMBULANCE BILLING<br>Program :N/A                                  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>       |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b> |                |                           |   |                            |                            |                           |
| 47,616                    | 47,616         | 48,187                    | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Accounts Receivable Billing Coordinator - 1.00 FTE | 48,168                     | 48,168                     | 48,168                    |
| 28,083                    | 29,779         | 31,180                    | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Accounts Receivable Billing Specialist - 0.75 FTE  | 32,729                     | 32,729                     | 32,729                    |
| 2,033                     | 1,555          | 1,000                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Ambulance Billing - 0.08 FTE                  | 1,500                      | 1,500                      | 1,500                     |
| 50                        | 887            | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 500                        | 500                        | 500                       |
| 4,734                     | 4,861          | 4,983                     | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 5,139                      | 5,139                      | 5,139                     |
| 1,107                     | 1,137          | 1,166                     | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 1,202                      | 1,202                      | 1,202                     |
| 14,624                    | 15,101         | 17,978                    | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 18,485                     | 18,485                     | 18,485                    |
| 4,949                     | 4,961          | 5,070                     | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 10,140                     | 10,140                     | 10,140                    |
| 126                       | 126            | 126                       | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 126                        | 126                        | 126                       |
| 428                       | 434            | 434                       | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 444                        | 444                        | 444                       |
| 153                       | 172            | 193                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 223                        | 223                        | 223                       |
| 49                        | 49             | 53                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 53                         | 53                         | 53                        |
| <b>103,952</b>            | <b>106,678</b> | <b>110,370</b>            | <b>TOTAL PERSONNEL SERVICES</b>   | <b>118,709</b>             | <b>118,709</b>             | <b>118,709</b>            |
| <b>103,952</b>            | <b>106,678</b> | <b>110,370</b>            | <b>TOTAL REQUIREMENTS</b>   | <b>118,709</b>             | <b>118,709</b>             | <b>118,709</b>            |



# **ENGINEERING DEPARTMENT**





# General Fund – Engineering 2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

During 2012-13, Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements and purchases. Planned projects include:

- Construction of a 600+/- square foot storage building / shop for the Oregon State Police at the Municipal Airport (Airport Fund);
- Completion of pavement overlays on various City streets (Transportation Fund);
- Slurry seal application on various City streets (Transportation Fund);
- Sewer rehabilitation and reconstruction in the Downtown Basin to reduce inflow and infiltration (I&I) and improve system capacity (Wastewater Capital Fund);
- Starting the design work for the next I&I reduction project planned for 2013 (Wastewater Capital Fund); and
- Issuance of the Request for Proposals (RFP) for design services related to the expansion of the secondary treatment processes at the Water Reclamation Facility (Wastewater Capital Fund).

## 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.

## 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 1,364 private sewer laterals.

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>12,270</b>     | <b>11,000</b>                | <b>11,000</b>                 | <b>-</b>           |
| Personnel Services        | 615,725           | 620,674                      | 617,627                       | (3,047)            |
| Materials & Services      | 53,575            | 55,944                       | 53,887                        | (2,057)            |
| Capital Outlay            | 1,100             | 2,577                        | 675                           | (1,902)            |
| <b>Total Expenditures</b> | <b>670,400</b>    | <b>679,195</b>               | <b>672,189</b>                | <b>(7,006)</b>     |
| Net Expenditures          | (658,130)         | (668,195)                    | (661,189)                     | (7,006)            |

## Full-Time Equivalents (FTE)

|                                | 2011-12<br>Adopted<br>Budget | Change | 2012-13<br>Proposed<br>Budget |
|--------------------------------|------------------------------|--------|-------------------------------|
| <b>FTE Adopted Budget</b>      | <b>5.85</b>                  |        |                               |
| Permit Technician - Comb Depts |                              | (0.25) |                               |
| <b>FTE Proposed Budget</b>     |                              |        | <b>5.60</b>                   |



## General Fund – Engineering Dept

## Historical Highlights

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

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



The Engineering Department received 1,677 locate requests in 2011.

# General Fund - Engineering

## 2012-2013 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>Permit Technician</u></b> | 1                | 328          | 49,068        |                         |               |
| General Fund                    |                  |              |               |                         |               |
| Engineering (0.60 FTE)          |                  |              |               | 20                      | 29,441        |
| Building Fund (0.40 FTE)        |                  |              |               | 198                     | 19,627        |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :05 - ENGINEERING<br>Section :N/A<br>Program :N/A |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |  |                            |                            |                           |
| 14,562                      | 10,075         | 10,000                    | <b>5320</b>  | <b>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. | 10,000                     | 10,000                     | 10,000                    |
| <b>14,562</b>               | <b>10,075</b>  | <b>10,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>                            |  | <b>10,000</b>              | <b>10,000</b>              | <b>10,000</b>             |
| <b>MISCELLANEOUS</b>        |                |                           |  |  |                            |                            |                           |
| 965                         | 2,194          | 1,000                     | <b>6600-96</b>   | <b>Other Income - Engineering</b>  | 1,000                      | 1,000                      | 1,000                     |
| <b>965</b>                  | <b>2,194</b>   | <b>1,000</b>              | <b>TOTAL MISCELLANEOUS</b>                                   |  | <b>1,000</b>               | <b>1,000</b>               | <b>1,000</b>              |
| <b>15,526</b>               | <b>12,270</b>  | <b>11,000</b>             | <b>TOTAL RESOURCES</b>                                       |  | <b>11,000</b>              | <b>11,000</b>              | <b>11,000</b>             |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :05 - ENGINEERING<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 409,187        | 421,733        | 421,459        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><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 - 1.00 FTE<br>Permit Technician - Eng / Bldg - 0.60 FTE | 412,727        | 412,727        | 412,727        |
| 0              | 557            | 250            | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 250            | 250            | 250            |
| 5,400          | 5,400          | 5,400          | <b>7000-30 Salaries &amp; Wages - Auto Allowance</b><br>Community Development Director's \$450 per month automobile allowance.  | 5,400          | 5,400          | 5,400          |
| 23,830         | 24,898         | 25,841         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 25,395         | 25,395         | 25,395         |
| 5,584          | 5,829          | 6,194          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 6,067          | 6,067          | 6,067          |
| 81,497         | 78,183         | 89,097         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 95,764         | 95,764         | 95,764         |
| 75,652         | 69,545         | 65,290         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 61,706         | 61,706         | 61,706         |
| 367            | 369            | 369            | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 353            | 353            | 353            |
| 2,264          | 2,280          | 2,318          | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 2,256          | 2,256          | 2,256          |
| 6,478          | 6,779          | 7,286          | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 7,547          | 7,547          | 7,547          |
| 151            | 151            | 170            | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 162            | 162            | 162            |
| <b>610,410</b> | <b>615,725</b> | <b>623,674</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>617,627</b> | <b>617,627</b> | <b>617,627</b> |

**MATERIALS AND SERVICES**

|       |       |       |   |       |       |       |
|-------|-------|-------|---|-------|-------|-------|
| 220   | 54    | 500   | <b>7540 Employee Development</b>  | 500   | 500   | 500   |
| 1,910 | 2,428 | 3,500 | <b>7550 Travel &amp; Education</b><br>Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials. | 2,500 | 2,500 | 2,500 |
| 1,117 | 1,291 | 2,000 | <b>7590 Fuel - Vehicle &amp; Equipment</b>  | 1,500 | 1,500 | 1,500 |
| 2,537 | 2,713 | 2,900 | <b>7600 Electric &amp; Natural Gas</b><br>Department's share of Community Development Center's electricity expense, ~38%.   | 3,450 | 3,450 | 3,450 |
| 2,900 | 2,179 | 2,100 | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 2,800 | 2,800 | 2,800 |
| 900   | 681   | 660   | <b>7610-10 Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 1,100 | 1,100 | 1,100 |
| 5,328 | 5,528 | 6,000 | <b>7620 Telecommunications</b>  | 6,000 | 6,000 | 6,000 |

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :05 - ENGINEERING<br>Section :N/A<br>Program :N/A |  |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| 2,261          | 2,338          | 2,900                     | <b>7650</b>  | <b>Janitorial</b>  | Department's share of Community Development Center janitorial service and supply costs, ~38%.  | 2,500                      | 2,500                      | 2,500                     |
| 5,660          | 7,373          | 6,000                     | <b>7660</b>  | <b>Materials &amp; Supplies</b>  | Uniforms, safety equipment, office, engineering, and surveying materials and supplies.   | 6,000                      | 6,000                      | 6,000                     |
| 141            | 226            | 500                       | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>   | Vehicle and equipment repairs and maintenance.   | 500                        | 500                        | 500                       |
| 187            | 499            | 2,400                     | <b>7720-08</b>   | <b>Repairs &amp; Maintenance - Building Repairs</b>                      | Department's share of Community Development Center's repairs and improvements, ~38%.   | 1,900                      | 1,900                      | 1,900                     |
| 1,161          | 1,091          | 2,500                     | <b>7720-10</b>   | <b>Repairs &amp; Maintenance - Building Maintenance</b>                  | Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%. | 2,200                      | 2,200                      | 2,200                     |
| 1,122          | 3,611          | 3,440                     | <b>7750</b>  | <b>Professional Services</b>   |  | 3,270                      | 3,270                      | 3,270                     |
|                |                |                           |  | <u>Description</u>   |  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           |  | Audit Fee Allocation   |  | 1                          | 1,170                      | 1,170                     |
|                |                |                           |  | Section 125 administration fee   |  | 1                          | 100                        | 100                       |
|                |                |                           |  | Miscellaneous professional services                                      |  | 1                          | 2,000                      | 2,000                     |
| 975            | 600            | 2,200                     | <b>7790</b>  | <b>Maintenance &amp; Rental Contracts</b>                                |  | 2,200                      | 2,200                      | 2,200                     |
|                |                |                           |  | <u>Description</u>   |  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           |  | HP 4000 Plotter annual maintenance contract                              |  | 1                          | 1,550                      | 1,550                     |
|                |                |                           |  | Large format copier annual maintenance contract                          |  | 1                          | 650                        | 650                       |
| 1,805          | 1,852          | 2,400                     | <b>7790-20</b>   | <b>Maintenance &amp; Rental Contracts - Community Development Center</b> | Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.   | 2,150                      | 2,150                      | 2,150                     |
| 0              | 0              | 0                         | <b>7800</b>  | <b>M &amp; S Equipment</b>   |  | 0                          | 0                          | 0                         |
| 18,342         | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>          |  | 0                          | 0                          | 0                         |
| 3,424          | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b> |  | 0                          | 0                          | 0                         |
| 0              | 4,767          | 6,074                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  |  | 6,032                      | 6,032                      | 5,740                     |
|                |                |                           |  | <u>Description</u>   |  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           |  | IS Department M&S costs shared city-wide                                 |  | 1                          | 5,740                      | 5,740                     |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :05 - ENGINEERING<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 16,343         | 6,870                     | <b>7840-10</b>   | <b>M &amp; S Computer Charges - Engineering</b>                 |              | 9,285                      | 9,285                      | 9,285                     |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Workstation replacement   | 1            | 1,800                      | 1,800                      |                           |
|                |                |                           |  | Plotter maintenance   | 1            | 600                        | 600                        |                           |
|                |                |                           |  | Accela Permits Plus, 15% - shared with Building and Planning    | 1            | 1,605                      | 1,605                      |                           |
|                |                |                           |  | AutoCAD maintenance renewal, 50% - shared with Planning         | 1            | 700                        | 700                        |                           |
|                |                |                           |  | ESRI ArcIMS Mapping 16% - shared w/Plan, Pk Maint, St, Bld, WWS | 1            | 2,000                      | 2,000                      |                           |
|                |                |                           |  | Hansen sewer database, 25% - shared w/ST,PM,WWS                 | 1            | 2,580                      | 2,580                      |                           |
| <b>49,989</b>  | <b>53,575</b>  | <b>52,944</b>             | <b>TOTAL MATERIALS AND SERVICES</b>                          |   |              | <b>53,887</b>              | <b>53,887</b>              | <b>53,595</b>             |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>                                 |   |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>8710</b>  | <b>Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0              | 0              | 0                         | <b>8740</b>  | <b>Computer Equipment - IS Fund</b>                             |              | 0                          | 0                          | 0                         |
| 0              | 1,100          | 2,577                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>                          |              | 675                        | 675                        | 675                       |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide                        | 1            | 675                        | 675                        |                           |
| 14,986         | 0              | 0                         | <b>8850</b>  | <b>Vehicles</b>   |              | 0                          | 0                          | 0                         |
| <b>14,986</b>  | <b>1,100</b>   | <b>2,577</b>              | <b>TOTAL CAPITAL OUTLAY</b>                                  |   |              | <b>675</b>                 | <b>675</b>                 | <b>675</b>                |
| <b>675,385</b> | <b>670,400</b> | <b>679,195</b>            | <b>TOTAL REQUIREMENTS</b>                                    |   |              | <b>672,189</b>             | <b>672,189</b>             | <b>671,897</b>            |



# **PLANNING DEPARTMENT**



### Budget Highlights

The 2012-13 budget continues the previous years' "hold the line" positions in most accounts, with the notable exception being the elimination of an Associate Planner position in December 2012; the second such reduction in staffing in the past three years for this department. This reduction will leave the department with two professional planners. Department priorities will be directed at ensuring timely and responsive assistance to current planning issues; work on long-range planning and related Council directed goals (NE Gateway project, and any work directed toward next steps on the urban renewal project) will necessarily receive less attention.

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

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

### Programs and Projects:

Funding in this budget will allow the department to:

- Support the McMinnville Economic Development Partnership (MEDP) and the City's economic development program; and
- Advance the City's comprehensive plan and implementing ordinances update efforts; and provide limited support to downtown planning efforts, the NE Gateway project, the City's historic resource program, and other long-range projects.

### Core Services

#### Current Planning

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

#### Long-Range Planning

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

#### Economic Development

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



The Planning Department oversaw the completion of the Northeast Gateway Plan & Implementation Strategy, which is intended to guide the transition of an existing industrial area into a mixed-use urban neighborhood.

### Future Challenges and Opportunities

- Continue to participate actively with the MEDP in matters of economic development.
- Review and update the Volume I (Background Element), Volume II (Goals and Policies), and Volume III (Zoning Ordinance) of the City's Comprehensive Plan to reflect the community's vision and needs of the changing population.
- Implement the NE Gateway Plan.
- Implement, if so directed by the City Council, an urban renewal district for the historic downtown and NE Gateway district.
- Develop and implement plans and policies as appropriate to accommodate projected growth.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Support improvement activities and plans for the downtown, as may be directed by the City Council.

### Full-Time Equivalents (FTE)

|                            | 2011-12<br>Adopted<br>Budget | Change | 2012-13<br>Proposed<br>Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| <b>FTE Adopted Budget</b>  | <b>4.50</b>                  |        |                               |
| Associate Planner          |                              | (0.50) |                               |
| <b>FTE Proposed Budget</b> |                              |        | <b>4.00</b>                   |

The Planning Department is part of the City's Sustainability Committee and managed the update of the City's Greenhouse Gas Emissions Audit. The Department continues to encourage actions to increase local sustainability and to support efforts to reduce our local carbon footprint and global warming.



### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>82,562</b>     | <b>76,760</b>                | <b>94,730</b>                 | <b>17,970</b>      |
| Personnel Services        | 475,687           | 425,331                      | 413,247                       | (12,084)           |
| Materials & Services      | 61,960            | 116,151                      | 69,793                        | (46,358)           |
| Capital Outlay            | 1,523             | 3,487                        | 794                           | (2,693)            |
| <b>Total Expenditures</b> | <b>539,170</b>    | <b>544,969</b>               | <b>483,834</b>                | <b>(61,135)</b>    |
| Net Expenditures          | (456,608)         | (468,209)                    | (389,104)                     | (79,105)           |



Managing growth and maintaining our "Small Town Atmosphere" continue to be important to both citizens and visitors alike.

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



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



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

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

**1948** First McMinnville Planning Commission appointed.

**1968** McMinnville adopted its first comprehensive Zoning Ordinance.

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



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

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

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

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



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



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





# General Fund – Planning Dept

## Historical Highlights

**2003** 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** The Planning Department helps establish the McMinnville Economic Development Partnership.



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

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



**2008** City Council adopted its first comprehensive Sign Ordinance, among other code amendments including Design Standards for large format commercial development; "Big Boxes".

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



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

**2011** Work begins on the drafting of a Revitalization Plan for the industrial area called the "Northeast Gateway." Project is funded by a State grant awarded to the City.



**2011** Led the Council through Tax Increment Financing education and assessment regarding the NE Gateway District and portions of the Downtown.





Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :07 - PLANNING<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>LICENSES AND PERMITS</b> |                |                           |  |                            |                            |                           |
| 7,745                       | 4,970          | 4,000                     | <b>4250-05 Planning Fees - Land Use Fees - Administrative</b><br>Administrative variance, land partition, landscape plan review, home occupation permit, and boundary line adjustment application fees.  | 4,000                      | 4,000                      | 4,000                     |
| 4,477                       | 2,448          | 3,000                     | <b>4250-10 Planning Fees - Land Use Fees - Planning Comm</b><br>Conditional use permit, variance, Planning Director appeals, and subdivision application fees.   | 4,000                      | 4,000                      | 4,000                     |
| 935                         | 5,078          | 2,000                     | <b>4250-15 Planning Fees - Land Use Fees - City Council</b><br>Urban growth boundary amendments, comprehensive plan map and text amendments, Planning Commission appeals, and zone change application fees.  | 2,000                      | 2,000                      | 2,000                     |
| 0                           | 0              | 1,400                     | <b>4250-20 Planning Fees - Annexation Fees</b><br>Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.                                 | 1,400                      | 1,400                      | 1,400                     |
| 4,490                       | 1,795          | 1,200                     | <b>4250-25 Planning Fees - Building Permit Review Fees</b><br>Fees to cover Planning Department costs associated with the review of building permit applications.  | 2,000                      | 2,000                      | 2,000                     |
| 0                           | 0              | 13,000                    | <b>4250-30 Planning Fees - Election Fees - Annexations</b><br>Annexation measure applicant "deposit" for the May 2013 non-primary election.  | 13,000                     | 13,000                     | 13,000                    |
| <b>17,647</b>               | <b>14,290</b>  | <b>24,600</b>             | <b>TOTAL LICENSES AND PERMITS</b>  | <b>26,400</b>              | <b>26,400</b>              | <b>26,400</b>             |
| <b>INTERGOVERNMENTAL</b>    |                |                           |  |                            |                            |                           |
| 0                           | 16,825         | 0                         | <b>4535 Federal NPS CLG Grant</b><br>Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with the renovation of specific historic properties in downtown McMinnville and annual awards program.              | 14,500                     | 14,500                     | 14,500                    |
| 51,090                      | 51,440         | 52,060                    | <b>5070-05 Water &amp; Light - Economic Development</b><br>McMinnville Water and Light Department economic development support which helps to fund City economic development functions and Planning Department current and long-range planning activities. | 53,780                     | 53,780                     | 53,780                    |
| <b>51,090</b>               | <b>68,265</b>  | <b>52,060</b>             | <b>TOTAL INTERGOVERNMENTAL</b>   | <b>68,280</b>              | <b>68,280</b>              | <b>68,280</b>             |
| <b>MISCELLANEOUS</b>        |                |                           |  |                            |                            |                           |
| 252                         | 7              | 100                       | <b>6600-99 Other Income - Planning</b><br>Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.  | 50                         | 50                         | 50                        |
| <b>252</b>                  | <b>7</b>       | <b>100</b>                | <b>TOTAL MISCELLANEOUS</b>   | <b>50</b>                  | <b>50</b>                  | <b>50</b>                 |
| <b>68,989</b>               | <b>82,562</b>  | <b>76,760</b>             | <b>TOTAL RESOURCES</b>   | <b>94,730</b>              | <b>94,730</b>              | <b>94,730</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :07 - PLANNING<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 337,534        | 338,170        | 291,627        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Planning Director - 1.00 FTE<br>Senior Planner - 1.00 FTE<br>Associate Planner - 0.50 FTE *<br>Executive Secretary - 1.00 FTE<br>Permit Technician - Combined Depts - 0.50 FTE | 270,556        | 270,556        | 270,556        |
|                |                |                | * Associate Planner position to be eliminated Dec 31  |                |                |                |
| 24             | 59             | 300            | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 300            | 300            | 300            |
| 20,141         | 20,141         | 18,100         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 16,792         | 16,792         | 16,792         |
| 4,710          | 4,710          | 4,232          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 3,928          | 3,928          | 3,928          |
| 65,413         | 65,371         | 68,031         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 62,670         | 62,670         | 62,670         |
| 36,105         | 40,194         | 38,496         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 40,234         | 40,234         | 40,234         |
| 346            | 336            | 284            | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 255            | 255            | 255            |
| 1,863          | 1,842          | 1,596          | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 1,447          | 1,447          | 1,447          |
| 4,765          | 4,731          | 4,334          | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 3,952          | 3,952          | 3,952          |
| 141            | 132            | 131            | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 118            | 118            | 118            |
| 0              | 0              | 0              | <b>7300-40 Fringe Benefits - Unemployment</b>   | 12,995         | 12,995         | 12,995         |
| <b>471,043</b> | <b>475,687</b> | <b>427,131</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>413,247</b> | <b>413,247</b> | <b>413,247</b> |

**MATERIALS AND SERVICES**

|       |       |       |   |       |       |       |
|-------|-------|-------|---|-------|-------|-------|
| 1,260 | 1,231 | 2,200 | <b>7520 Public Notices &amp; Printing</b><br>Legal notices for Citizens Advisory Committee (CAC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Publication, notification and ballot preparation expenses.                                       | 3,000 | 3,000 | 3,000 |
| 207   | 51    | 500   | <b>7540 Employee Development</b>  | 500   | 500   | 500   |
| 1,564 | 1,294 | 2,000 | <b>7550 Travel &amp; Education</b><br>Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association seminars, and Oregon Planner's Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission training and work session expenses are also included. | 2,000 | 2,000 | 2,000 |
| 161   | 139   | 200   | <b>7590 Fuel - Vehicle &amp; Equipment</b>  | 200   | 200   | 200   |
| 2,470 | 2,642 | 2,800 | <b>7600 Electric &amp; Natural Gas</b><br>Department's share of Community Development Center electricity expense, ~37%.   | 3,350 | 3,350 | 3,350 |
| 2,400 | 1,634 | 1,670 | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 1,800 | 1,800 | 1,800 |

Budget Document Report

01 - GENERAL FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :07 - PLANNING<br>Section :N/A<br>Program :N/A |  |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|
| 700            | 477            | 510                       | <b>7610-10</b>  | <b>Insurance - Property</b>  |  | 900                        | 900                        | 900                       |
|                |                |                           |   |  | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   |                            |                            |                           |
| 4,004          | 3,751          | 3,750                     | <b>7620</b>   | <b>Telecommunications</b>  |  | 3,500                      | 3,500                      | 3,500                     |
| 2,202          | 2,277          | 2,800                     | <b>7650</b>   | <b>Janitorial</b>  |  | 2,450                      | 2,450                      | 2,450                     |
|                |                |                           |   |  | Department's share of Community Development Center janitorial service and supply costs, ~37%.  |                            |                            |                           |
| 3,328          | 1,966          | 4,500                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>  |  | 4,000                      | 4,000                      | 4,000                     |
|                |                |                           |   |  | Office supplies and planning publications.   |                            |                            |                           |
| 5,000          | 0              | 1,000                     | <b>7660-27</b>  | <b>Materials &amp; Supplies - Downtown Project Develop/Improve</b>       |  | 0                          | 0                          | 0                         |
| 0              | 16,825         | 0                         | <b>7710</b>   | <b>Materials &amp; Supplies - Grants</b>                                 |  | 14,500                     | 14,500                     | 14,500                    |
|                |                |                           |   |  | Federal National Park Service (NPS) Certified Local Government (CLG) grant for expenses associated with the renovation of specific historic properties in downtown McMinnville and annual awards program.                  |                            |                            |                           |
| 182            | 486            | 5,200                     | <b>7720-08</b>  | <b>Repairs &amp; Maintenance - Building Repairs</b>                      |  | 1,850                      | 1,850                      | 1,850                     |
|                |                |                           |   |  | Department's share of Community Development Center's repairs and improvements, ~37%.   |                            |                            |                           |
| 1,130          | 1,063          | 2,500                     | <b>7720-10</b>  | <b>Repairs &amp; Maintenance - Building Maintenance</b>                  |  | 2,150                      | 2,150                      | 2,150                     |
|                |                |                           |   |  | Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%. |                            |                            |                           |
| 1,093          | 955            | 6,480                     | <b>7750</b>   | <b>Professional Services</b>   |  | 990                        | 990                        | 990                       |
|                |                |                           |   |  | <u>Description</u>   |                            |                            |                           |
|                |                |                           |   |  | Section 125 administration fee   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           |   |  | Audit fee allocation   | 1                          | 100                        | 100                       |
|                |                |                           |   |  |  | 1                          | 890                        | 890                       |
| 15,094         | 2,031          | 35,000                    | <b>7750-09</b>  | <b>Professional Services - Legal</b>                                     |  | 0                          | 0                          | 8,000                     |
| 0              | 0              | 13,000                    | <b>7750-30</b>  | <b>Professional Services - Annexation Elections</b>                      |  | 13,000                     | 13,000                     | 13,000                    |
|                |                |                           |   |  | Election expenses related to the May 2013 election; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.   |                            |                            |                           |
| 0              | 0              | 15,000                    | <b>7760-07</b>  | <b>Professional Svcs - Plan/Study - Downtown Master Plan</b>             |  | 0                          | 0                          | 0                         |
|                |                |                           |   |  | Contract services for the preparation of an Urban Renewal Report and Plan.   |                            |                            |                           |
| 0              | 0              | 0                         | <b>7760-15</b>  | <b>Professional Svcs - Plan/Study - DLCD Urban Growth Boundary</b>       |  | 0                          | 0                          | 0                         |
| 1,836          | 1,852          | 2,300                     | <b>7790-20</b>  | <b>Maintenance &amp; Rental Contracts - Community Development Center</b> |  | 2,100                      | 2,100                      | 2,100                     |
|                |                |                           |   |  | Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.   |                            |                            |                           |
| 378            | 0              | 0                         | <b>7800</b>   | <b>M &amp; S Equipment</b>   |  | 0                          | 0                          | 0                         |
| 17,912         | 0              | 0                         | <b>7830-98</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>          |  | 0                          | 0                          | 0                         |
| 1,418          | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b> |  | 0                          | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :07 - PLANNING<br>Section :N/A<br>Program :N/A |   |              |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0                     | 11,516         | 8,221                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>                               |              |                 | 7,098                      | 7,098                      | 6,754                     |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                |                           |   | IS Department M&S costs shared city-wide                        | 1            | 6,754           | 6,754                      |                            |                           |
| 0                     | 11,769         | 4,720                     | <b>7840-15</b>  | <b>M &amp; S Computer Charges - Planning</b>                    |              |                 | 6,405                      | 6,405                      | 6,405                     |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                |                           |   | Workstation replacement   | 1            | 1,500           | 1,500                      |                            |                           |
|                       |                |                           |   | Printer warranty extension                                      | 1            | 600             | 600                        |                            |                           |
|                       |                |                           |   | Accela Permits Plus, 15% - shared with Engineering and Building | 1            | 1,605           | 1,605                      |                            |                           |
|                       |                |                           |   | AutoCAD maintenance renewal, 50% - shared with Engineering      | 1            | 700             | 700                        |                            |                           |
|                       |                |                           |   | ESRI ArcIMS Mapping 16% - shared w/Eng, Pk Maint, St, Bld, WWS  | 1            | 2,000           | 2,000                      |                            |                           |
| <b>62,339</b>         | <b>61,960</b>  | <b>114,351</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                       |   |              |                 | <b>69,793</b>              | <b>69,793</b>              | <b>77,449</b>             |
| <b>CAPITAL OUTLAY</b> |                |                           |   |   |              |                 |                            |                            |                           |
| 0                     | 1,523          | 3,487                     | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>                          |              |                 | 794                        | 794                        | 794                       |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                |                           |   | IS Department capital outlay costs shared city-wide             | 1            | 794             | 794                        |                            |                           |
| <b>0</b>              | <b>1,523</b>   | <b>3,487</b>              | <b>TOTAL CAPITAL OUTLAY</b>                               |   |              |                 | <b>794</b>                 | <b>794</b>                 | <b>794</b>                |
| <b>533,381</b>        | <b>539,170</b> | <b>544,969</b>            | <b>TOTAL REQUIREMENTS</b>                                 |   |              |                 | <b>483,834</b>             | <b>483,834</b>             | <b>491,490</b>            |



# **POLICE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

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



### Budget Highlights

The Police Department (PD) is committed to the safety and livability of our community. The proposed 2012-13 budget reflects our best efforts to maintain the core services within available resources and funding. The Department's priorities are community safety, the investigation of criminal activity and solving community livability issues.



**Initiatives and Change** --- It has become clear to those in our profession that we can't continue to do business as usual. As the recent economic downturn has impacted funding, it has become even more urgent that we must find a way to do things differently. In spite of the increase in crime and livability issues facing McMinnville, we do not expect that we will have the opportunity to add police officers or other staff for several years. Our challenge is to continue to provide the most effective, safe, and professional service possible within the resources the community is able to provide. In an effort to meet this challenge, we'll be implementing several new initiatives to help focus our efforts and ensure we are meeting the community's needs.

- The first initiative is the development of a volunteer-based Crime Analysis function. As the capabilities of this unit progresses, the department will be provided with the information necessary to more effectively address crime and livability issues in our community.
- Second, the department is in the process of receiving proposals for the development of a new five-year strategic plan. This strategic planning process will outline our organizational goals and objectives for the next several years. It will be facilitated by an outside consultant and is funded by a Federal grant received last fall.

- The third change is with regard to patrol staffing and deployment. Arguably, our current 4/10 schedule is the most convenient for staff and has worked for us for quite some time. However, it is also the least efficient schedule with regard to providing the flexibility necessary to deploy our resources based on the demands for our service. Our most recent labor negotiations has provided for the implementation of alternative schedules. Consequently, on July 1, 2012, we will transition to a new 12 hour patrol schedule combined with a 4/10 swing shift team.

### Core Services

#### Field Operations

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

#### Special Operations

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

### **Support Operations**

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

### **Future Challenges and Opportunities**

#### **Current Economic Trends and Criminal Activity**

Person and property crime in McMinnville continues to show a modest increase in 2010. According to the most recent FBI Statistics, of the nine cities in Oregon with a population of 25,000 to 50,000, McMinnville ranked 5<sup>th</sup> in rate of violent crime (60) and 4<sup>th</sup> in property crime (1,050). Preliminary numbers for 2010 suggest these numbers will remain about the same.

#### **Anticipated Rise in Gang Activity**

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

#### **Professional Standards**

The police department recently updated its entire policy manual to ensure best practices through the use of Lexipol, a professional risk management based policy system recommended by City/County Insurance Services (CIS). Our next step in strengthening our commitment to professional standards is to become accredited through the Oregon Accreditation Alliance. Accreditation through the Alliance will help to ensure that the PD's policies and practices are consistent with Oregon law, as well as state and national standards.

### **Staffing/Workload Analysis**

On July 1, 2012, we will transition to a new 12 hour patrol schedule, complemented by a single 4/10 squad working Wednesday through Saturday. A minimum of 5 officers will be scheduled to work 24/7, with a total of 8 scheduled from 4:00pm to 2:00am Thursday through Saturday. Our current 10 hour schedule offers a minimum of 4 to 5 officers, depending on the squad, with unnecessary shift overlaps on Sunday, Monday and Tuesday. I believe one of the challenges we will face as we move to this new deployment schedule is to take the opportunities to be proactive in the way we approach our duties. Over time, the increasing demand for services on a static level of resources has limited us in many circumstances to a reactive role in the community, with reduced opportunities to be proactive. This new schedule has the potential to provide us with a few more opportunities to be proactive in how we address crime and community issues.

### **Federal, State and Local Assistance and Resources**

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

# General Fund – Police

2012 – 2013 Proposed Budget --- Budget Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>177,601</b>    | <b>151,905</b>               | <b>156,696</b>                | <b>4,791</b>       |
| Personnel Services        | 4,617,764         | 5,060,477                    | 5,330,464                     | 269,987            |
| Materials & Services      | 663,503           | 779,681                      | 783,487                       | 3,806              |
| Capital Outlay            | 99,436            | 190,800                      | 126,805                       | (63,995)           |
| Debt Service              | -                 | -                            | -                             | -                  |
| <b>Total Expenditures</b> | <b>5,380,703</b>  | <b>6,030,958</b>             | <b>6,240,756</b>              | <b>209,798</b>     |
| Net Expenditures          | (5,203,102)       | (5,879,053)                  | (6,084,060)                   | 205,007            |

## Full-Time Equivalents (FTE)

|                                  | 2011-12      |             | 2012-13      |
|----------------------------------|--------------|-------------|--------------|
|                                  | Adopted      | Change      | Proposed     |
|                                  | Budget       |             | Budget       |
| <b>FTE Adopted Budget</b>        | <b>44.16</b> |             |              |
| Extra Help - Clerical            |              | 0.48        |              |
| Extra Help - Community Relations |              | (0.23)      |              |
| Extra Help - Investigations      |              | (0.01)      |              |
| Extra Help - Police Reserves     |              | (0.01)      |              |
| <b>FTE Proposed Budget</b>       |              | <b>0.23</b> | <b>44.39</b> |



## General Fund – Police

## Historical Highlights

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

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

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

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

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

**2006** Police Department begins deploying tasers.



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

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

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

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



**2008** Police move into new Public Safety Building.



**2008** Addition of a second motorcycle officer.

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

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

**2010** Dedicated traffic enforcement team eliminated due to budget constraints.

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

**2011** Tactical support team created through grants and donations.



**2011** One full-time motorcycle traffic enforcement position reinstated.

**2012** Patrol officers transition to a new 12 hour patrol schedule, complemented by a single 4/10 swing shift team.

# General Fund - Police

## 2012-2013 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u>                        | Fund | Department | Section | Program | Number of<br>Employees | Range | Total<br>Salary | <u>Detailed Summary</u> |        |
|--|------|------------|---------|---------|------------------------|-------|-----------------|-------------------------|--------|
|  |      |            |         |         |                        |       |                 | Page                    | Amount |
| <b><u>Police Community Support Coordinator</u></b> |      |            |         |         | 1                      | 140   | 57,411          |                         |        |
| General Fund                                       |      |            |         |         |                        |       |                 |                         |        |
| Police   |      |            |         |         |                        |       |                 |                         |        |
| Field Operations                                   |      |            |         |         |                        |       |                 |                         |        |
| Code / Parking Enforcement (0.98 FTE)              |      |            |         |         |                        |       |                 | 38                      | 56,263 |
| Street Fund (0.02 FTE)                             |      |            |         |         |                        |       |                 | 169                     | 1,148  |
| <b><u>Management Assistant</u></b>                 |      |            |         |         | 1                      | 329   | 48,412          |                         |        |
| General Fund                                       |      |            |         |         |                        |       |                 |                         |        |
| Police   |      |            |         |         |                        |       |                 |                         |        |
| Chief's Office (0.60 FTE)                          |      |            |         |         |                        |       |                 | 29                      | 29,047 |
| Community Relations (0.40 FTE)                     |      |            |         |         |                        |       |                 | 61                      | 19,365 |



**POLICE DEPARTMENT  
Chief's Office**



**Organization Set – Programs**

- Administration
- Building Maintenance

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :040 - CHIEF'S OFFICE  
 Program :501 - ADMINISTRATION

2013 PROPOSED BUDGET  
 2013 APPROVED BUDGET  
 2013 ADOPTED BUDGET

**RESOURCES**

**LICENSES AND PERMITS**

|   |   |   |             |   |     |     |     |
|---|---|---|-------------|---|-----|-----|-----|
| 0 | 0 | 0 | <b>4490</b> | <b>Licenses &amp; Permits - Misc</b><br>Permit fee for second hand merchants and pawnbrokers. | 500 | 500 | 500 |
|---|---|---|-------------|---|-----|-----|-----|

|          |          |          |                                   |  |            |            |            |
|----------|----------|----------|-----------------------------------|--|------------|------------|------------|
| <b>0</b> | <b>0</b> | <b>0</b> | <b>TOTAL LICENSES AND PERMITS</b> |  | <b>500</b> | <b>500</b> | <b>500</b> |
|----------|----------|----------|-----------------------------------|--|------------|------------|------------|

**INTERGOVERNMENTAL**

|   |   |   |             |                           |   |   |   |
|---|---|---|-------------|---------------------------|---|---|---|
| 0 | 0 | 0 | <b>4545</b> | <b>Federal FEMA Grant</b> | 0 | 0 | 0 |
|---|---|---|-------------|---------------------------|---|---|---|

|   |        |   |                |   |       |       |        |
|---|--------|---|----------------|---|-------|-------|--------|
| 0 | 45,498 | 0 | <b>4547-20</b> | <b>Federal Stimulus Funds - Justice Assist Recovery Grant</b> | 7,500 | 7,500 | 11,614 |
|---|--------|---|----------------|---|-------|-------|--------|

|       |       |       |             |   |       |       |       |
|-------|-------|-------|-------------|---|-------|-------|-------|
| 3,495 | 1,788 | 5,720 | <b>4560</b> | <b>BVP Grant</b><br>Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases. | 3,196 | 3,196 | 3,196 |
|-------|-------|-------|-------------|---|-------|-------|-------|

|    |     |   |                |  |   |   |   |
|----|-----|---|----------------|--|---|---|---|
| 30 | 417 | 0 | <b>4590-25</b> | <b>ODOT Federal Grants - Pedestrian Safety Grant</b> | 0 | 0 | 0 |
|----|-----|---|----------------|--|---|---|---|

|       |       |        |             |                                  |        |        |        |
|-------|-------|--------|-------------|----------------------------------|--------|--------|--------|
| 6,860 | 8,720 | 13,000 | <b>4600</b> | <b>Traffic Safety Grant-DUII</b> | 16,560 | 16,560 | 15,500 |
|-------|-------|--------|-------------|----------------------------------|--------|--------|--------|

| <u>Description</u>                       | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|--|--------------|-----------------|--------------|
| 2012 awarded grant - funds remaining     | 1            | 3,500           | 3,500        |
| 2013 grant - application to be processed | 1            | 12,000          | 12,000       |

|       |       |        |             |   |        |        |       |
|-------|-------|--------|-------------|---|--------|--------|-------|
| 9,440 | 6,280 | 12,000 | <b>4610</b> | <b>Traffic Safety Grant-Safety Belt</b> | 10,430 | 10,430 | 7,160 |
|-------|-------|--------|-------------|---|--------|--------|-------|

| <u>Description</u>                       | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|--|--------------|-----------------|--------------|
| 2012 award grant - remaining funds       | 1            | 1,160           | 1,160        |
| 2013 grant - application to be processed | 1            | 6,000           | 6,000        |

|               |               |               |                                |  |               |               |               |
|---------------|---------------|---------------|--------------------------------|--|---------------|---------------|---------------|
| <b>19,825</b> | <b>62,702</b> | <b>30,720</b> | <b>TOTAL INTERGOVERNMENTAL</b> |  | <b>37,686</b> | <b>37,686</b> | <b>37,470</b> |
|---------------|---------------|---------------|--------------------------------|--|---------------|---------------|---------------|

**CHARGES FOR SERVICES**

|        |       |       |             |   |       |       |       |
|--------|-------|-------|-------------|---|-------|-------|-------|
| 13,565 | 6,466 | 7,000 | <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>5 Photocopy per police report | 5,000 | 5,000 | 5,000 |
|--------|-------|-------|-------------|---|-------|-------|-------|

|       |        |        |                |   |        |        |        |
|-------|--------|--------|----------------|---|--------|--------|--------|
| 8,525 | 17,309 | 25,835 | <b>5400-30</b> | <b>Property Rentals - YCOM</b><br>Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation. | 25,835 | 25,835 | 25,835 |
|-------|--------|--------|----------------|---|--------|--------|--------|

|               |               |               |                                   |  |               |               |               |
|---------------|---------------|---------------|-----------------------------------|--|---------------|---------------|---------------|
| <b>22,090</b> | <b>23,774</b> | <b>32,835</b> | <b>TOTAL CHARGES FOR SERVICES</b> |  | <b>30,835</b> | <b>30,835</b> | <b>30,835</b> |
|---------------|---------------|---------------|-----------------------------------|--|---------------|---------------|---------------|

**MISCELLANEOUS**

|       |       |       |             |                           |       |       |       |
|-------|-------|-------|-------------|---------------------------|-------|-------|-------|
| 3,824 | 3,005 | 5,000 | <b>6400</b> | <b>Donations - Police</b> | 5,000 | 5,000 | 5,000 |
|-------|-------|-------|-------------|---------------------------|-------|-------|-------|

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :040 - CHIEF'S OFFICE<br>Program :501 - ADMINISTRATION  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 3,417          | 12,792         | 0                         | <b>6600-05 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                         |
| 1,544          | 2,529          | 2,500                     | <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.  | 2,000                      | 2,000                      | 2,000                     |
| 33,997         | 21,141         | 20,000                    | <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. | 20,000                     | 20,000                     | 20,000                    |
| <b>42,783</b>  | <b>39,467</b>  | <b>27,500</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>  | <b>27,000</b>              | <b>27,000</b>              | <b>27,000</b>             |
| <b>84,698</b>  | <b>125,943</b> | <b>91,055</b>             | <b><u>TOTAL RESOURCES</u></b>  | <b>96,021</b>              | <b>96,021</b>              | <b>95,805</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :040 - CHIEF'S OFFICE<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 146,994        | 148,056        | 149,832        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Police Chief - 1.00 FTE<br>Management Assistant - 0.60 FTE | 135,223        | 135,223        | 135,223        |
| 0              | 0              | 0              | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Clerical - 0.48 FTE                                   | 13,165         | 13,165         | 13,165         |
| 5,400          | 5,400          | 5,400          | <b>7000-30 Salaries &amp; Wages - Auto Allowance</b><br>Police Chief's \$450 per month automobile allowance.          | 5,400          | 5,400          | 5,400          |
| 8,911          | 9,173          | 9,328          | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 9,443          | 9,443          | 9,443          |
| 2,084          | 2,145          | 2,251          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 2,230          | 2,230          | 2,230          |
| 29,665         | 29,859         | 35,671         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 35,916         | 35,916         | 35,916         |
| 13,979         | 14,117         | 14,324         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 14,324         | 14,324         | 14,324         |
| 126            | 126            | 126            | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 101            | 101            | 101            |
| 824            | 829            | 838            | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 756            | 756            | 756            |
| 3,886          | 3,400          | 3,386          | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 4,309          | 4,309          | 4,309          |
| 50             | 50             | 58             | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 60             | 60             | 60             |
| 0              | 0              | 0              | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>   | 500            | 500            | 500            |
| <b>211,919</b> | <b>213,156</b> | <b>221,214</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>221,427</b> | <b>221,427</b> | <b>221,427</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |              |                 |              |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 1,723  | 1,655  | 1,500  | <b>7520 Public Notices &amp; Printing</b><br>Advertising for employment positions, community events, and newspaper subscriptions. | 1,000        | 1,000           | 1,000        |
| 601    | 378    | 750    | <b>7530 Safety Training/OSHA</b>  | 900          | 900             | 900          |
| 1,699  | 404    | 2,100  | <b>7540 Employee Development</b>  | 2,000        | 2,000           | 2,000        |
| 3,999  | 3,921  | 4,320  | <b>7550 Travel &amp; Education</b>  | 3,000        | 3,000           | 3,000        |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Memberships & training for Chief, Mgmt Asst and Chaplains   | 1            | 3,000           | 3,000        |
| 30     | 0      | 0      | <b>7555 Travel &amp; Education - Grants</b>   | 0            | 0               | 0            |
| 2,313  | 2,662  | 3,000  | <b>7570 Dept Employee Recognition</b><br>Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.     | 2,500        | 2,500           | 2,500        |
| 936    | 406    | 1,000  | <b>7590 Fuel - Vehicle &amp; Equipment</b>  | 1,000        | 1,000           | 1,000        |
| 67,800 | 43,370 | 46,310 | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 59,400       | 59,400          | 59,400       |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :040 - CHIEF'S OFFICE<br>Program :501 - ADMINISTRATION |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 8,000          | 5,314          | 4,990                     | <b>7610-10</b>  | <b>Insurance - Property</b>  |              | 7,200                      | 7,200                      | 7,200                     |
|                |                |                           |   | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. |              |                            |                            |                           |
| 5,307          | 5,250          | 5,605                     | <b>7620</b>   | <b>Telecommunications</b>  |              | 6,565                      | 6,565                      | 6,565                     |
| 800            | 832            | 1,200                     | <b>7630-05</b>  | <b>Uniforms - Employee</b>   |              | 1,200                      | 1,200                      | 1,200                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Chief, Executive Assistant and Chaplains   | 1            | 1,200                      | 1,200                      |                           |
| 19,769         | 16,329         | 23,050                    | <b>7660</b>   | <b>Materials &amp; Supplies</b>  |              | 20,000                     | 20,000                     | 20,000                    |
| 0              | 16,104         | 0                         | <b>7660-25</b>  | <b>Materials &amp; Supplies - Grants</b>   |              | 0                          | 0                          | 0                         |
| 3,824          | 3,005          | 5,000                     | <b>7680</b>   | <b>Materials &amp; Supplies - Donations</b>  |              | 5,000                      | 5,000                      | 5,000                     |
|                |                |                           |   | Materials and supplies purchases funded by revenue account 6400, Donations - Police.     |              |                            |                            |                           |
| 356            | 197            | 500                       | <b>7720-14</b>  | <b>Repairs &amp; Maintenance - Vehicles</b>  |              | 500                        | 500                        | 500                       |
| 11,180         | 16,543         | 23,435                    | <b>7750</b>   | <b>Professional Services</b>   |              | 17,095                     | 17,095                     | 17,095                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation   | 1            | 11,350                     | 11,350                     |                           |
|                |                |                           |   | Crime reports.com annual service fee   | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |   | Command central annual service fee   | 1            | 3,750                      | 3,750                      |                           |
|                |                |                           |   | Flash alert annual service fee   | 1            | 170                        | 170                        |                           |
|                |                |                           |   | Miscellaneous services   | 1            | 625                        | 625                        |                           |
| 0              | 0              | 0                         | <b>7750-04</b>  | <b>Professional Services - Grants</b>  |              | 7,500                      | 7,500                      | 7,500                     |
| 0              | 0              | 0                         | <b>7770-60</b>  | <b>Professional Services - Projects - Radio System</b>                                   |              | 0                          | 0                          | 0                         |
| 878            | 1,415          | 500                       | <b>7800</b>   | <b>M &amp; S Equipment</b>   |              | 500                        | 500                        | 500                       |
|                |                |                           |   | Miscellaneous office furniture   |              |                            |                            |                           |
| 0              | 6,435          | 11,440                    | <b>7820</b>   | <b>M &amp; S Equipment - Grants</b>  |              | 6,487                      | 6,487                      | 6,487                     |
|                |                |                           |   | 2012 BVP Grant - To replace 7 vests that will expire in fiscal year 2012-2013.           |              |                            |                            |                           |
| 3,495          | 0              | 0                         | <b>7820-08</b>  | <b>M &amp; S Equipment - Grants - BVP - 2008</b>   |              | 0                          | 0                          | 0                         |
| 3,575          | 0              | 0                         | <b>7820-09</b>  | <b>M &amp; S Equipment - Grants - BVP - 2009</b>   |              | 0                          | 0                          | 0                         |
| <b>136,286</b> | <b>124,222</b> | <b>134,700</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  |  |              | <b>141,847</b>             | <b>141,847</b>             | <b>141,847</b>            |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>  |  |              |                            |                            |                           |
| 0              | 20,350         | 0                         | <b>8720</b>   | <b>Equipment - Grants</b>  |              | 0                          | 0                          | 0                         |
| <b>0</b>       | <b>20,350</b>  | <b>0</b>                  | <b><u>TOTAL CAPITAL OUTLAY</u></b>  |  |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>348,204</b> | <b>357,728</b> | <b>355,914</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  |  |              | <b>363,274</b>             | <b>363,274</b>             | <b>363,274</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :040 - CHIEF'S OFFICE<br>Program :550 - BUILDING MAINTENANCE |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |   |              |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |   |              |                            |                            |                           |
| 24,555                        | 27,314         | 28,300                    | <b>7000-15</b>  | <b>Salaries &amp; Wages - Temporary</b>   |              | 28,300                     | 28,300                     | 28,300                    |
|                               |                |                           |   | Extra Help - Facility Maintenance - 0.69 FTE  |              |                            |                            |                           |
| 1,522                         | 1,693          | 1,755                     | <b>7300-05</b>  | <b>Fringe Benefits - FICA - Social Security</b>   |              | 1,755                      | 1,755                      | 1,755                     |
| 356                           | 396            | 410                       | <b>7300-06</b>  | <b>Fringe Benefits - FICA - Medicare</b>  |              | 410                        | 410                        | 410                       |
| 3,624                         | 4,985          | 5,677                     | <b>7300-15</b>  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   |              | 5,677                      | 5,677                      | 5,677                     |
| 798                           | 951            | 1,044                     | <b>7300-35</b>  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  |              | 1,025                      | 1,025                      | 1,025                     |
| 17                            | 19             | 20                        | <b>7300-37</b>  | <b>Fringe Benefits - Workers' Benefit Fund</b>  |              | 20                         | 20                         | 20                        |
| <b>30,873</b>                 | <b>35,358</b>  | <b>37,206</b>             | <b>TOTAL PERSONNEL SERVICES</b>   |   |              | <b>37,187</b>              | <b>37,187</b>              | <b>37,187</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |   |              |                            |                            |                           |
| 41,812                        | 41,899         | 45,000                    | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>   |              | 45,000                     | 45,000                     | 45,000                    |
| 1,600                         | 953            | 1,090                     | <b>7610-05</b>  | <b>Insurance - Liability</b>  |              | 900                        | 900                        | 900                       |
|                               |                |                           |   | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  |              |                            |                            |                           |
| 6,700                         | 4,905          | 4,560                     | <b>7610-10</b>  | <b>Insurance - Property</b>   |              | 7,600                      | 7,600                      | 7,600                     |
|                               |                |                           |   | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  |              |                            |                            |                           |
| 0                             | 0              | 100                       | <b>7630-05</b>  | <b>Uniforms - Employee</b>  |              | 100                        | 100                        | 100                       |
| 38,204                        | 20,473         | 18,000                    | <b>7650-10</b>  | <b>Janitorial - Services</b>  |              | 30,000                     | 30,000                     | 30,000                    |
|                               |                |                           |   | FY2010-11 50% decrease in janitorial services unable to adequately maintain building. 2012-13 increase to ensure facility is adequately maintained. |              |                            |                            |                           |
| 2,324                         | 3,126          | 3,000                     | <b>7650-15</b>  | <b>Janitorial - Supplies</b>  |              | 3,000                      | 3,000                      | 3,000                     |
| 34,779                        | 45,520         | 42,247                    | <b>7720-10</b>  | <b>Repairs &amp; Maintenance - Building Maintenance</b>   |              | 41,042                     | 41,042                     | 41,042                    |
|                               |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |   | Maintenance contracts   | 1            | 27,742                     | 27,742                     |                           |
|                               |                |                           |   | Materials, operations and repairs   | 1            | 9,350                      | 9,350                      |                           |
|                               |                |                           |   | Other projects  | 1            | 3,950                      | 3,950                      |                           |
| <b>125,420</b>                | <b>116,876</b> | <b>113,997</b>            | <b>TOTAL MATERIALS AND SERVICES</b>   |   |              | <b>127,642</b>             | <b>127,642</b>             | <b>127,642</b>            |
| <b>CAPITAL OUTLAY</b>         |                |                           |   |   |              |                            |                            |                           |
| 7,417                         | 0              | 0                         | <b>8710</b>   | <b>Equipment</b>  |              | 0                          | 0                          | 0                         |
| <b>7,417</b>                  | <b>0</b>       | <b>0</b>                  | <b>TOTAL CAPITAL OUTLAY</b>   |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>163,710</b>                | <b>152,234</b> | <b>151,203</b>            | <b>TOTAL REQUIREMENTS</b>   |   |              | <b>164,829</b>             | <b>164,829</b>             | <b>164,829</b>            |





# **POLICE DEPARTMENT Field Operations**



## **Organization Set – Programs**

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

## **Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 90,590         | 87,324         | 90,231         | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Police Captain - Field Operations - 1.00 FTE | 90,228         | 90,228         | 90,228         |
| 5,307          | 5,046          | 5,594          | <b>7300-05</b> Fringe Benefits - FICA - Social Security   | 5,594          | 5,594          | 5,594          |
| 1,241          | 1,180          | 1,308          | <b>7300-06</b> Fringe Benefits - FICA - Medicare  | 1,308          | 1,308          | 1,308          |
| 18,055         | 17,404         | 21,764         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP   | 21,763         | 21,763         | 21,763         |
| 11,895         | 14,117         | 14,324         | <b>7300-20</b> Fringe Benefits - Medical Insurance  | 14,324         | 14,324         | 14,324         |
| 52             | 63             | 63             | <b>7300-25</b> Fringe Benefits - Life Insurance   | 63             | 63             | 63             |
| 390            | 487            | 500            | <b>7300-30</b> Fringe Benefits - Long Term Disability   | 500            | 500            | 500            |
| 2,929          | 2,749          | 2,653          | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                                    | 3,393          | 3,393          | 3,393          |
| 25             | 25             | 29             | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund  | 29             | 29             | 29             |
| <b>130,483</b> | <b>128,396</b> | <b>136,466</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>137,202</b> | <b>137,202</b> | <b>137,202</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |              |                 |              |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 3,011  | 543    | 4,430  | <b>7530</b> Safety Training/OSHA  | 840          | 840             | 840          |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Safety and OSHA equipment   | 1            | 840             | 840          |
| 829    | 546    | 2,500  | <b>7550</b> Travel & Education  | 1,300        | 1,300           | 1,300        |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Memberships & training  | 1            | 1,300           | 1,300        |
| 1,148  | 1,331  | 2,000  | <b>7590</b> Fuel - Vehicle & Equipment  | 2,200        | 2,200           | 2,200        |
| 19,894 | 20,576 | 21,708 | <b>7620</b> Telecommunications<br>Includes telecommunications for entire Field Operations Division. | 23,312       | 23,312          | 23,312       |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Nextel service - cell phones for entire division  | 1            | 11,316          | 11,316       |
|        |        |        | Nextel service - pole camera  | 1            | 516             | 516          |
|        |        |        | Verizon wireless service for five units   | 1            | 180             | 180          |
|        |        |        | Telcom - 15 landlines   | 15           | 600             | 9,000        |
|        |        |        | Telecom - annual voicemail box  | 20           | 65              | 1,300        |
|        |        |        | Blackbox services - phones moves, programming   | 1            | 500             | 500          |
|        |        |        | Replacement of defective or broken cell phones  | 1            | 500             | 500          |
| 373    | 335    | 700    | <b>7630-05</b> Uniforms - Employee  | 900          | 900             | 900          |
| 329    | 321    | 500    | <b>7660</b> Materials & Supplies  | 500          | 500             | 500          |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :501 - ADMINISTRATION |  |              |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 3,247          | 2,533          | 6,050                     | <b>7750</b>   | <b>Professional Services</b>                           |              |                 | 6,050                      | 6,050                      | 6,050                     |
|                |                |                           |   | <u>Description</u>                                     | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |   | In-custody hospital bills for jail clearance and detox | 1            | 6,000           | 6,000                      |                            |                           |
|                |                |                           |   | Section 125 administration fee                         | 1            | 50              | 50                         |                            |                           |
| 194            | 186            | 350                       | <b>7800</b>   | <b>M &amp; S Equipment</b>                             |              |                 | 350                        | 350                        | 350                       |
| <b>29,025</b>  | <b>26,371</b>  | <b>38,238</b>             |   | <b><u>TOTAL MATERIALS AND SERVICES</u></b>             |              |                 | <b>35,452</b>              | <b>35,452</b>              | <b>35,452</b>             |
| <b>159,507</b> | <b>154,767</b> | <b>174,704</b>            |   | <b><u>TOTAL REQUIREMENTS</u></b>                       |              |                 | <b>172,654</b>             | <b>172,654</b>             | <b>172,654</b>            |

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :043 - FIELD OPERATIONS  
 Program :553 - PATROL

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                  |                  |                  |                                 |   |                  |                  |                  |
|------------------|------------------|------------------|---------------------------------|---|------------------|------------------|------------------|
| 1,417,408        | 1,616,185        | 1,705,973        | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Police Sergeant - Patrol - 6.00 FTE<br>Police Officer - Patrol - 18.00 FTE | 1,764,499        | 1,764,499        | 1,764,499        |
| 229,248          | 233,107          | 250,978          | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b>  | 259,986          | 259,986          | 259,986          |
| 101,620          | 113,505          | 111,386          | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>   | 114,748          | 114,748          | 114,748          |
| 23,766           | 26,545           | 28,375           | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>  | 29,357           | 29,357           | 29,357           |
| 311,126          | 359,750          | 463,109          | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 466,548          | 466,548          | 478,316          |
| 341,705          | 374,931          | 378,000          | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>  | 401,244          | 401,244          | 410,158          |
| 1,415            | 1,526            | 1,512            | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>   | 3,024            | 3,024            | 3,024            |
| 7,292            | 8,273            | 8,712            | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>   | 8,998            | 8,998            | 8,998            |
| 57,095           | 57,021           | 57,534           | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 76,121           | 76,121           | 76,121           |
| 651              | 682              | 696              | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 696              | 696              | 696              |
| 6,256            | 502              | 5,000            | <b>7300-40</b>                  | <b>Fringe Benefits - Unemployment</b>   | 3,499            | 3,499            | 3,499            |
| <b>2,497,581</b> | <b>2,792,026</b> | <b>3,011,275</b> | <b>TOTAL PERSONNEL SERVICES</b> |   | <b>3,128,720</b> | <b>3,128,720</b> | <b>3,149,402</b> |

**MATERIALS AND SERVICES**

|        |        |        |                |  |              |                 |              |
|--------|--------|--------|----------------|--|--------------|-----------------|--------------|
| 6,432  | 2,296  | 7,400  | <b>7550</b>    | <b>Travel &amp; Education</b>  | 5,150        | 5,150           | 5,150        |
|        |        |        |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        |                | Training for Patrol Division   | 1            | 5,150           | 5,150        |
| 43,331 | 56,192 | 67,500 | <b>7590</b>    | <b>Fuel - Vehicle &amp; Equipment</b>  |              |                 |              |
| 12,801 | 17,101 | 16,500 | <b>7630-05</b> | <b>Uniforms - Employee</b>   |              |                 |              |
| 8,338  | 8,031  | 9,600  | <b>7660</b>    | <b>Materials &amp; Supplies</b>  |              |                 |              |
|        |        |        |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        |                | Batteries, CD's, forms related to patrol   | 1            | 9,100           | 9,100        |
|        |        |        |                | Replace old or worn out honor guard equipment  | 1            | 500             | 500          |
|        |        |        |                | Trauma kit pouches   | 1            | 700             | 700          |
| 40     | 2,327  | 1,000  | <b>7720</b>    | <b>Repairs &amp; Maintenance</b>   |              |                 |              |
| 28,053 | 45,501 | 34,200 | <b>7720-14</b> | <b>Repairs &amp; Maintenance - Vehicles</b>  |              |                 |              |
| 2,822  | 0      | 0      | <b>7720-16</b> | <b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>  |              |                 |              |
|        |        |        |                | Budget Note: Consolidated into Special Operations - Administration; org set # 01-11-046-501.7720-16. |              |                 |              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :553 - PATROL |  |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|---|--|-----------------|----------------------------|----------------------------|---------------------------|
| 1,899            | 451              | 2,000                     | <b>7720-20</b>  | <b>Repairs &amp; Maintenance - Vehicle Electronics</b> |                 | 2,000                      | 2,000                      | 2,000                     |
| 77               | 123              | 130                       | <b>7750</b>   | <b>Professional Services</b>                           |                 | 100                        | 100                        | 100                       |
|                  |                  |                           |   | Section 120 administration fee                         |                 |                            |                            |                           |
| 9,813            | 2,703            | 31,300                    | <b>7800</b>   | <b>M &amp; S Equipment</b>                             |                 | 19,650                     | 19,650                     | 19,650                    |
|                  |                  |                           | <u>Description</u>  | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           | Equipment for patrol and tactical needs   | 1  | 9,650           | 9,650                      |                            |                           |
|                  |                  |                           | Replace 10 year old portable radios   | 10   | 1,000           | 10,000                     |                            |                           |
| <b>113,606</b>   | <b>134,726</b>   | <b>169,630</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  |  |                 | <b>165,700</b>             | <b>165,700</b>             | <b>165,700</b>            |
|                  |                  |                           | <b><u>CAPITAL OUTLAY</u></b>  |  |                 |                            |                            |                           |
| 54,314           | 56,075           | 103,500                   | <b>8850</b>   | <b>Vehicles</b>  |                 | 71,164                     | 71,164                     | 71,164                    |
|                  |                  |                           | <u>Description</u>  | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           | Patrol vehicle - 2013 Dodge Charger   | 1  | 23,500          | 23,500                     |                            |                           |
|                  |                  |                           | Patrol supervisors vehicle - 2013 Chevy Tahoe                                       | 1  | 27,000          | 27,000                     |                            |                           |
|                  |                  |                           | Equipment transfer and set up   | 1  | 17,484          | 17,484                     |                            |                           |
|                  |                  |                           | K9 equipment and graphic transfers for two vehicles                                 | 1  | 3,180           | 3,180                      |                            |                           |
| <b>54,314</b>    | <b>56,075</b>    | <b>103,500</b>            | <b><u>TOTAL CAPITAL OUTLAY</u></b>  |  |                 | <b>71,164</b>              | <b>71,164</b>              | <b>71,164</b>             |
| <b>2,665,501</b> | <b>2,982,827</b> | <b>3,284,405</b>          | <b><u>TOTAL REQUIREMENTS</u></b>  |  |                 | <b>3,365,584</b>           | <b>3,365,584</b>           | <b>3,386,266</b>          |

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :043 - FIELD OPERATIONS  
 Program :556 - TRAFFIC

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET |                                     | 2013<br>PROPOSED<br>BUDGET   | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |                |
|-------------------------------|----------------|---------------------------|-------------------------------------|--|----------------------------|---------------------------|----------------|
| <b>REQUIREMENTS</b>           |                |                           |                                     |  |                            |                           |                |
| <b>PERSONNEL SERVICES</b>     |                |                           |                                     |  |                            |                           |                |
| 130,768                       | 0              | 70,238                    | <b>7000-05</b>                      | <b>Salaries &amp; Wages - Regular Full Time</b>  | 73,007                     | 73,007                    | 73,007         |
|                               |                |                           |                                     | Police Officer - Traffic - 1.00 FTE  |                            |                           |                |
| 15,471                        | 0              | 0                         | <b>7000-20</b>                      | <b>Salaries &amp; Wages - Overtime</b>   | 15,492                     | 15,492                    | 15,492         |
| 8,957                         | 0              | 4,355                     | <b>7300-05</b>                      | <b>Fringe Benefits - FICA - Social Security</b>  | 4,844                      | 4,844                     | 4,844          |
| 2,095                         | 0              | 1,018                     | <b>7300-06</b>                      | <b>Fringe Benefits - FICA - Medicare</b>   | 1,283                      | 1,283                     | 1,283          |
| 29,145                        | 0              | 16,941                    | <b>7300-15</b>                      | <b>Fringe Benefits - PERS - OPSRP - IAP</b>  | 21,338                     | 21,338                    | 21,338         |
| 33,565                        | 0              | 17,794                    | <b>7300-20</b>                      | <b>Fringe Benefits - Medical Insurance</b>   | 19,040                     | 19,040                    | 19,812         |
| 123                           | 0              | 63                        | <b>7300-25</b>                      | <b>Fringe Benefits - Life Insurance</b>  | 126                        | 126                       | 126            |
| 650                           | 0              | 346                       | <b>7300-30</b>                      | <b>Fringe Benefits - Long Term Disability</b>  | 356                        | 356                       | 356            |
| 5,120                         | 0              | 2,065                     | <b>7300-35</b>                      | <b>Fringe Benefits - Workers' Compensation Insurance</b>   | 3,328                      | 3,328                     | 3,328          |
| 58                            | 0              | 29                        | <b>7300-37</b>                      | <b>Fringe Benefits - Workers' Benefit Fund</b>   | 29                         | 29                        | 29             |
| <b>225,952</b>                | <b>0</b>       | <b>112,849</b>            | <b>TOTAL PERSONNEL SERVICES</b>     |  | <b>138,843</b>             | <b>138,843</b>            | <b>139,615</b> |
| <b>MATERIALS AND SERVICES</b> |                |                           |                                     |  |                            |                           |                |
| 1,847                         | 1,307          | 2,090                     | <b>7550</b>                         | <b>Travel &amp; Education</b>  | 1,000                      | 1,000                     | 1,000          |
|                               |                |                           |                                     | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u>   |
|                               |                |                           |                                     | Memberships & training   | 1                          | 1,000                     | 1,000          |
| 2,284                         | 257            | 2,500                     | <b>7590</b>                         | <b>Fuel - Vehicle &amp; Equipment</b>  | 2,000                      | 2,000                     | 2,000          |
| 1,335                         | 338            | 2,400                     | <b>7630-05</b>                      | <b>Uniforms - Employee</b>   | 2,400                      | 2,400                     | 2,400          |
| 364                           | 0              | 350                       | <b>7660</b>                         | <b>Materials &amp; Supplies</b>  | 350                        | 350                       | 350            |
| 9,478                         | 795            | 4,550                     | <b>7720-14</b>                      | <b>Repairs &amp; Maintenance - Vehicles</b>  | 2,625                      | 2,625                     | 2,625          |
|                               |                |                           |                                     | Motorcycle repairs & maintenance.  |                            |                           |                |
| 2,800                         | 0              | 3,000                     | <b>7800</b>                         | <b>M &amp; S Equipment</b>   | 1,500                      | 1,500                     | 1,500          |
| <b>18,107</b>                 | <b>2,697</b>   | <b>14,890</b>             | <b>TOTAL MATERIALS AND SERVICES</b> |  | <b>9,875</b>               | <b>9,875</b>              | <b>9,875</b>   |
| <b>CAPITAL OUTLAY</b>         |                |                           |                                     |  |                            |                           |                |
| 0                             | 0              | 0                         | <b>8850</b>                         | <b>Vehicles</b>  | 25,300                     | 25,300                    | 25,300         |
|                               |                |                           |                                     | 2012 Kawasaki police motorcycle replaces high mileage Honda; expenditure includes emergency equipment. |                            |                           |                |
| <b>0</b>                      | <b>0</b>       | <b>0</b>                  | <b>TOTAL CAPITAL OUTLAY</b>         |  | <b>25,300</b>              | <b>25,300</b>             | <b>25,300</b>  |
| <b>244,059</b>                | <b>2,697</b>   | <b>127,739</b>            | <b>TOTAL REQUIREMENTS</b>           |  | <b>174,018</b>             | <b>174,018</b>            | <b>174,790</b> |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                      | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :559 - CODE/PARKING ENFORCEMENT                    | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                    |                |                           |  |                            |                            |                           |
| <b><u>FINES AND FORFEITURES</u></b> |                |                           |  |                            |                            |                           |
| 563                                 | 1,125          | 500                       | <b>6115 Code Enforcement</b><br>Fines and forfeiture reimbursement for police department abatements (weeds/rubbish, etc) | 500                        | 500                        | 500                       |
| <b>563</b>                          | <b>1,125</b>   | <b>500</b>                | <b><u>TOTAL FINES AND FORFEITURES</u></b>  | <b>500</b>                 | <b>500</b>                 | <b>500</b>                |
| <b>563</b>                          | <b>1,125</b>   | <b>500</b>                | <b><i>TOTAL RESOURCES</i></b>  | <b>500</b>                 | <b>500</b>                 | <b>500</b>                |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :559 - CODE/PARKING ENFORCEMENT | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 97,826         | 103,031        | 104,501        | <b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b><br>Police Community Support Coordinator - 0.98 FTE<br>Parking & Code Enforcement - 1.00 FTE | 108,562        | 108,562        | 108,562        |
| 3,331          | 0              | 0              | <b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b>   | 0              | 0              | 0              |
| 432            | 0              | 1,006          | <b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>  | 1,261          | 1,261          | 1,261          |
| 6,195          | 6,217          | 6,503          | <b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>   | 6,757          | 6,757          | 6,757          |
| 1,449          | 1,454          | 1,530          | <b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>  | 1,592          | 1,592          | 1,592          |
| 18,814         | 19,705         | 23,407         | <b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 24,366         | 24,366         | 24,366         |
| 18,165         | 18,625         | 18,978         | <b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>  | 20,306         | 20,306         | 20,998         |
| 125            | 125            | 125            | <b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>   | 249            | 249            | 249            |
| 524            | 544            | 552            | <b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>   | 570            | 570            | 570            |
| 3,587          | 3,213          | 3,102          | <b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 4,128          | 4,128          | 4,128          |
| 52             | 50             | 58             | <b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>  | 58             | 58             | 58             |
| 847            | 1,611          | 1,724          | <b>7400-10</b> <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>   | 2,300          | 2,300          | 2,300          |
| <b>151,347</b> | <b>154,575</b> | <b>161,486</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>170,149</b> | <b>170,149</b> | <b>170,841</b> |

**MATERIALS AND SERVICES**

|       |       |       |   |              |                 |              |
|-------|-------|-------|---|--------------|-----------------|--------------|
| 459   | 567   | 1,100 | <b>7550</b> <b>Travel &amp; Education</b>   | 1,100        | 1,100           | 1,100        |
|       |       |       | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |       | Memberships   | 1            | 100             | 100          |
|       |       |       | Training  | 1            | 800             | 800          |
|       |       |       | Training for volunteers   | 1            | 200             | 200          |
| 2,598 | 3,234 | 3,000 | <b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b><br>Fuel for parking scooter, code enforcement vehicle and the volunteer parking patrol vehicle. | 3,500        | 3,500           | 3,500        |
| 843   | 2,043 | 1,500 | <b>7630-05</b> <b>Uniforms - Employee</b><br>Uniforms for Code/Parking Enforcement staff as well as volunteers                                    | 1,500        | 1,500           | 1,500        |
| 1,045 | 1,562 | 1,500 | <b>7660</b> <b>Materials &amp; Supplies</b>   | 2,000        | 2,000           | 2,000        |
| 3,129 | 959   | 2,000 | <b>7720-14</b> <b>Repairs &amp; Maintenance - Vehicles</b>  | 3,500        | 3,500           | 3,500        |
| 38    | 41    | 50    | <b>7750</b> <b>Professional Services</b><br>Section 125 administration fee  | 50           | 50              | 50           |
| 450   | 1,180 | 3,000 | <b>7750-08</b> <b>Professional Services - Code Enforcement</b><br>Services to clean up yard debris and grass abatements                           | 3,500        | 3,500           | 3,500        |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET |      | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :559 - CODE/PARKING ENFORCEMENT | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|------|---|----------------------------|----------------------------|---------------------------|
| 209            | 367            | 500                       | 7800 | M & S Equipment   | 500                        | 500                        | 500                       |
| <b>8,771</b>   | <b>9,953</b>   | <b>12,650</b>             |      | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>15,650</b>              | <b>15,650</b>              | <b>15,650</b>             |
|                |                |                           |      | <b><u>CAPITAL OUTLAY</u></b>  |                            |                            |                           |
| 28,327         | 0              | 15,500                    | 8850 | Vehicles  | 0                          | 0                          | 0                         |
| <b>28,327</b>  | <b>0</b>       | <b>15,500</b>             |      | <b><u>TOTAL CAPITAL OUTLAY</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>188,445</b> | <b>164,527</b> | <b>189,636</b>            |      | <b><u>TOTAL REQUIREMENTS</u></b>  | <b>185,799</b>             | <b>185,799</b>             | <b>186,491</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :562 - RESERVES |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |   |              |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |   |              |                            |                            |                           |
| 2,790                         | 5,082          | 5,000                     | <b>7000-15</b>  | <b>Salaries &amp; Wages - Temporary</b>                               |              | 4,000                      | 4,000                      | 4,000                     |
|                               |                |                           |   | Extra Help - Police Reserves - 0.09 FTE                               |              |                            |                            |                           |
| 173                           | 315            | 310                       | <b>7300-05</b>  | <b>Fringe Benefits - FICA - Social Security</b>                       |              | 248                        | 248                        | 248                       |
| 40                            | 74             | 73                        | <b>7300-06</b>  | <b>Fringe Benefits - FICA - Medicare</b>                              |              | 58                         | 58                         | 58                        |
| 107                           | 171            | 147                       | <b>7300-35</b>  | <b>Fringe Benefits - Workers' Compensation Insurance</b>              |              | 150                        | 150                        | 150                       |
| 2                             | 3              | 3                         | <b>7300-37</b>  | <b>Fringe Benefits - Workers' Benefit Fund</b>                        |              | 3                          | 3                          | 3                         |
| 46                            | 101            | 0                         | <b>7300-40</b>  | <b>Fringe Benefits - Unemployment</b>                                 |              | 102                        | 102                        | 102                       |
| 780                           | 729            | 945                       | <b>7400-05</b>  | <b>Fringe Benefits - Volunteers - Life Insurance</b>                  |              | 671                        | 671                        | 671                       |
| 1,643                         | 1,642          | 2,238                     | <b>7400-10</b>  | <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b> |              | 2,201                      | 2,201                      | 2,201                     |
| <b>5,581</b>                  | <b>8,117</b>   | <b>8,716</b>              | <b>TOTAL PERSONNEL SERVICES</b>   |   |              | <b>7,433</b>               | <b>7,433</b>               | <b>7,433</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |   |              |                            |                            |                           |
| 2,782                         | 276            | 1,845                     | <b>7550</b>   | <b>Travel &amp; Education</b>   |              | 560                        | 560                        | 560                       |
|                               |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |   | Memberships   | 1            | 360                        | 360                        |                           |
|                               |                |                           |   | Other reserve training  | 1            | 200                        | 200                        |                           |
| 3,377                         | 3,405          | 7,800                     | <b>7630-10</b>  | <b>Uniforms - Volunteer</b>   |              | 1,250                      | 1,250                      | 1,250                     |
|                               |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |   | Replacement uniforms  | 5            | 250                        | 1,250                      |                           |
| 2,702                         | 150            | 1,500                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>                                       |              | 0                          | 0                          | 0                         |
| <b>8,861</b>                  | <b>3,831</b>   | <b>11,145</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   |   |              | <b>1,810</b>               | <b>1,810</b>               | <b>1,810</b>              |
| <b>14,442</b>                 | <b>11,948</b>  | <b>19,861</b>             | <b>TOTAL REQUIREMENTS</b>   |   |              | <b>9,243</b>               | <b>9,243</b>               | <b>9,243</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :565 - CANINE | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b><u>MISCELLANEOUS</u></b> |                |                           |   |                            |                            |                           |
| 0                           | 0              | 0                         | 6400 Donations - Police   | 0                          | 0                          | 0                         |
| <b>0</b>                    | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>0</b>                    | <b>0</b>       | <b>0</b>                  | <b><i>TOTAL RESOURCES</i></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :043 - FIELD OPERATIONS<br>Program :565 - CANINE |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |  |              |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |  |              |                            |                            |                           |
| 2,235                         | 1,498          | 2,980                     | <b>7550</b>   | <b>Travel &amp; Education</b>                    |              | 3,780                      | 3,780                      | 3,780                     |
|                               |                |                           |   | <u>Description</u>                               | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |   | Memberships                                      | 1            | 80                         | 80                         |                           |
|                               |                |                           |   | Training and certifications                      | 1            | 3,700                      | 3,700                      |                           |
| 10,383                        | 7,866          | 8,325                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>                  |              | 8,425                      | 8,425                      | 8,425                     |
|                               |                |                           |   | <u>Description</u>                               | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |   | Veterinary care                                  | 1            | 3,800                      | 3,800                      |                           |
|                               |                |                           |   | Boarding   | 1            | 1,000                      | 1,000                      |                           |
|                               |                |                           |   | Misc supplies: dog food, licenses, training aids | 1            | 3,625                      | 3,625                      |                           |
| <b>12,618</b>                 | <b>9,364</b>   | <b>11,305</b>             |   | <b><u>TOTAL MATERIALS AND SERVICES</u></b>       |              | <b>12,205</b>              | <b>12,205</b>              | <b>12,205</b>             |
| <b>CAPITAL OUTLAY</b>         |                |                           |   |  |              |                            |                            |                           |
| 0                             | 0              | 0                         | <b>8710-15</b>  | <b>Equipment - Canine</b>                        |              | 0                          | 0                          | 0                         |
| <b>0</b>                      | <b>0</b>       | <b>0</b>                  |   | <b><u>TOTAL CAPITAL OUTLAY</u></b>               |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>12,618</b>                 | <b>9,364</b>   | <b>11,305</b>             |   | <b><u>TOTAL REQUIREMENTS</u></b>                 |              | <b>12,205</b>              | <b>12,205</b>              | <b>12,205</b>             |

---



**POLICE DEPARTMENT  
Special Operations**

---



**Organization Set – Programs**

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

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 91,157         | 92,227         | 93,887         | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Police Captain - Special Operations - 1.00 FTE | 94,220         | 94,220         | 94,220         |
| 5,376          | 5,458          | 5,821          | <b>7300-05</b> Fringe Benefits - FICA - Social Security   | 5,842          | 5,842          | 5,842          |
| 1,257          | 1,276          | 1,361          | <b>7300-06</b> Fringe Benefits - FICA - Medicare  | 1,366          | 1,366          | 1,366          |
| 18,168         | 18,381         | 22,645         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP   | 22,726         | 22,726         | 22,726         |
| 13,979         | 14,117         | 14,324         | <b>7300-20</b> Fringe Benefits - Medical Insurance  | 14,324         | 14,324         | 14,324         |
| 63             | 63             | 63             | <b>7300-25</b> Fringe Benefits - Life Insurance   | 63             | 63             | 63             |
| 499            | 494            | 500            | <b>7300-30</b> Fringe Benefits - Long Term Disability   | 500            | 500            | 500            |
| 3,208          | 2,821          | 2,760          | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                                      | 3,543          | 3,543          | 3,543          |
| 25             | 25             | 29             | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund  | 29             | 29             | 29             |
| <b>133,731</b> | <b>134,863</b> | <b>141,390</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>142,613</b> | <b>142,613</b> | <b>142,613</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |              |                 |              |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 0      | 0      | 0      | <b>7530</b> Safety Training/OSHA  | 0            | 0               | 0            |
| 4,600  | 821    | 1,475  | <b>7550</b> Travel & Education  | 1,375        | 1,375           | 1,375        |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Memberships & training  | 1            | 1,375           | 1,375        |
| 1,604  | 1,425  | 1,500  | <b>7590</b> Fuel - Vehicle & Equipment  | 1,500        | 1,500           | 1,500        |
| 10,335 | 11,691 | 10,819 | <b>7620</b> Telecommunications<br>Includes telecommunications for entire Special Operations Division. | 11,539       | 11,539          | 11,539       |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Landlines - 9   | 1            | 6,440           | 6,440        |
|        |        |        | Annual voicemail box fee  | 1            | 65              | 65           |
|        |        |        | Nextel service - 7 cell phones  | 1            | 4,464           | 4,464        |
|        |        |        | Pager service - 2   | 1            | 120             | 120          |
|        |        |        | Blackbox services   | 1            | 450             | 450          |
| 371    | 303    | 700    | <b>7630-05</b> Uniforms - Employee  | 700          | 700             | 700          |
| 330    | 142    | 600    | <b>7660</b> Materials & Supplies  | 600          | 600             | 600          |
| 892    | 45     | 1,500  | <b>7720-14</b> Repairs & Maintenance - Vehicles   | 1,500        | 1,500           | 1,500        |
| 1,077  | 4,407  | 6,500  | <b>7720-16</b> Repairs & Maintenance - Radio & Pagers   | 7,500        | 7,500           | 7,500        |

Budget Note: In prior years repairs and maintenance for radios and pagers were budgeted in Field Operations - Patrol, org set # 01-11-043-553.7720-16.

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                 | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :501 - ADMINISTRATION   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |       |                                |   |     |     |  |  |  |
|--------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|-------|--------------------------------|---|-----|-----|--|--|--|
| 11                             | 2,514          | 2,560                     | <b>7750 Professional Services</b><br>DNA testing, transcription service, records requests   | 1,000                      | 1,000                      | 1,000                     |       |                                |   |     |     |  |  |  |
| 0                              | 0              | 0                         | <b>7800 M &amp; S Equipment</b>   | 0                          | 0                          | 0                         |       |                                |   |     |     |  |  |  |
| 2,421                          | 0              | 0                         | <b>7800-06 M &amp; S Equipment - Weapons</b><br>Budget note: Purchase of handguns is to ensure there is replacement equipment in the event of repairs/service or handgun being placed in evidence.                                    | 900                        | 900                        | 900                       |       |                                |   |     |     |  |  |  |
|                                |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Glock 22 - 40 caliber handguns</td> <td>2</td> <td>450</td> <td>900</td> </tr> </tbody> </table> | Description                | Units                      | Amt/Unit                  | Total | Glock 22 - 40 caliber handguns | 2 | 450 | 900 |  |  |  |
| Description                    | Units          | Amt/Unit                  | Total   |                            |                            |                           |       |                                |   |     |     |  |  |  |
| Glock 22 - 40 caliber handguns | 2              | 450                       | 900   |                            |                            |                           |       |                                |   |     |     |  |  |  |
| <b>21,641</b>                  | <b>21,348</b>  | <b>25,654</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>26,614</b>              | <b>26,614</b>              | <b>26,614</b>             |       |                                |   |     |     |  |  |  |
| <b>155,373</b>                 | <b>156,211</b> | <b>167,044</b>            | <b>TOTAL REQUIREMENTS</b>   | <b>169,227</b>             | <b>169,227</b>             | <b>169,227</b>            |       |                                |   |     |     |  |  |  |

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :046 - SPECIAL OPERATIONS  
 Program :568 - INVESTIGATIONS

2013 PROPOSED BUDGET  
 2013 APPROVED BUDGET  
 2013 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

| 2010 ACTUAL    | 2011 ACTUAL    | 2012 AMENDED BUDGET |                                 |  | 2013 PROPOSED BUDGET | 2013 APPROVED BUDGET | 2013 ADOPTED BUDGET |
|----------------|----------------|---------------------|---------------------------------|--|----------------------|----------------------|---------------------|
| 260,337        | 356,805        | 358,825             | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Police Sergeant - Special Operations - 1.00 FTE<br>Police Officer - Investigations - 4.00 FTE | 379,194              | 379,194              | 379,194             |
| 2,959          | 4,746          | 3,500               | <b>7000-15</b>                  | <b>Salaries &amp; Wages - Temporary</b><br>Extra Help - Investigations - 0.07 FTE  | 3,500                | 3,500                | 3,500               |
| 32,482         | 46,819         | 30,014              | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b>   | 40,008               | 40,008               | 40,008              |
| 0              | 0              | 0                   | <b>7000-35</b>                  | <b>Salaries &amp; Wages - Clothing Allowance</b><br>Detectives' \$400 annual clothing allowance.   | 2,000                | 2,000                | 2,000               |
| 18,017         | 25,394         | 23,135              | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>  | 24,674               | 24,674               | 24,674              |
| 4,214          | 5,939          | 5,689               | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>   | 6,157                | 6,157                | 6,157               |
| 58,467         | 78,694         | 91,879              | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>  | 99,602               | 99,602               | 99,602              |
| 59,488         | 82,801         | 84,130              | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>   | 90,020               | 90,020               | 93,640              |
| 236            | 320            | 315                 | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>  | 630                  | 630                  | 630                 |
| 1,293          | 1,743          | 1,752               | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>  | 1,822                | 1,822                | 1,822               |
| 10,152         | 12,497         | 11,534              | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>   | 15,893               | 15,893               | 15,893              |
| 104            | 149            | 147                 | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>   | 147                  | 147                  | 147                 |
| 0              | 96             | 0                   | <b>7300-40</b>                  | <b>Fringe Benefits - Unemployment</b>  | 102                  | 102                  | 102                 |
| <b>447,748</b> | <b>616,003</b> | <b>610,920</b>      | <b>TOTAL PERSONNEL SERVICES</b> |  | <b>663,749</b>       | <b>663,749</b>       | <b>667,369</b>      |

**MATERIALS AND SERVICES**

|       |       |       |                |  |              |                 |              |
|-------|-------|-------|----------------|--|--------------|-----------------|--------------|
| 4,340 | 4,070 | 4,795 | <b>7550</b>    | <b>Travel &amp; Education</b>  | 5,450        | 5,450           | 5,450        |
|       |       |       |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |       |                | Memberships & training for detectives  | 1            | 3,950           | 3,950        |
|       |       |       |                | Out of state investigations  | 1            | 1,500           | 1,500        |
| 4,583 | 6,292 | 6,500 | <b>7590</b>    | <b>Fuel - Vehicle &amp; Equipment</b><br>Investigations vehicle fuel and car cleaning. | 6,500        | 6,500           | 6,500        |
| 2,410 | 3,124 | 2,400 | <b>7630-05</b> | <b>Uniforms - Employee</b>   | 400          | 400             | 400          |
| 2,964 | 2,725 | 3,000 | <b>7660</b>    | <b>Materials &amp; Supplies</b>  | 3,000        | 3,000           | 3,000        |
| 4,960 | 4,900 | 4,500 | <b>7720-14</b> | <b>Repairs &amp; Maintenance - Vehicles</b>  | 4,500        | 4,500           | 4,500        |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :568 - INVESTIGATIONS |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 98             | 84             | 90                        | <b>7750</b>   | <b>Professional Services</b>                        |              | 455                        | 455                        | 455                       |
|                |                |                           |   | <u>Description</u>                                  | <u>Units</u> | <u>Amt/Unit</u>            |                            | <u>Total</u>              |
|                |                |                           |   | High speed internet                                 | 1            | 265                        |                            | 265                       |
|                |                |                           |   | Section 125 administration fee                      | 1            | 190                        |                            | 190                       |
| 684            | 0              | 500                       | <b>7800</b>   | <b>M &amp; S Equipment</b>                          |              | 0                          | 0                          | 0                         |
| <b>20,037</b>  | <b>21,195</b>  | <b>21,785</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  |   |              | <b>20,305</b>              | <b>20,305</b>              | <b>20,305</b>             |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>  |   |              |                            |                            |                           |
| 0              | 0              | 20,500                    | <b>8850</b>   | <b>Vehicles</b>                                     |              | 0                          | 0                          | 0                         |
| <b>0</b>       | <b>0</b>       | <b>20,500</b>             | <b><u>TOTAL CAPITAL OUTLAY</u></b>  |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
|                |                |                           | <b><u>DEBT SERVICE</u></b>  |   |              |                            |                            |                           |
| 7,743          | 0              | 0                         | <b>9420-05</b>  | <b>Investigations Vehicle Lease/Pur - Principal</b> |              | 0                          | 0                          | 0                         |
| 292            | 0              | 0                         | <b>9420-10</b>  | <b>Investigations Vehicle Lease/Pur - Interest</b>  |              | 0                          | 0                          | 0                         |
| <b>8,035</b>   | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL DEBT SERVICE</u></b>  |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>475,821</b> | <b>637,198</b> | <b>653,205</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  |   |              | <b>684,054</b>             | <b>684,054</b>             | <b>687,674</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :571 - NARCOTICS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |   |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>     |                |                           |   |                            |                            |                           |
| 615                          | 456            | 1,500                     | <b>4620-05 Police Federal Drug Funds - Dept of Justice-OCDETF</b><br>Organized Crime Drug Enforcement Task Forces (OCDETF) reimbursement for overtime   | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>4620-15 Police Federal Drug Funds - National Marijuana Initiative</b>  | 0                          | 0                          | 0                         |
| 4,161                        | 2,076          | 2,250                     | <b>5200 YCINT - ERAD Grant</b><br>US Department of Justice Marijuana Eradication Grant funds distributed to agencies that actively seek out persons involved in the illegal manufacture and distribution of marijuana.<br><br>Budget Note: The City shares in these funds through the Police Department's participation with the Yamhill County Interagency Narcotics Team (YCINT). | 2,250                      | 2,250                      | 2,250                     |
| <b>4,776</b>                 | <b>2,532</b>   | <b>3,750</b>              | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>2,250</b>               | <b>2,250</b>               | <b>2,250</b>              |
| <b>FINES AND FORFEITURES</b> |                |                           |   |                            |                            |                           |
| 12,742                       | 7,062          | 14,300                    | <b>6110-10 Drug Forfeitures - State</b>   | 12,225                     | 12,225                     | 12,225                    |
| <b>12,742</b>                | <b>7,062</b>   | <b>14,300</b>             | <b>TOTAL FINES AND FORFEITURES</b>  | <b>12,225</b>              | <b>12,225</b>              | <b>12,225</b>             |
| <b>17,518</b>                | <b>9,594</b>   | <b>18,050</b>             | <b>TOTAL RESOURCES</b>  | <b>14,475</b>              | <b>14,475</b>              | <b>14,475</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :571 - NARCOTICS                            | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 149,553                       | 41,304         | 64,691                    | <b>7000-05</b> Salaries & Wages - Regular Full Time<br><small>Police Officer - Narcotics - 1.00 FTE</small>         | 74,579                     | 74,579                     | 74,579                    |
| 14,635                        | 8,569          | 7,992                     | <b>7000-20</b> Salaries & Wages - Overtime  | 7,995                      | 7,995                      | 7,995                     |
| 0                             | 0              | 0                         | <b>7000-35</b> Salaries & Wages - Clothing Allowance<br><small>Detective's \$400 annual clothing allowance.</small> | 400                        | 400                        | 400                       |
| 10,068                        | 3,071          | 4,190                     | <b>7300-05</b> Fringe Benefits - FICA - Social Security   | 4,813                      | 4,813                      | 4,813                     |
| 2,355                         | 718            | 1,054                     | <b>7300-06</b> Fringe Benefits - FICA - Medicare  | 1,202                      | 1,202                      | 1,202                     |
| 32,723                        | 9,900          | 17,532                    | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP   | 18,994                     | 18,994                     | 18,994                    |
| 34,279                        | 6,568          | 17,794                    | <b>7300-20</b> Fringe Benefits - Medical Insurance  | 19,040                     | 19,040                     | 19,812                    |
| 126                           | 24             | 63                        | <b>7300-25</b> Fringe Benefits - Life Insurance   | 126                        | 126                        | 126                       |
| 718                           | 130            | 346                       | <b>7300-30</b> Fringe Benefits - Long Term Disability   | 356                        | 356                        | 356                       |
| 5,687                         | 1,124          | 2,137                     | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance  | 3,105                      | 3,105                      | 3,105                     |
| 56                            | 12             | 13                        | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund  | 29                         | 29                         | 29                        |
| <b>250,199</b>                | <b>71,419</b>  | <b>115,812</b>            | <b>TOTAL PERSONNEL SERVICES</b>   | <b>130,639</b>             | <b>130,639</b>             | <b>131,411</b>            |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 1,065                         | 308            | 2,000                     | <b>7550</b> Travel & Education  | 1,000                      | 1,000                      | 1,000                     |
| 3,578                         | 992            | 1,800                     | <b>7590</b> Fuel - Vehicle & Equipment  | 1,800                      | 1,800                      | 1,800                     |
| 2,462                         | 665            | 1,500                     | <b>7620</b> Telecommunications  | 1,000                      | 1,000                      | 1,000                     |
| 800                           | 618            | 700                       | <b>7630-05</b> Uniforms - Employee  | 200                        | 200                        | 200                       |
| 5,638                         | 5,098          | 6,000                     | <b>7660</b> Materials & Supplies  | 5,500                      | 5,500                      | 5,500                     |
| 1,012                         | 4              | 1,300                     | <b>7720-14</b> Repairs & Maintenance - Vehicles   | 725                        | 725                        | 725                       |
| 0                             | 0              | 1,000                     | <b>7800</b> M & S Equipment   | 0                          | 0                          | 0                         |
| <b>14,554</b>                 | <b>7,684</b>   | <b>14,300</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>10,225</b>              | <b>10,225</b>              | <b>10,225</b>             |
| <b>264,753</b>                | <b>79,103</b>  | <b>130,112</b>            | <b>TOTAL REQUIREMENTS</b>   | <b>140,864</b>             | <b>140,864</b>             | <b>141,636</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL           | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :574 - SCHOOL RESOURCE  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>         |                |                           |   |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b> |                |                           |   |                            |                            |                           |
| 40,653                   | 37,189         | 38,800                    | <b>5020-05 McMinnville School Dist #40 - SRO - High School</b><br>McMinnville School District #40 shares in the cost of the High School Resource Officer by paying the City 50% of the officer's salary and fringe benefits for the nine-month school year. | 42,700                     | 42,700                     | 42,700                    |
| 37,599                   | 0              | 0                         | <b>5020-10 McMinnville School Dist #40 - SRO - Middle School</b>  | 0                          | 0                          | 0                         |
| <b>78,252</b>            | <b>37,189</b>  | <b>38,800</b>             | <b><u>TOTAL INTERGOVERNMENTAL</u></b>   | <b>42,700</b>              | <b>42,700</b>              | <b>42,700</b>             |
| <b>78,252</b>            | <b>37,189</b>  | <b>38,800</b>             | <b>TOTAL RESOURCES</b>  | <b>42,700</b>              | <b>42,700</b>              | <b>42,700</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :574 - SCHOOL RESOURCE                  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 137,313                       | 70,348         | 71,647                    | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Police Officer - High School Resource Officer - 1.00 FTE | 74,193                     | 74,193                     | 74,193                    |
| 8,200                         | 4,526          | 3,996                     | <b>7000-20</b> Salaries & Wages - Overtime  | 5,009                      | 5,009                      | 5,009                     |
| 8,933                         | 4,622          | 4,531                     | <b>7300-05</b> Fringe Benefits - FICA - Social Security   | 4,702                      | 4,702                      | 4,702                     |
| 2,089                         | 1,081          | 1,097                     | <b>7300-06</b> Fringe Benefits - FICA - Medicare  | 1,148                      | 1,148                      | 1,148                     |
| 29,000                        | 14,922         | 18,246                    | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP   | 19,097                     | 19,097                     | 19,097                    |
| 27,246                        | 6,137          | 6,282                     | <b>7300-20</b> Fringe Benefits - Medical Insurance  | 13,860                     | 13,860                     | 14,392                    |
| 125                           | 63             | 63                        | <b>7300-25</b> Fringe Benefits - Life Insurance   | 126                        | 126                        | 126                       |
| 675                           | 341            | 346                       | <b>7300-30</b> Fringe Benefits - Long Term Disability   | 356                        | 356                        | 356                       |
| 4,865                         | 2,180          | 2,223                     | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance  | 2,978                      | 2,978                      | 2,978                     |
| 46                            | 25             | 29                        | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund  | 29                         | 29                         | 29                        |
| <b>218,492</b>                | <b>104,246</b> | <b>108,460</b>            | <b>TOTAL PERSONNEL SERVICES</b>   | <b>121,498</b>             | <b>121,498</b>             | <b>122,030</b>            |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 1,277                         | 474            | 1,000                     | <b>7550</b> Travel & Education  | 1,000                      | 1,000                      | 1,000                     |
| 218                           | 24             | 300                       | <b>7660</b> Materials & Supplies<br>Miscellaneous youth services program materials and supplies.                | 300                        | 300                        | 300                       |
| <b>1,495</b>                  | <b>497</b>     | <b>1,300</b>              | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>1,300</b>               | <b>1,300</b>               | <b>1,300</b>              |
| <b>219,987</b>                | <b>104,744</b> | <b>109,760</b>            | <b>TOTAL REQUIREMENTS</b>   | <b>122,798</b>             | <b>122,798</b>             | <b>123,330</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :577 - IN-SERVICE   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 3,000                       | 3,750          | 3,500                     | <b>5380-02 Facility Rentals - Training Facility</b><br>Revenue received from Oregon State Police and Yamhill County Community Corrections for use of the Firearms Facility. | 3,000                      | 3,000                      | 3,000                     |
| <b>3,000</b>                | <b>3,750</b>   | <b>3,500</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>3,000</b>               | <b>3,000</b>               | <b>3,000</b>              |
| <b>3,000</b>                | <b>3,750</b>   | <b>3,500</b>              | <b>TOTAL RESOURCES</b>  | <b>3,000</b>               | <b>3,000</b>               | <b>3,000</b>              |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :046 - SPECIAL OPERATIONS<br>Program :577 - IN-SERVICE | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 44,674         | 39,529         | 49,528                    | <b>TOTAL REQUIREMENTS</b>   | 47,441                     | 47,441                     | 47,441                    |



---



**POLICE DEPARTMENT  
Support Services**

---



**Organization Set – Programs**

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

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :049 - SUPPORT SERVICES<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|               |               |               |  |               |               |               |
|---------------|---------------|---------------|--|---------------|---------------|---------------|
| 62,191        | 66,277        | 70,445        | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Police Support Services Division Commander - 1.00 FTE | 72,420        | 72,420        | 72,420        |
| 3,645         | 4,005         | 4,368         | <b>7300-05</b> Fringe Benefits - FICA - Social Security  | 4,490         | 4,490         | 4,490         |
| 852           | 937           | 1,021         | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 1,050         | 1,050         | 1,050         |
| 12,395        | 13,209        | 16,992        | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 17,467        | 17,467        | 17,467        |
| 63            | 63            | 63            | <b>7300-25</b> Fringe Benefits - Life Insurance  | 63            | 63            | 63            |
| 343           | 368           | 390           | <b>7300-30</b> Fringe Benefits - Long Term Disability  | 400           | 400           | 400           |
| 116           | 138           | 169           | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance   | 196           | 196           | 196           |
| 25            | 22            | 29            | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund   | 29            | 29            | 29            |
| <b>79,630</b> | <b>85,019</b> | <b>93,477</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>96,115</b> | <b>96,115</b> | <b>96,115</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |              |                 |              |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 405    | 30     | 1,250  | <b>7530</b> Safety Training/OSHA  | 0            | 0               | 0            |
| 1,448  | 654    | 2,535  | <b>7550</b> Travel & Education  | 1,300        | 1,300           | 1,300        |
| 5,106  | 5,968  | 6,380  | <b>7620</b> Telecommunications<br>Includes telecommunications for entire Support Services Division. | 5,980        | 5,980           | 5,980        |
| 231    | 272    | 300    | <b>7630-05</b> Uniforms - Employee  | 300          | 300             | 300          |
| 66     | 59     | 250    | <b>7660</b> Materials & Supplies  | 250          | 250             | 250          |
| 0      | 0      | 400    | <b>7720-06</b> Repairs & Maintenance - Equipment  | 400          | 400             | 400          |
| 204    | 136    | 510    | <b>7750</b> Professional Services   | 505          | 505             | 505          |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Language line services  | 1            | 455             | 455          |
|        |        |        | Section 125 administration fee  | 1            | 50              | 50           |
| 31,485 | 18,868 | 21,086 | <b>7790</b> Maintenance & Rental Contracts  | 25,482       | 25,482          | 25,482       |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Aircard usage - 18 cards for patrol - 2 for e-ticketing   | 1            | 10,332          | 10,332       |
|        |        |        | Photocopier rental and maintenance  | 1            | 7,150           | 7,150        |
|        |        |        | Policy management system maintenance  | 1            | 2,700           | 2,700        |
|        |        |        | Other maintenance and rental contracts  | 1            | 2,500           | 2,500        |
|        |        |        | Lexipol maintenance   | 1            | 2,800           | 2,800        |
| 0      | 0      | 500    | <b>7800</b> M & S Equipment   | 500          | 500             | 500          |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :049 - SUPPORT SERVICES<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 38,945         | 25,987         | 33,211                    | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | 34,717                     | 34,717                     | 34,717                    |
| 118,575        | 111,006        | 126,688                   | <b><i>TOTAL REQUIREMENTS</i></b>  | 130,832                    | 130,832                    | 130,832                   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :049 - SUPPORT SERVICES<br>Program :580 - RECORDS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 87,732                        | 92,188         | 95,256                    | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Police Records Specialist - 2.00 FTE  | 101,127                    | 101,127                    | 101,127                   |
| 27,096                        | 24,332         | 25,743                    | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Police Records Specialist - 0.70 FTE  | 26,931                     | 26,931                     | 26,931                    |
| 2,639                         | 0              | 0                         | <b>7000-15 Salaries &amp; Wages - Temporary</b>  | 0                          | 0                          | 0                         |
| 352                           | 0              | 1,006                     | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 995                        | 995                        | 995                       |
| 7,249                         | 7,160          | 7,525                     | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 7,960                      | 7,960                      | 7,960                     |
| 1,695                         | 1,674          | 1,770                     | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 1,871                      | 1,871                      | 1,871                     |
| 21,587                        | 22,119         | 26,602                    | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 28,096                     | 28,096                     | 28,096                    |
| 29,499                        | 30,627         | 35,818                    | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 37,970                     | 37,970                     | 39,274                    |
| 126                           | 131            | 189                       | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 315                        | 315                        | 315                       |
| 456                           | 484            | 632                       | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 660                        | 660                        | 660                       |
| 213                           | 250            | 320                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 383                        | 383                        | 383                       |
| 73                            | 74             | 79                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 79                         | 79                         | 79                        |
| 0                             | 0              | 0                         | <b>7300-40 Fringe Benefits - Unemployment</b>  | 0                          | 0                          | 0                         |
| <b>178,718</b>                | <b>179,039</b> | <b>194,940</b>            | <b>TOTAL PERSONNEL SERVICES</b>  | <b>206,387</b>             | <b>206,387</b>             | <b>207,691</b>            |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 22                            | 674            | 3,850                     | <b>7550 Travel &amp; Education</b>   | 1,500                      | 1,500                      | 1,500                     |
| 653                           | 633            | 900                       | <b>7630-05 Uniforms - Employee</b>   | 900                        | 900                        | 900                       |
| 5,845                         | 3,935          | 4,300                     | <b>7660 Materials &amp; Supplies</b>   | 4,300                      | 4,300                      | 4,300                     |
| 0                             | 0              | 0                         | <b>7750 Professional Services</b><br>Section 125 administration fee  | 50                         | 50                         | 50                        |
| 197                           | 0              | 500                       | <b>7800 M &amp; S Equipment</b>  | 500                        | 500                        | 500                       |
| 8,683                         | 8,720          | 6,500                     | <b>8040 Regional Automated Info Network</b><br>Cost to share police databases among RAIN agencies in Yamhill, Polk, and Marion counties. | 6,500                      | 6,500                      | 6,500                     |
| <b>15,400</b>                 | <b>13,962</b>  | <b>16,050</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>13,750</b>              | <b>13,750</b>              | <b>13,750</b>             |
| <b>194,119</b>                | <b>193,002</b> | <b>210,990</b>            | <b>TOTAL REQUIREMENTS</b>  | <b>220,137</b>             | <b>220,137</b>             | <b>221,441</b>            |

Budget Document Report

**01 - GENERAL FUND**

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

2013 PROPOSED BUDGET  
 2013 APPROVED BUDGET  
 2013 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

| 2010 ACTUAL   | 2011 ACTUAL   | 2012 AMENDED BUDGET |                                 |   | 2013 PROPOSED BUDGET | 2013 APPROVED BUDGET | 2013 ADOPTED BUDGET |
|---------------|---------------|---------------------|---------------------------------|---|----------------------|----------------------|---------------------|
| 46,967        | 48,450        | 49,062              | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Police Evidence and Property Technician - 1.00 FTE | 51,075               | 51,075               | 51,075              |
| 1,467         | 420           | 1,006               | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b>  | 995                  | 995                  | 995                 |
| 2,920         | 2,970         | 3,065               | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>   | 3,190                | 3,190                | 3,190               |
| 683           | 695           | 726                 | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>  | 757                  | 757                  | 757                 |
| 8,839         | 8,919         | 10,084              | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 10,510               | 10,510               | 10,510              |
| 17,140        | 17,515        | 17,794              | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>  | 19,040               | 19,040               | 19,812              |
| 63            | 63            | 63                  | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>   | 126                  | 126                  | 126                 |
| 265           | 271           | 274                 | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>   | 284                  | 284                  | 284                 |
| 91            | 100           | 148                 | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 175                  | 175                  | 175                 |
| 27            | 25            | 29                  | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 29                   | 29                   | 29                  |
| <b>78,461</b> | <b>79,428</b> | <b>82,251</b>       | <b>TOTAL PERSONNEL SERVICES</b> |   | <b>86,181</b>        | <b>86,181</b>        | <b>86,953</b>       |

**MATERIALS AND SERVICES**

|              |              |              |                                     |  |              |                 |              |
|--------------|--------------|--------------|-------------------------------------|--|--------------|-----------------|--------------|
| 200          | 65           | 500          | <b>7550</b>                         | <b>Travel &amp; Education</b>  | 500          | 500             | 500          |
|              |              |              |                                     | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|              |              |              |                                     | Memberships  | 1            | 65              | 65           |
|              |              |              |                                     | Training   | 1            | 435             | 435          |
| 805          | 902          | 1,500        | <b>7590</b>                         | <b>Fuel - Vehicle &amp; Equipment</b>  | 1,500        | 1,500           | 1,500        |
| 346          | 495          | 400          | <b>7630-05</b>                      | <b>Uniforms - Employee</b>   | 400          | 400             | 400          |
| 3,588        | 2,397        | 2,600        | <b>7660</b>                         | <b>Materials &amp; Supplies</b>  | 2,600        | 2,600           | 2,600        |
| 130          | 20           | 300          | <b>7720-14</b>                      | <b>Repairs &amp; Maintenance - Vehicles</b>  | 300          | 300             | 300          |
| 39           | 4            | 0            | <b>7750</b>                         | <b>Professional Services</b>   | 0            | 0               | 0            |
| 239          | 0            | 600          | <b>7790</b>                         | <b>Maintenance &amp; Rental Contracts</b><br>Evidence storage building alarm contract. | 300          | 300             | 300          |
| 127          | 1,616        | 500          | <b>7800</b>                         | <b>M &amp; S Equipment</b>   | 500          | 500             | 500          |
| <b>5,473</b> | <b>5,499</b> | <b>6,400</b> | <b>TOTAL MATERIALS AND SERVICES</b> |  | <b>6,100</b> | <b>6,100</b>    | <b>6,100</b> |

**CAPITAL OUTLAY**

|   |   |   |             |                 |   |   |   |
|---|---|---|-------------|-----------------|---|---|---|
| 0 | 0 | 0 | <b>8850</b> | <b>Vehicles</b> | 0 | 0 | 0 |
|---|---|---|-------------|-----------------|---|---|---|

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :049 - SUPPORT SERVICES<br>Program :583 - EVIDENCE | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 0                         | <b>TOTAL CAPITAL OUTLAY</b>   | 0                          | 0                          | 0                         |
| 83,934         | 84,927         | 88,651                    | <b>TOTAL REQUIREMENTS</b>   | 92,281                     | 92,281                     | 93,053                    |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :049 - SUPPORT SERVICES<br>Program :586 - PROFESSIONAL STANDARDS |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |  |              |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |  |              |                            |                            |                           |
| 100                                  | 100            | 500                       | <b>7550</b>   | <b>Travel &amp; Education</b>              |              | 500                        | 500                        | 500                       |
|                                      |                |                           |   | <u>Description</u>                         | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                      |                |                           |   | Membership - NW Pac dues                   | 1            | 100                        | 100                        |                           |
|                                      |                |                           |   | Professional standards training            | 1            | 400                        | 400                        |                           |
| 267                                  | 1,558          | 1,850                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>            |              | 1,650                      | 1,650                      | 1,650                     |
| <b>367</b>                           | <b>1,658</b>   | <b>2,350</b>              |   | <b><u>TOTAL MATERIALS AND SERVICES</u></b> |              | <b>2,150</b>               | <b>2,150</b>               | <b>2,150</b>              |
| <b>367</b>                           | <b>1,658</b>   | <b>2,350</b>              |   | <b>TOTAL REQUIREMENTS</b>                  |              | <b>2,150</b>               | <b>2,150</b>               | <b>2,150</b>              |

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :049 - SUPPORT SERVICES  
 Program :589 - IS - TECHNOLOGY

2013 PROPOSED BUDGET      2013 APPROVED BUDGET      2013 ADOPTED BUDGET

**REQUIREMENTS**

**MATERIALS AND SERVICES**

| 2010 ACTUAL    | 2011 ACTUAL    | 2012 AMENDED BUDGET |                                     |  |              | 2013 PROPOSED BUDGET | 2013 APPROVED BUDGET | 2013 ADOPTED BUDGET |
|----------------|----------------|---------------------|-------------------------------------|--|--------------|----------------------|----------------------|---------------------|
| 63,268         | 0              | 0                   | <b>7830-98</b>                      | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>          |              | 0                    | 0                    | 0                   |
| 37,281         | 0              | 0                   | <b>7830-99</b>                      | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b> |              | 0                    | 0                    | 0                   |
| 0              | 60,955         | 61,173              | <b>7840</b>                         | <b>M &amp; S Computer Charges</b>  |              | 67,142               | 67,142               | 63,887              |
|                |                |                     |                                     | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>      | <u>Total</u>         |                     |
|                |                |                     |                                     | IS Department M&S costs shared city-wide                                 | 1            | 63,887               | 63,887               |                     |
| 0              | 45,041         | 51,038              | <b>7840-20</b>                      | <b>M &amp; S Computer Charges - Police</b>                               |              | 54,953               | 54,953               | 61,953              |
|                |                |                     |                                     | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>      | <u>Total</u>         |                     |
|                |                |                     |                                     | Workstation replacements   | 3            | 1,500                | 4,500                |                     |
|                |                |                     |                                     | Warranty extensions, workstations  | 8            | 125                  | 1,000                |                     |
|                |                |                     |                                     | Replacement touchscreens, MDT  | 3            | 1,995                | 5,985                |                     |
|                |                |                     |                                     | APS E-ticketing maintenance, 67% - share with Muni Ct                    | 1            | 10,318               | 10,318               |                     |
|                |                |                     |                                     | Evidence on-Q maintenance  | 1            | 7,900                | 7,900                |                     |
|                |                |                     |                                     | Netmotion MDT Communications, 50% - shared with Fire & Amb               | 1            | 2,100                | 2,100                |                     |
|                |                |                     |                                     | VisionAir E-ticketing import script                                      | 1            | 1,200                | 1,200                |                     |
|                |                |                     |                                     | Vision message switch  | 1            | 2,750                | 2,750                |                     |
|                |                |                     |                                     | VisionAir visionmobile   | 1            | 7,050                | 7,050                |                     |
|                |                |                     |                                     | VisionAir visionRMS  | 1            | 8,650                | 8,650                |                     |
|                |                |                     |                                     | WebLEDS maintenance  | 1            | 1,200                | 1,200                |                     |
|                |                |                     |                                     | GeoComm mapping system   | 1            | 2,300                | 2,300                |                     |
|                |                |                     |                                     | MDT hardware maintenance   | 1            | 7,000                | 7,000                |                     |
| <b>100,549</b> | <b>105,995</b> | <b>112,211</b>      | <b>TOTAL MATERIALS AND SERVICES</b> |  |              | <b>122,095</b>       | <b>122,095</b>       | <b>125,840</b>      |

**CAPITAL OUTLAY**

|               |               |               |                             |   |              |                 |               |               |
|---------------|---------------|---------------|-----------------------------|---|--------------|-----------------|---------------|---------------|
| 10,257        | 0             | 0             | <b>8740</b>                 | <b>Computer Equipment - IS Fund</b>                 |              | 0               | 0             | 0             |
| 0             | 8,629         | 25,948        | <b>8750</b>                 | <b>Capital Outlay Computer Charges</b>              |              | 7,511           | 7,511         | 7,511         |
|               |               |               |                             | <u>Description</u>                                  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>  |               |
|               |               |               |                             | IS Department capital outlay costs shared city-wide | 1            | 7,511           | 7,511         |               |
| 0             | 14,382        | 25,352        | <b>8750-20</b>              | <b>Capital Outlay Computer Charges - Police</b>     |              | 22,830          | 22,830        | 22,830        |
|               |               |               |                             | <u>Description</u>                                  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>  |               |
|               |               |               |                             | Replacement Mobile data computers, Data911          | 3            | 7,610           | 22,830        |               |
| <b>10,257</b> | <b>23,011</b> | <b>51,300</b> | <b>TOTAL CAPITAL OUTLAY</b> |   |              | <b>30,341</b>   | <b>30,341</b> | <b>30,341</b> |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :049 - SUPPORT SERVICES<br>Program :589 - IS - TECHNOLOGY | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 110,806        | 129,006        | 163,511                   | <b>TOTAL REQUIREMENTS</b>  | 152,436                    | 152,436                    | 156,181                   |

---



**POLICE DEPARTMENT  
Community Relations**

---



**Organization Set – Programs**

- Administration
- Community Education
- Peer Court - History

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :052 - COMMUNITY RELATIONS<br>Program :501 - ADMINISTRATION   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 0                             | 0              | 0                         | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Management Assistant - 0.40 FTE   | 19,365                     | 19,365                     | 19,365                    |
| 3,934                         | 4,388          | 6,100                     | <b>7000-15 Salaries &amp; Wages - Temporary</b>  | 0                          | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0                          | 0                          | 0                         |
| 244                           | 272            | 378                       | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 1,201                      | 1,201                      | 1,201                     |
| 57                            | 64             | 88                        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 281                        | 281                        | 281                       |
| 0                             | 0              | 0                         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 3,885                      | 3,885                      | 3,885                     |
| 0                             | 0              | 0                         | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 0                          | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 26                         | 26                         | 26                        |
| 0                             | 0              | 0                         | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 108                        | 108                        | 108                       |
| 150                           | 148            | 179                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 52                         | 52                         | 52                        |
| 4                             | 5              | 7                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 12                         | 12                         | 12                        |
| -90                           | 0              | 0                         | <b>7300-40 Fringe Benefits - Unemployment</b>  | 0                          | 0                          | 0                         |
| <b>4,299</b>                  | <b>4,876</b>   | <b>6,752</b>              | <b>TOTAL PERSONNEL SERVICES</b>  | <b>24,930</b>              | <b>24,930</b>              | <b>24,930</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 0                             | 0              | 0                         | <b>7550 Travel &amp; Education</b><br>Budget Note: All material & services costs have been combined with Community Relations,<br>Community Education budget accounts | 0                          | 0                          | 0                         |
| 472                           | 0              | 0                         | <b>7620 Telecommunications</b>   | 0                          | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7630-05 Uniforms - Employee</b>   | 0                          | 0                          | 0                         |
| 7                             | 0              | 0                         | <b>7660 Materials &amp; Supplies</b>   | 0                          | 0                          | 0                         |
| <b>479</b>                    | <b>0</b>       | <b>0</b>                  | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>4,779</b>                  | <b>4,877</b>   | <b>6,752</b>              | <b>TOTAL REQUIREMENTS</b>  | <b>24,930</b>              | <b>24,930</b>              | <b>24,930</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :052 - COMMUNITY RELATIONS<br>Program :592 - COMMUNITY EDUCATION |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |  |              |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |  |              |                            |                            |                           |
| 1,128                                | 669            | 2,000                     | <b>7520</b>   | <b>Public Notices &amp; Printing</b>       |              | 1,000                      | 1,000                      | 1,000                     |
| 0                                    | 0              | 500                       | <b>7550</b>   | <b>Travel &amp; Education</b>              |              | 500                        | 500                        | 500                       |
| 0                                    | 0              | 100                       | <b>7630-05</b>  | <b>Uniforms - Employee</b>                 |              | 0                          | 0                          | 0                         |
| 4,643                                | 2,684          | 5,000                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>            |              | 4,500                      | 4,500                      | 4,500                     |
|                                      |                |                           |   | <u>Description</u>                         | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                      |                |                           |   | Citizens' police academy                   | 1            | 500                        | 500                        |                           |
|                                      |                |                           |   | National night out / Neighborhood watch    | 1            | 300                        | 300                        |                           |
|                                      |                |                           |   | City Faire                                 | 1            | 200                        | 200                        |                           |
|                                      |                |                           |   | Citizens' forums / meetings                | 1            | 500                        | 500                        |                           |
|                                      |                |                           |   | Turkey Rama - booth fee, materials         | 1            | 250                        | 250                        |                           |
|                                      |                |                           |   | McGruff costume cleaning                   | 1            | 250                        | 250                        |                           |
|                                      |                |                           |   | Marketing materials                        | 1            | 1,500                      | 1,500                      |                           |
|                                      |                |                           |   | Brochure / flyer printing                  | 1            | 1,000                      | 1,000                      |                           |
| <b>5,770</b>                         | <b>3,352</b>   | <b>7,600</b>              |   | <b><u>TOTAL MATERIALS AND SERVICES</u></b> |              | <b>6,000</b>               | <b>6,000</b>               | <b>6,000</b>              |
| <b>5,770</b>                         | <b>3,352</b>   | <b>7,600</b>              |   | <b><u>TOTAL REQUIREMENTS</u></b>           |              | <b>6,000</b>               | <b>6,000</b>               | <b>6,000</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :052 - COMMUNITY RELATIONS<br>Program :598 - PEER COURT  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b>  |                |                           |   |                            |                            |                           |
| 0                            | 0              | 0                         | <b>5350</b> Registration Fees   | 0                          | 0                          | 0                         |
| <b>0</b>                     | <b>0</b>       | <b>0</b>                  | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>FINES AND FORFEITURES</b> |                |                           |   |                            |                            |                           |
| 22,201                       | 0              | 0                         | <b>6140</b> Peer Court Assessment<br>Budget Note: Beginning fiscal year 2010-2011, Peer Court Assessment budgeted under<br>Municipal Court - Court org set, #01-13-060. | 0                          | 0                          | 0                         |
| <b>22,201</b>                | <b>0</b>       | <b>0</b>                  | <b>TOTAL FINES AND FORFEITURES</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>22,201</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**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :11 - POLICE<br>Section :052 - COMMUNITY RELATIONS<br>Program :598 - PEER COURT   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 22,201                               | 0              | 0                         | <b>7750 Professional Services</b><br>Budget Note: Beginning fiscal year 2010-2011, Peer Court Assessment budgeted under Municipal Court - Court org set, #01-13-060. | 0                          | 0                          | 0                         |
| <b>22,201</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>22,201</b>                        | <b>0</b>       | <b>0</b>                  | <b><i>TOTAL REQUIREMENTS</i></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |



# **MUNICIPAL COURT**



## **Organization Set – Sections**

- Court**
- Parking Tickets**

## **Organization Set #**

**01-13-060**  
**01-13-063**



# General Fund – Municipal Court

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

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

## Core Services

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

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

## Future Challenges and Opportunities

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

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

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>716,419</b>    | <b>762,500</b>               | <b>703,500</b>                | <b>(59,000)</b>    |
| Personnel Services        | 302,715           | 343,209                      | 342,236                       | (973)              |
| Materials & Services      | 84,470            | 119,096                      | 102,809                       | (16,287)           |
| Capital Outlay            | 1,354             | 4,097                        | 1,073                         | (3,024)            |
| <b>Total Expenditures</b> | <b>388,539</b>    | <b>466,402</b>               | <b>446,118</b>                | <b>(20,284)</b>    |
| Net Expenditures          | 327,880           | 296,098                      | 257,382                       | 38,716             |

## Full-Time Equivalents (FTE)

|                                  | 2011-12<br>Adopted<br>Budget | Change        | 2012-13<br>Proposed<br>Budget |
|----------------------------------|------------------------------|---------------|-------------------------------|
| <b>FTE Adopted Budget</b>        | <b>4.41</b>                  |               |                               |
| Municipal Court Security Officer |                              | (0.20)        |                               |
| Extra Help - Muni Court Security |                              | 0.17          |                               |
| <b>FTE Proposed Budget</b>       |                              | <b>(0.03)</b> | <b>4.38</b>                   |





## General Fund – Municipal Court

## Historical Highlights

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

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

- 2007** Credit card payments on fines now taken over the telephone.
- 2009** Court sessions held in new Civic Hall.
- 2010** Fine amnesty program offered. The program was a success.
- 2012** Fine amnesty program successfully offered for a second time.



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

# General Fund - Municipal Court

## 2012-2013 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>City Attorney</u></b> | 1                | 361          | 113,482       |                         |               |
| General Fund                |                  |              |               |                         |               |
| Administration              |                  |              |               |                         |               |
| Legal (0.90 FTE)            |                  |              |               | 9                       | 102,134       |
| Municipal Court             |                  |              |               |                         |               |
| Court (0.10 FTE)            |                  |              |               | 66                      | 11,348        |
| <b><u>Court Clerk I</u></b> | 1                | 316          | 13,478        |                         |               |
| General Fund                |                  |              |               |                         |               |
| Municipal Court             |                  |              |               |                         |               |
| Court (0.29 FTE)            |                  |              |               | 66                      | 8,087         |
| Parking Tickets (0.19 FTE)  |                  |              |               | 70                      | 5,391         |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :13 - MUNICIPAL COURT<br>Section :060 - COURT<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |   |                            |                            |                           |
| <b>FINES AND FORFEITURES</b> |                |                           |   |                            |                            |                           |
| 737,259                      | 662,184        | 710,000                   | <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.  | 660,000                    | 660,000                    | 660,000                   |
| 0                            | 19,189         | 18,000                    | <b>6140 Peer Court Assessment</b><br>This assessment was adopted by the City Council in June 2002 to help fund the Peer Court Program. With the transfer of the program to Yamhill County, the collected assessments are "passed-through" to the Yamhill County Peer Court Program through expenditure account, Professional Services.  | 9,000                      | 9,000                      | 9,000                     |
| 11,343                       | 8,857          | 9,000                     | Budget Note: Prior to fiscal year 2010-11, assessment budgeted under Police, Peer Ct org set<br><b>6150 Court Appointed Attorney Fees</b><br>Municipal Court defendants charged with misdemeanors must be provided an attorney at City of McMinnville expense if the defendants allege they can not afford to hire counsel. Whenever possible, Judge Kinney requires defendants to reimburse the City for court-appointed attorney costs. | 9,000                      | 9,000                      | 9,000                     |
| <b>748,602</b>               | <b>690,230</b> | <b>737,000</b>            | <b>TOTAL FINES AND FORFEITURES</b>  | <b>678,000</b>             | <b>678,000</b>             | <b>678,000</b>            |
| <b>MISCELLANEOUS</b>         |                |                           |   |                            |                            |                           |
| 400                          | 1,409          | 1,000                     | <b>6600-93 Other Income - Municipal Court</b>   | 1,000                      | 1,000                      | 1,000                     |
| <b>400</b>                   | <b>1,409</b>   | <b>1,000</b>              | <b>TOTAL MISCELLANEOUS</b>  | <b>1,000</b>               | <b>1,000</b>               | <b>1,000</b>              |
| <b>749,001</b>               | <b>691,640</b> | <b>738,000</b>            | <b>TOTAL RESOURCES</b>  | <b>679,000</b>             | <b>679,000</b>             | <b>679,000</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :13 - MUNICIPAL COURT<br>Section :060 - COURT<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 181,439        | 173,057        | 177,014        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>City Attorney - 0.10 FTE<br>Senior Court Clerk - 2.00 FTE<br>Court Clerk II - 1.00 FT<br>City Judge - 0.20 FTE and "on call" | 177,068        | 177,068        | 177,068        |
| 32,206         | 36,282         | 55,815         | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Court Clerk I - 0.29 FTE<br>City Prosecutor - 0.38 FTE<br>Municipal Court - Interpreter - 0.05 FTE                           | 49,778         | 49,778         | 49,778         |
| 1,798          | 131            | 0              | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Municipal Court Security - 0.17 FTE  | 7,750          | 7,750          | 7,750          |
| 12,660         | 2,496          | 3,008          | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 500            | 500            | 500            |
| 13,360         | 12,584         | 14,581         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 14,554         | 14,554         | 14,554         |
| 3,127          | 2,947          | 3,420          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 3,409          | 3,409          | 3,409          |
| 35,154         | 37,142         | 44,140         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 40,135         | 40,135         | 40,135         |
| 24,648         | 28,337         | 30,398         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 39,650         | 39,650         | 39,650         |
| 220            | 195            | 195            | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 195            | 195            | 195            |
| 797            | 751            | 770            | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 770            | 770            | 770            |
| 636            | 324            | 377            | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 354            | 354            | 354            |
| 114            | 103            | 122            | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 121            | 121            | 121            |
| 1,940          | 1,663          | 3,599          | <b>7300-40 Fringe Benefits - Unemployment</b>   | 1,002          | 1,002          | 1,002          |
| <b>308,097</b> | <b>296,013</b> | <b>333,439</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>335,286</b> | <b>335,286</b> | <b>335,286</b> |

**MATERIALS AND SERVICES**

|       |       |       |   |       |       |       |
|-------|-------|-------|---|-------|-------|-------|
| 7,832 | 7,098 | 6,500 | <b>7500 Credit Card Fees</b><br>Credit card fees for Municipal Court collections.   | 6,500 | 6,500 | 6,500 |
| 656   | 595   | 1,000 | <b>7520 Public Notices &amp; Printing</b>   | 1,000 | 1,000 | 1,000 |
| 178   | 41    | 200   | <b>7540 Employee Development</b>  | 200   | 200   | 200   |
| 3,127 | 2,783 | 4,500 | <b>7550 Travel &amp; Education</b><br>Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs. | 4,500 | 4,500 | 4,500 |
| 2,400 | 1,362 | 1,230 | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 1,700 | 1,700 | 1,700 |

Budget Document Report

01 - GENERAL FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :13 - MUNICIPAL COURT<br>Section :060 - COURT<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 5,323          | 5,675          | 6,000                     | <b>7620</b>  | <b>Telecommunications</b>  |              | 6,000                      | 6,000                      | 6,000                     |
| 0              | 733            | 1,500                     | <b>7630</b>  | <b>Uniforms</b>  |              | 1,500                      | 1,500                      | 1,500                     |
| 9,376          | 10,280         | 12,750                    | <b>7660-05</b>   | <b>Materials &amp; Supplies - Office Supplies</b>  |              | 12,000                     | 12,000                     | 12,000                    |
| 3,497          | 2,617          | 6,500                     | <b>7660-15</b>   | <b>Materials &amp; Supplies - Postage</b>  |              | 6,000                      | 6,000                      | 6,000                     |
| 1,849          | 0              | 500                       | <b>7660-17</b>   | <b>Materials &amp; Supplies - Court Security</b>   |              | 500                        | 500                        | 500                       |
| 1,468          | 1,274          | 1,340                     | <b>7750</b>  | <b>Professional Services</b>   |              | 1,170                      | 1,170                      | 1,170                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Audit fee allocation   | 1            | 820                        | 820                        |                           |
|                |                |                           |  | Shredding service  | 1            | 350                        | 350                        |                           |
| 1,800          | 0              | 1,000                     | <b>7750-12</b>   | <b>Professional Services - Contract Judge</b>  |              | 1,000                      | 1,000                      | 1,000                     |
|                |                |                           |  | Back-up judge, if Judge Kinney is unavailable due to vacation or illness.  |              |                            |                            |                           |
| 27,538         | 23,965         | 40,000                    | <b>7750-15</b>   | <b>Professional Services - Court Appointed Attorney</b>  |              | 30,000                     | 30,000                     | 30,000                    |
|                |                |                           |  | Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees.  |              |                            |                            |                           |
| 900            | 383            | 1,000                     | <b>7750-18</b>   | <b>Professional Services - Contract Prosecutor</b>   |              | 500                        | 500                        | 500                       |
|                |                |                           |  | Back-up prosecutor to cover City Prosecutor Cynthia Kaufman Noble's absences and legal conflicts.  |              |                            |                            |                           |
| 45             | 60             | 100                       | <b>7750-21</b>   | <b>Professional Services - Security</b>  |              | 100                        | 100                        | 100                       |
|                |                |                           |  | A&E Security contract to provide panic button monitoring.  |              |                            |                            |                           |
| 0              | 19,189         | 18,000                    | <b>7750-22</b>   | <b>Professional Services - Peer Court Assessment</b>   |              | 9,000                      | 9,000                      | 9,000                     |
|                |                |                           |  | Budget Note: Beginning fiscal year 2010 - 2011, "Pass-through" of Municipal Court collections of Peer Court assessments to Yamhill County budgeted in Municipal Court org set. In prior fiscal years the pass-through was budgeted in Police - Community Relations - Peer Court org set. |              |                            |                            |                           |
| 2,032          | 789            | 3,460                     | <b>7800</b>  | <b>M &amp; S Equipment</b>   |              | 2,500                      | 2,500                      | 2,500                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Cash receipting printer  | 1            | 800                        | 800                        |                           |
|                |                |                           |  | Filing cabinets  | 2            | 850                        | 1,700                      |                           |
| 8,144          | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>  |              | 0                          | 0                          | 0                         |
| 13,061         | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>   |              | 0                          | 0                          | 0                         |
| 0              | 5,686          | 9,659                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  |              | 9,592                      | 9,592                      | 9,127                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide   | 1            | 9,127                      | 9,127                      |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :13 - MUNICIPAL COURT<br>Section :060 - COURT<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 1,864          | 2,357                     | <b>7840-25</b>   | <b>M &amp; S Computer Charges - Municipal Court</b>  |              | 7,547                      | 7,547                      | 7,547                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Caselle maintenance  | 1            | 1,840                      | 1,840                      |                           |
|                |                |                           |  | Warranty extension, workstations   | 5            | 125                        | 625                        |                           |
|                |                |                           |  | APS E-ticketing maintenance, 33% - shared with Police                                      | 1            | 5,082                      | 5,082                      |                           |
| 125            | 75             | 1,500                     | <b>8050</b>  | <b>Trial Expense</b>   |              | 1,500                      | 1,500                      | 1,500                     |
|                |                |                           |  | Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials. |              |                            |                            |                           |
| <b>89,350</b>  | <b>84,470</b>  | <b>119,096</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>                               |  |              | <b>102,809</b>             | <b>102,809</b>             | <b>102,344</b>            |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>   |  |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>8740</b>  | <b>Computer Equipment - IS Fund</b>  |              | 0                          | 0                          | 0                         |
| 0              | 1,354          | 4,097                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>   |              | 1,073                      | 1,073                      | 1,073                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department capital outlay costs shared city-wide  | 1            | 1,073                      | 1,073                      |                           |
| <b>0</b>       | <b>1,354</b>   | <b>4,097</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>                                       |  |              | <b>1,073</b>               | <b>1,073</b>               | <b>1,073</b>              |
| <b>397,447</b> | <b>381,836</b> | <b>456,632</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   |  |              | <b>439,168</b>             | <b>439,168</b>             | <b>438,703</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :13 - MUNICIPAL COURT<br>Section :063 - PARKING TICKETS<br>Program :N/A                   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |  |                            |                            |                           |
| <b>FINES AND FORFEITURES</b> |                |                           |  |                            |                            |                           |
| 33,571                       | 24,779         | 24,500                    | <b>6130 Parking Tickets</b><br>Downtown Parking Patrol and Police Officer parking citations revenue. | 24,500                     | 24,500                     | 24,500                    |
| <b>33,571</b>                | <b>24,779</b>  | <b>24,500</b>             | <b>TOTAL FINES AND FORFEITURES</b>   | <b>24,500</b>              | <b>24,500</b>              | <b>24,500</b>             |
| <b>33,571</b>                | <b>24,779</b>  | <b>24,500</b>             | <b>TOTAL RESOURCES</b>   | <b>24,500</b>              | <b>24,500</b>              | <b>24,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :13 - MUNICIPAL COURT<br>Section :063 - PARKING TICKETS<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 8,201                         | 0              | 0                         | <b>7000-05</b> Salaries & Wages - Regular Full Time                                | 0                          | 0                          | 0                         |
| 339                           | 4,781          | 5,391                     | <b>7000-10</b> Salaries & Wages - Regular Part Time<br>Court Clerk I - 0.19 FTE    | 5,391                      | 5,391                      | 5,391                     |
| 13                            | 0              | 192                       | <b>7000-20</b> Salaries & Wages - Overtime   | 100                        | 100                        | 100                       |
| 481                           | 297            | 346                       | <b>7300-05</b> Fringe Benefits - FICA - Social Security                            | 340                        | 340                        | 340                       |
| 113                           | 69             | 81                        | <b>7300-06</b> Fringe Benefits - FICA - Medicare                                   | 79                         | 79                         | 79                        |
| 1,716                         | 434            | 1,348                     | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP                                | 24                         | 24                         | 24                        |
| 2,715                         | 0              | 0                         | <b>7300-20</b> Fringe Benefits - Medical Insurance                                 | 0                          | 0                          | 0                         |
| 16                            | 0              | 0                         | <b>7300-25</b> Fringe Benefits - Life Insurance                                    | 0                          | 0                          | 0                         |
| 44                            | 0              | 0                         | <b>7300-30</b> Fringe Benefits - Long Term Disability                              | 0                          | 0                          | 0                         |
| 17                            | 8              | 9                         | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                   | 8                          | 8                          | 8                         |
| 7                             | 5              | 6                         | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund                             | 6                          | 6                          | 6                         |
| 1,294                         | 1,109          | 2,397                     | <b>7300-40</b> Fringe Benefits - Unemployment                                      | 1,002                      | 1,002                      | 1,002                     |
| <b>14,956</b>                 | <b>6,702</b>   | <b>9,770</b>              | <b>TOTAL PERSONNEL SERVICES</b>  | <b>6,950</b>               | <b>6,950</b>               | <b>6,950</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 8                             | 0              | 0                         | <b>7750</b> Professional Services  | 0                          | 0                          | 0                         |
| <b>8</b>                      | <b>0</b>       | <b>0</b>                  | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>14,964</b>                 | <b>6,702</b>   | <b>9,770</b>              | <b>TOTAL REQUIREMENTS</b>  | <b>6,950</b>               | <b>6,950</b>               | <b>6,950</b>              |





# **FIRE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

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



### Budget Highlights

- In response to financial and operational challenges related to the City's fire and ambulance service delivery, several changes are reflected in the 2012-13 proposed budget which affect both the Fire Department and the ambulance service. Operationally, this year's budget reflects the transition of 6 part time plus positions to 6 full time firefighter EMT's. Total costs of firefighter EMT positions are charged 35% to the Fire Department and 65% to the Ambulance Fund. The change in staffing will allow the department to put the final piece in place for the improved 24 hour service level.
- The costs of converting these positions from part time to full time will be partially offset by increased ambulance transport fee revenue, included in the Ambulance Fund, and by reductions in other full time Fire and Ambulance positions. The increased revenue in the Ambulance Fund is a result of recapturing calls currently being given to mutual aid departments.
- To help offset the cost of the staffing change, reductions in full time positions reflected in the 2012-13 proposed budget include reducing the Fire Prevention Specialist position from full time to 32 hours per week. The Administrative Specialist position previously shared between Fire and Ambulance has been reduced from full time to 20 hours per week and is allocated solely to Ambulance.
- Personnel Services costs in the 2012-13 proposed budget reflects the elimination of the Fire Marshal position. General Fund challenges and ambulance service funding issues, which increase the amount of the General Fund subsidy, require the elimination of this position to continue to meet operational needs of the community. Duties previously performed by the employee in this position will be assigned to other Department personnel.

- Transitioning part time positions to full time positions also addresses internal challenges by reducing turnover issues inherent with part time positions. Reducing the turnover rate significantly reduces training time and costs for the Department.
- The 2012-13 proposed budget includes replacing expiring self contained breathing apparatus (SCBA) bottles. This project, completed by in-house technicians, will bring all units up to current standards for a cost of \$180,000. This is in lieu of replacing all 50 units at a cost of \$305,000. This is the third year of this three year project. Phasing has reduced the impact on the budget.
- Building repair costs have gone up due to the aging of the building and mechanical systems, requiring significant repairs or replacement.

### Core Services

#### Fire Operations

- Respond to Fire and 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.

#### Fire & Life Safety

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

# General Fund – Fire

## 2012 – 2013 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

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

| CALL TYPE    | SUB-TYPE              | CALLS FOR SERVICE | Fire Call Type% | Division %   |
|--------------|-----------------------|-------------------|-----------------|--------------|
| FIRE         | Structural            | 49                | 0.8%            |              |
|              | Brush/Wild land       | 31                | 0.5%            |              |
|              | Vehicle               | 14                | 0.2%            |              |
|              | Other                 | 571               | 9.0%            |              |
|              | <b>Fire Sub-Total</b> | <b>665</b>        |                 | <b>10.5%</b> |
| EMS          | All EMS Calls         | 5,649             |                 | 89.5%        |
| <b>Total</b> |                       | <b>6,314</b>      |                 | <b>100%</b>  |

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>350,786</b>    | <b>305,598</b>               | <b>348,085</b>                | <b>42,487</b>      |
| Personnel Services        | 1,971,941         | 1,866,861                    | 1,798,811                     | (68,050)           |
| Materials & Services      | 492,767           | 528,136                      | 546,599                       | 18,463             |
| Capital Outlay            | 77,644            | 50,949                       | 22,685                        | (28,264)           |
| <b>Total Expenditures</b> | <b>2,542,352</b>  | <b>2,445,946</b>             | <b>2,368,095</b>              | <b>(77,851)</b>    |
| Net Expenditures          | (2,191,566)       | (2,140,348)                  | (2,020,010)                   | (120,338)          |

### Full-Time Equivalents (FTE)

|                                   | 2011-12<br>Adopted<br>Budget | Change        | 2012-13<br>Proposed<br>Budget |
|-----------------------------------|------------------------------|---------------|-------------------------------|
| <b>FTE Adopted Budget</b>         | <b>14.95</b>                 |               |                               |
| Fire Mechanic / Firefighter / EMT |                              | (0.15)        |                               |
| Firefighter / EMT                 |                              | 2.10          |                               |
| Firefighter / Paramedic - PT+     |                              | (1.20)        |                               |
| Fire Marshall                     |                              | (1.00)        |                               |
| Fire Prevention Specialist        |                              | (0.20)        |                               |
| Administrative Specialist II      |                              | (0.35)        |                               |
| Extra Help - Fire Prevention      |                              | (0.12)        |                               |
| <b>FTE Proposed Budget</b>        |                              | <b>(0.92)</b> | <b>14.03</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.
- 1916** McMinnville Fire Department hires first paid Fire Chief.
- 1916** McMinnville purchases their first motorized fire engine, a 1916 Laverne.
- 1924** The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.
- 1948** McMinnville voters pass the “Fireman’s Compensation Millage Levy” on May 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.

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



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

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



# General Fund – Fire

## Historical Highlights

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



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

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

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

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

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



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

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

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

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

**2012** Budget Challenges force the elimination of the Fire Marshal position and reduction of the Fire Prevention education specialist position to part time plus.



# General Fund - Fire

# 2012-2013 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>Fire Chief</u></b>               | 1         | 360   | 106,176                 |      |         |
| General Fund                           |           |       |                         |      |         |
| Fire                                   |           |       |                         |      |         |
| Administration & Operations (0.75 FTE) |           |       |                         | 72   | 79,632  |
| Ambulance Fund (0.25 FTE)              |           |       |                         | 228  | 26,544  |
| <b><u>Assistant Fire Chief</u></b>     | 1         | 354   | 96,452                  |      |         |
| General Fund                           |           |       |                         |      |         |
| Fire                                   |           |       |                         |      |         |
| Administration & Operations (0.50 FTE) |           |       |                         | 72   | 48,226  |
| Ambulance Fund (0.50 FTE)              |           |       |                         | 228  | 48,226  |
| <b><u>Fire Captain</u></b>             | 3         | 240   | 266,312                 |      |         |
| General Fund                           |           |       |                         |      |         |
| Fire                                   |           |       |                         |      |         |
| Administration & Operations (1.05 FTE) |           |       |                         | 72   | 93,209  |
| Ambulance Fund (1.95 FTE)              |           |       |                         | 228  | 173,103 |
| <b><u>Fire Lieutenant</u></b>          | 3         | 235   | 233,712                 |      |         |
| General Fund                           |           |       |                         |      |         |
| Fire                                   |           |       |                         |      |         |
| Administration & Operations (1.05 FTE) |           |       |                         | 72   | 81,799  |
| Ambulance Fund (1.95 FTE)              |           |       |                         | 228  | 151,913 |

| <u>Position Description</u>                     |           |       |                         |      |         |
|---|-----------|-------|-------------------------|------|---------|
| Fund  | Number of | Total | <u>Detailed Summary</u> |      |         |
| Department                                      | Employees | Range | Salary                  | Page | Amount  |
| <b><u>Fire Mechanic / Firefighter / EMT</u></b> | 1         | 230   | 79,037                  |      |         |
| General Fund                                    |           |       |                         |      |         |
| Fire  |           |       |                         |      |         |
| Administration & Operations (0.35 FTE)          |           |       |                         | 72   | 27,663  |
| Ambulance Fund (0.65 FTE)                       |           |       |                         | 228  | 51,374  |
| <b><u>Firefighter / Paramedic</u></b>           | 17        | 220   | 1,182,570               |      |         |
| General Fund                                    |           |       |                         |      |         |
| Fire  |           |       |                         |      |         |
| Administration & Operations (5.95 FTE)          |           |       |                         | 72   | 413,900 |
| Ambulance Fund (11.05 FTE)                      |           |       |                         | 228  | 768,670 |
| <b><u>Firefighter / EMT</u></b>                 | 6         | 207   | 289,492                 |      |         |
| General Fund                                    |           |       |                         |      |         |
| Fire  |           |       |                         |      |         |
| Administration & Operations (2.10 FTE)          |           |       |                         | 72   | 101,321 |
| Ambulance Fund (3.90 FTE)                       |           |       |                         | 228  | 188,171 |
| <b><u>Office Manager</u></b>                    | 1         | 328   | 38,844                  |      |         |
| General Fund                                    |           |       |                         |      |         |
| Fire  |           |       |                         |      |         |
| Administration & Operations (0.35 FTE)          |           |       |                         | 72   | 13,595  |
| Ambulance Fund (0.65 FTE)                       |           |       |                         | 228  | 25,249  |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :070 - FIRE ADMINISTRATION & OPERATIONS<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>   |                |                           |  |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>   |                |                           |  |                            |                            |                           |
| 0  | 1,000          | 0                         | <b>4545 Federal FEMA Grant</b>   | 0                          | 0                          | 0                         |
| 0  | 0              | 0                         | <b>4840 OR Conflagration Reimbursement</b>   | 0                          | 0                          | 0                         |
| Budget Note: Reimbursement received from the State of Oregon when the Conflagration Act is implemented and the City provides personnel and equipment to assist in fighting wildfires.    |                |                           |  |                            |                            |                           |
| 2,177  | 0              | 0                         | <b>4840-05 OR Conflagration Reimbursement - Personnel</b>                                | 0                          | 0                          | 0                         |
| 480  | 0              | 0                         | <b>4840-10 OR Conflagration Reimbursement - Equipment</b>                                | 0                          | 0                          | 0                         |
| 282,402  | 290,874        | 299,598                   | <b>5030-05 McMinnville Rural Fire District - Contract Fire Protection</b>                | 308,585                    | 308,585                    | 308,585                   |
| McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. MRFPD will have their third consecutive five-year local option levy in November 2012. |                |                           |  |                            |                            |                           |
| 24,820   | 0              | 0                         | <b>5070-03 Water &amp; Light - Energy Efficiency Incentive</b>                           | 0                          | 0                          | 0                         |
| <b>309,879</b>   | <b>291,874</b> | <b>299,598</b>            | <b>TOTAL INTERGOVERNMENTAL</b>   | <b>308,585</b>             | <b>308,585</b>             | <b>308,585</b>            |
| <b>CHARGES FOR SERVICES</b>  |                |                           |  |                            |                            |                           |
| 3,052  | 4,065          | 5,000                     | <b>5340 Fire Department Service Fees</b>   | 3,000                      | 3,000                      | 3,000                     |
| Non-resident motor vehicle incident charges for Fire Department required services.   |                |                           |  |                            |                            |                           |
| <b>3,052</b>   | <b>4,065</b>   | <b>5,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>3,000</b>               | <b>3,000</b>               | <b>3,000</b>              |
| <b>MISCELLANEOUS</b>   |                |                           |  |                            |                            |                           |
| 0  | 15,951         | 0                         | <b>6310-07 Interest - LOSAP</b>  | 17,000                     | 17,000                     | 17,000                    |
| Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.  |                |                           |  |                            |                            |                           |
| 66,400   | 9,144          | 1,000                     | <b>6410 Donations - Fire</b>   | 1,000                      | 1,000                      | 1,000                     |
| Donations received to help support the Fire Department.  |                |                           |  |                            |                            |                           |
| 5,906  | 774            | 0                         | <b>6600 Other Income</b>   | 500                        | 500                        | 500                       |
| 0  | 2,559          | 0                         | <b>6600-05 Other Income - Workers' Comp Reimbursement</b>                                | 0                          | 0                          | 0                         |
| 0  | 26,420         | 0                         | <b>6600-07 Other Income - LOSAP</b>  | 18,000                     | 18,000                     | 18,000                    |
| Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).   |                |                           |  |                            |                            |                           |
| <b>72,306</b>  | <b>54,847</b>  | <b>1,000</b>              | <b>TOTAL MISCELLANEOUS</b>   | <b>36,500</b>              | <b>36,500</b>              | <b>36,500</b>             |
| <b>385,237</b>   | <b>350,786</b> | <b>305,598</b>            | <b>TOTAL RESOURCES</b>   | <b>348,085</b>             | <b>348,085</b>             | <b>348,085</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL            | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :070 - FIRE ADMINISTRATION & OPERATIONS<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>       |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b> |                |                           |   |                            |                            |                           |
| 817,183                   | 844,452        | 770,380                   | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Fire Chief - 0.75 FTE<br>Assistant Fire Chief - 0.50 FTE<br>Fire Captain - 35% - 1.05 FTE<br>Fire Lieutenant - 35% - 1.05 FTE<br>Fire Mechanic / Firefighter / EMT - 35% - 0.35 FTE<br>Firefighter / Paramedic - 35% - 5.95 FTE<br>Firefighter / EMT - 35% - 2.10 FTE<br>Office Manager - 0.35 FTE<br><br>Budget Note: Increase reflects the conversion of 6 part time plus to 6 full time firefighter EMT positions to support increased service model. | 859,345                    | 859,345                    | 859,345                   |
| 79,245                    | 103,953        | 72,462                    | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Part time plus firefighter EMT positions converted to full time to support increased service model.  | 0                          | 0                          | 0                         |
| 3,367                     | 13,463         | 3,500                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Fire - 0.13 FTE   | 3,500                      | 3,500                      | 3,500                     |
| 18,905                    | 25,709         | 37,200                    | <b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b><br>Support for McMinnville Fire Volunteer Association (MFVA) program that reimburses volunteers for participation on a "point-per-event" basis; helps off-set volunteers' costs for clothing, gasoline, training, etc.  | 37,500                     | 37,500                     | 37,500                    |
| 120,821                   | 117,169        | 55,998                    | <b>7000-20 Salaries &amp; Wages - Overtime</b><br>Increase in overtime due to change in ambulance service model.  | 99,753                     | 99,753                     | 99,753                    |
| 62,753                    | 66,702         | 58,258                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 62,009                     | 62,009                     | 62,009                    |
| 14,676                    | 15,599         | 13,626                    | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 14,499                     | 14,499                     | 14,499                    |
| 203,291                   | 213,099        | 213,246                   | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 226,079                    | 226,079                    | 226,079                   |
| 154,804                   | 169,665        | 163,516                   | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 171,281                    | 171,281                    | 176,572                   |
| 1,209                     | 1,485          | 1,265                     | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 1,422                      | 1,422                      | 1,422                     |
| 4,409                     | 4,640          | 4,280                     | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 4,408                      | 4,408                      | 4,408                     |
| 27,453                    | 34,453         | 38,255                    | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 38,943                     | 38,943                     | 38,943                    |
| 499                       | 497            | 451                       | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 471                        | 471                        | 471                       |
| 520                       | 4,831          | 2,500                     | <b>7300-40 Fringe Benefits - Unemployment</b>   | 1,999                      | 1,999                      | 1,999                     |
| 3,405                     | 3,620          | 3,473                     | <b>7400-05 Fringe Benefits - Volunteers - Life Insurance</b>  | 3,531                      | 3,531                      | 3,531                     |
| 8,505                     | 10,442         | 12,372                    | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>   | 15,598                     | 15,598                     | 15,598                    |



**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :070 - FIRE ADMINISTRATION & OPERATIONS<br>Program :N/A |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| 39,648                               | 18,881           | 44,400                    | <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.                      | 70,000                     | 70,000                     | 70,000                    |
| 17,439                               | -232             | 17,705                    | <b>7400-20</b>   | <b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Past</b><br>Funding for past years of service for the Length of Service Award Program (LOSAP) is no longer designated separately from funding for current years of service.  | 0                          | 0                          | 0                         |
| 11,567                               | 9,598            | 11,615                    | <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.  | 11,615                     | 11,615                     | 11,615                    |
| 7,419                                | 7,515            | 8,000                     | <b>7400-25</b>   | <b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>   | 8,000                      | 8,000                      | 8,000                     |
| <b>1,597,116</b>                     | <b>1,665,542</b> | <b>1,532,502</b>          | <b><u>TOTAL PERSONNEL SERVICES</u></b>   |  | <b>1,629,953</b>           | <b>1,629,953</b>           | <b>1,635,244</b>          |
| <b><u>MATERIALS AND SERVICES</u></b> |                  |                           |  |  |                            |                            |                           |
| 0                                    | 0                | 500                       | <b>7530</b>  | <b>Safety Training/OSHA</b>  | 500                        | 500                        | 500                       |
| 516                                  | 123              | 800                       | <b>7540</b>  | <b>Employee Development</b>  | 800                        | 800                        | 800                       |
| 17,240                               | 17,089           | 20,000                    | <b>7550</b>  | <b>Travel &amp; Education</b><br>Fire training, education, and travel expenses for career and volunteer staff. Development training includes Incident Command System Training (ICS), National Fire Academy (NFA), Fire Officer I and II, Fireground Leader, Firefighter I and II courses and related training materials. | 20,000                     | 20,000                     | 20,000                    |
| 17,197                               | 22,442           | 25,000                    | <b>7590</b>  | <b>Fuel - Vehicle &amp; Equipment</b>  | 25,000                     | 25,000                     | 25,000                    |
| 17,998                               | 18,236           | 20,000                    | <b>7600</b>  | <b>Electric &amp; Natural Gas</b>  | 20,000                     | 20,000                     | 20,000                    |
| 13,400                               | 8,715            | 8,890                     | <b>7610-05</b>   | <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 11,300                     | 11,300                     | 11,300                    |
| 18,600                               | 11,855           | 10,850                    | <b>7610-10</b>   | <b>Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 15,100                     | 15,100                     | 15,100                    |
| 12,249                               | 12,508           | 15,000                    | <b>7620</b>  | <b>Telecommunications</b>  | 15,000                     | 15,000                     | 15,000                    |
| 44                                   | 0                | 0                         | <b>7630</b>  | <b>Uniforms</b>  | 0                          | 0                          | 0                         |
| 8,003                                | 6,655            | 7,500                     | <b>7630-05</b>   | <b>Uniforms - Employee</b><br>Career, part-time, and volunteer fire uniforms.  | 7,500                      | 7,500                      | 7,500                     |
| 40,079                               | 31,760           | 35,000                    | <b>7630-15</b>   | <b>Uniforms - Protective Clothing</b><br>Safety clothing for firefighting and OSHA compliance for department personnel. National Fire Protection Association (NFPA) requires replacement of all turnouts that are over 10 years old. Also continuing to upgrade and purchase additional wildland firefighting clothing.  | 35,000                     | 35,000                     | 35,000                    |
| 5,965                                | 6,336            | 9,000                     | <b>7650</b>  | <b>Janitorial</b><br>Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.  | 6,000                      | 6,000                      | 6,000                     |
| 19,986                               | 22,276           | 22,000                    | <b>7660</b>  | <b>Materials &amp; Supplies</b><br>Supplies for fire operations, fire prevention, administration.  | 22,000                     | 22,000                     | 22,000                    |
| 6,400                                | 6,804            | 1,000                     | <b>7680</b>  | <b>Materials &amp; Supplies - Donations</b>  | 1,000                      | 1,000                      | 1,000                     |

Budget Document Report

01 - GENERAL FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :070 - FIRE ADMINISTRATION & OPERATIONS<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 4,805          | 0              | 5,000                     | <b>7700</b>  | <b>Hazardous Materials</b>  |              | 5,000                      | 5,000                      | 5,000                     |
| 5,661          | 3,125          | 5,000                     | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>  |              | 5,000                      | 5,000                      | 5,000                     |
| 1,807          | 2,461          | 5,000                     | <b>7720-06</b>   | <b>Repairs &amp; Maintenance - Equipment</b>  |              | 5,000                      | 5,000                      | 5,000                     |
| 31,651         | 18,900         | 15,000                    | <b>7720-08</b>   | <b>Repairs &amp; Maintenance - Building Repairs</b>   |              | 15,000                     | 15,000                     | 15,000                    |
| 23,527         | 26,184         | 30,000                    | <b>7720-14</b>   | <b>Repairs &amp; Maintenance - Vehicles</b>   |              | 30,000                     | 30,000                     | 30,000                    |
| 3,395          | 3,077          | 3,000                     | <b>7720-16</b>   | <b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>   |              | 3,000                      | 3,000                      | 3,000                     |
| 7,469          | 120,415        | 90,000                    | <b>7720-22</b>   | <b>Repairs &amp; Maintenance - Breathing Apparatus</b>  |              | 5,000                      | 5,000                      | 5,000                     |
| 34,185         | 18,327         | 42,190                    | <b>7750</b>  | <b>Professional Services</b>  |              | 42,190                     | 42,190                     | 42,190                    |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Audit Fee allocation  | 1            | 4,240                      | 4,240                      |                           |
|                |                |                           |  | Section 125 administration fee  | 1            | 130                        | 130                        |                           |
|                |                |                           |  | NFPA Physicals  | 1            | 37,120                     | 37,120                     |                           |
|                |                |                           |  | Labor negotiation arbitrator-65% shared w amb   | 1            | 700                        | 700                        |                           |
| 0              | 0              | 0                         | <b>7770-60</b>   | <b>Professional Services - Projects - Radio System</b>  |              | 0                          | 0                          | 0                         |
| 5,961          | 6,924          | 8,000                     | <b>7790</b>  | <b>Maintenance &amp; Rental Contracts</b>   |              | 8,000                      | 8,000                      | 8,000                     |
|                |                |                           |  | Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts.        |              |                            |                            |                           |
| 3,187          | 10,497         | 13,000                    | <b>7800</b>  | <b>M &amp; S Equipment</b>  |              | 11,000                     | 11,000                     | 11,000                    |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Interoperable radio equipment 50% shared w/amb  | 1            | 5,000                      | 5,000                      |                           |
|                |                |                           |  | Low angle rescue equipment  | 3            | 2,000                      | 6,000                      |                           |
| 808            | 0              | 2,500                     | <b>7800-09</b>   | <b>M &amp; S Equipment - Radios</b>   |              | 2,500                      | 2,500                      | 2,500                     |
|                |                |                           |  | Replacement radios, as needed.  |              |                            |                            |                           |
| 163            | 2,757          | 5,000                     | <b>7800-30</b>   | <b>M &amp; S Equipment - Breathing Apparatus</b>  |              | 105,000                    | 105,000                    | 105,000                   |
|                |                |                           |  | Replace expiring self contained breathing apparatus (SCBA) bottles; third phase of a three phase upgrade. |              |                            |                            |                           |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Miscellaneous   | 1            | 5,000                      | 5,000                      |                           |
|                |                |                           |  | Self contained breathing apparatus (SCBA) bottles   | 100          | 1,000                      | 100,000                    |                           |
| 32,193         | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 6,074          | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>                                  |              | 0                          | 0                          | 0                         |
| 0              | 29,465         | 36,489                    | <b>7840</b>  | <b>M &amp; S Computer Charges</b>   |              | 35,170                     | 35,170                     | 33,465                    |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide  | 1            | 33,465                     | 33,465                     |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :070 - FIRE ADMINISTRATION & OPERATIONS<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 0                | 10,863           | 9,727                     | <b>7840-30</b>   | <b>M &amp; S Computer Charges - Fire</b>  |              | 10,340                     | 10,340                     | 13,840                    |
|                  |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                  |                  |                           |  | Workstation replacements, 35% - shared with Ambulance   | 2            | 525                        | 1,050                      |                           |
|                  |                  |                           |  | Solid state drives, 35% - shared with Ambulance   | 3            | 35                         | 105                        |                           |
|                  |                  |                           |  | Warranty extention, workstations, 35% - shared with Ambulance   | 2            | 55                         | 110                        |                           |
|                  |                  |                           |  | Firehouse maintenance   | 1            | 2,700                      | 2,700                      |                           |
|                  |                  |                           |  | GeoComm mapping   | 1            | 650                        | 650                        |                           |
|                  |                  |                           |  | Netmotion MDT communications, 25% - shared with Police & Amb  | 1            | 1,000                      | 1,000                      |                           |
|                  |                  |                           |  | VisionAir maintenance, 35% - shared with Ambulance  | 1            | 4,725                      | 4,725                      |                           |
|                  |                  |                           |  | MDT hardware maintenance - 25%, shared with Police & Amb  | 1            | 3,500                      | 3,500                      |                           |
| 49,117           | 52,400           | 50,000                    | <b>8090</b>  | <b>Hydrant Rental &amp; Maintenance</b>   |              | 52,399                     | 52,399                     | 52,399                    |
|                  |                  |                           |  | Hydrant rental and maintenance fee paid monthly to McMinnville Water and Light Department.                                |              |                            |                            |                           |
| 6,273            | 0                | 0                         | <b>8100</b>  | <b>Intern Program</b>   |              | 0                          | 0                          | 0                         |
| 5,800            | 0                | 0                         | <b>8105</b>  | <b>Fire Volunteer Association</b>   |              | 0                          | 0                          | 0                         |
| 4,397            | 3,848            | 10,000                    | <b>8110</b>  | <b>Hoses, Nozzles, &amp; Adapters</b>   |              | 10,000                     | 10,000                     | 10,000                    |
|                  |                  |                           |  | Fire hose, nozzles, and adapters with values under \$5,000.   |              |                            |                            |                           |
| 5,238            | 4,217            | 5,400                     | <b>8120</b>  | <b>Hose &amp; Ladder Testing</b>  |              | 5,500                      | 5,500                      | 5,500                     |
|                  |                  |                           |  | Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards. |              |                            |                            |                           |
| <b>409,388</b>   | <b>478,258</b>   | <b>510,846</b>            | <b>TOTAL MATERIALS AND SERVICES</b>  |   |              | <b>529,299</b>             | <b>529,299</b>             | <b>531,094</b>            |
|                  |                  |                           | <b>CAPITAL OUTLAY</b>  |   |              |                            |                            |                           |
| 0                | 47,417           | 30,000                    | <b>8710</b>  | <b>Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0                | 0                | 0                         | <b>8740</b>  | <b>Computer Equipment - IS Fund</b>   |              | 0                          | 0                          | 0                         |
| 0                | 5,245            | 15,478                    | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>  |              | 3,935                      | 3,935                      | 3,935                     |
|                  |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                  |                  |                           |  | IS Department capital outlay costs shared city-wide   | 1            | 3,935                      | 3,935                      |                           |
| 107,429          | 24,983           | 5,471                     | <b>8800</b>  | <b>Building Improvements</b>  |              | 0                          | 0                          | 0                         |
| 124,872          | 0                | 0                         | <b>8850</b>  | <b>Vehicles</b>   |              | 18,750                     | 18,750                     | 18,750                    |
|                  |                  |                           |  | Replace one command vehicle - 50% shared with Ambulance   |              |                            |                            |                           |
| <b>232,301</b>   | <b>77,644</b>    | <b>50,949</b>             | <b>TOTAL CAPITAL OUTLAY</b>  |   |              | <b>22,685</b>              | <b>22,685</b>              | <b>22,685</b>             |
| <b>2,238,805</b> | <b>2,221,444</b> | <b>2,094,297</b>          | <b>TOTAL REQUIREMENTS</b>  |   |              | <b>2,181,937</b>           | <b>2,181,937</b>           | <b>2,189,023</b>          |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :073 - FIRE PREVENTION & LIFE SAFETY<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 191,554        | 195,611        | 200,206        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Deputy Fire Marshal - 1.00 FTE<br><br>Reduction in 2012-13 reflects the elimination of the Fire Marshal position.<br><br>Fire Prevention Specialist position reduced from full time to part time plus to offset costs of the ambulance model changes. | 68,408         | 68,408         | 68,408         |
| 0              | 0              | 0              | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Fire Prevention Specialist - .80 FTE  | 31,666         | 31,666         | 31,666         |
| 3,138          | 1,848          | 3,500          | <b>7000-15 Salaries &amp; Wages - Temporary</b>  | 0              | 0              | 0              |
| 0              | 0              | 0              | <b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b>  | 0              | 0              | 0              |
| 4,159          | 2,729          | 5,002          | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 4,997          | 4,997          | 4,997          |
| 12,193         | 12,244         | 12,940         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 6,514          | 6,514          | 6,514          |
| 2,852          | 2,864          | 3,027          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 1,523          | 1,523          | 1,523          |
| 39,006         | 39,529         | 50,340         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 25,344         | 25,344         | 25,344         |
| 41,481         | 42,528         | 43,697         | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 23,226         | 23,226         | 23,964         |
| 263            | 315            | 315            | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 189            | 189            | 189            |
| 1,067          | 1,096          | 1,120          | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 378            | 378            | 378            |
| 6,410          | 7,543          | 9,121          | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 4,308          | 4,308          | 4,308          |
| 84             | 75             | 91             | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 52             | 52             | 52             |
| 132            | 0              | 5,000          | <b>7300-40 Fringe Benefits - Unemployment</b>  | 2,202          | 2,202          | 2,202          |
| 0              | 17             | 0              | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>  | 51             | 51             | 51             |
| <b>302,337</b> | <b>306,399</b> | <b>334,359</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>168,858</b> | <b>168,858</b> | <b>169,596</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |        |        |        |
|--------|--------|--------|---|--------|--------|--------|
| 123    | 29     | 200    | <b>7540 Employee Development</b>  | 200    | 200    | 200    |
| 5,023  | 2,595  | 5,000  | <b>7550 Travel &amp; Education</b><br>Training and travel costs for critical areas of certification and required fire training with professional development provided.  | 5,000  | 5,000  | 5,000  |
| 173    | 117    | 90     | <b>7750 Professional Services</b><br>Section 125 administration fee   | 100    | 100    | 100    |
| 17,952 | 11,767 | 12,000 | <b>8080 Fire Prevention Education</b><br>Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures. | 12,000 | 12,000 | 12,000 |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :15 - FIRE<br>Section :073 - FIRE PREVENTION & LIFE SAFETY<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 23,272         | 14,509         | 17,290                    | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | 17,300                     | 17,300                     | 17,300                    |
| 325,609        | 320,907        | 351,649                   | <b><i>TOTAL REQUIREMENTS</i></b>  | 186,158                    | 186,158                    | 186,896                   |



# **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                        |



# General Fund – Parks & Recreation - Administration

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- The overall 2012-13 Parks and Recreation Department budget is significantly less dependent on General Fund support than in recent years. This was achieved primarily through budget reductions in full and part time staff as well as materials and supplies budgets. Some additional revenues are anticipated due to moderate, selected fee increases in some areas and program growth. These changes are discussed in the summaries of the various programs within the Parks and Recreation Department section. Overall, the Parks and Recreation Department is approximately 58% self-supporting, with planned revenues of about \$1,277,000 in 2012-13.
- In the Administration budget, public notices and printing expenditures include a significant increase as we are moving to four seasonal publications annually (instead of three). The City's General Fund contribution will increase slightly, but the majority of additional costs (\$12,500) will be covered through the sale of ads within the brochure. Moving to a quarterly publication, we believe, will increase awareness of and participation in programs, supporting new levels of overall revenue throughout the Department.
- Summer Concert expenditures have been added to the Administration budget. This expenditure was previously included in the Community Center budget. The City's General Fund support for the concert series is reduced to \$3500 in 2012-13 (down from \$7000 in previous years.) Additional funding to support this popular concert series will come from community donations. Concert Series expenditures supported by donations will be shown in the Materials and Supplies –Donations account.

## Core Services

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

## Future Challenges and Opportunities

- Keeping the public informed about our programs and services is extremely challenging. The move to quarterly brochures should help keep the public updated and Department staff have already started taking advantage of the “e-blast” and direct messaging capability of the new ActiveNet program to communicate directly with current patrons.



- Continue growth/expansion of city-wide special interest recreation programs, classes, activities and events. Programs have been growing which means that expanded opportunities are being provided and new revenues are generated to offset costs. Staff is trying to respond to specific special interest requests based on results of a “Recreation Opportunities” on-line survey we conducted via “Survey Monkey” last fall.
- Continue to pursue grant dollars and other sources of funding support for facilities and services.

# General Fund – Parks & Recreation -Administration

2012 – 2013 Proposed Budget --- Budget Summary

## Park Development and Improvement Issues

- Will continue efforts to acquire a 2-4 acre neighborhood park site to serve residents in northwest McMinnville (the last of the targeted park bond projects approved in 2000.)
- Continue to affordably expand indoor and outdoor recreation opportunities to meet the interests and changing needs of the community through new programs, events, and amenities.



Wortman Park's 12 hole golf course....DISC GOLF that is! Give it a try, it's FREE. Course maps are available at the McMinnville Community Center.

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>600</b>        | <b>5,700</b>                 | <b>20,050</b>                 | <b>14,350</b>      |
| Personnel Services        | 167,585           | 175,611                      | 175,801                       | 190                |
| Materials & Services      | 16,923            | 26,703                       | 43,116                        | 16,413             |
| Capital Outlay            | 169               | 5,955                        | 119                           | (5,836)            |
| <b>Total Expenditures</b> | <b>184,677</b>    | <b>208,269</b>               | <b>219,036</b>                | <b>10,767</b>      |
| Net Expenditures          | (184,077)         | (202,569)                    | (198,986)                     | (3,583)            |

## Full-Time Equivalent (FTE)

|                              | 2011-12           |        | 2012-13            |
|------------------------------|-------------------|--------|--------------------|
|                              | Adopted<br>Budget | Change | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>    | <b>2.15</b>       |        |                    |
| Rec Leadership - Park Ranger |                   | (0.09) |                    |
| <b>FTE Proposed Budget</b>   |                   |        | <b>2.06</b>        |





## General Fund – Parks & Recreation – Administration

### Historical Highlights

---

- 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.
- 1968** First Director of Parks and Recreation hired.
- 1968** Recreation Commission abolished.
- 1969** City hires first Swimming Pool Manager.
- 1981** Community Center opens and Parks & Recreation programs move from City Hall.
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1986** New Aquatic Center opens.
- 1990** Part-time Volunteer Coordinator for the new Kids on the Block Program hired.
- 1995** McMinnville Senior Center opens in October 1995.
- 2008** The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation. All property tax supported departments are within the General Fund.
- 2011** In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called “ActiveNet.” Citizens now will be able to register via the internet for any Aquatic or Community Center class or program from home or office, 24-7.

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :001 - ADMINISTRATION<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>     |                |                           |  |                            |                            |                           |
| <b>MISCELLANEOUS</b> |                |                           |  |                            |                            |                           |
| 0                    | 0              | 4,000                     | <b>6420 Donations - Parks &amp; Recreation</b><br>Donations received from various community organizations and businesses primarily to support our summer concerts program. | 5,050                      | 5,050                      | 5,050                     |
| 0                    | 600            | 1,700                     | <b>6600 Other Income</b><br>\$12,500 brochure advertising<br>2,500 Discovery Meadows concession income   | 15,000                     | 15,000                     | 15,000                    |
| <b>0</b>             | <b>600</b>     | <b>5,700</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>  | <b>20,050</b>              | <b>20,050</b>              | <b>20,050</b>             |
| <b>0</b>             | <b>600</b>     | <b>5,700</b>              | <b><i>TOTAL RESOURCES</i></b>  | <b>20,050</b>              | <b>20,050</b>              | <b>20,050</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :001 - ADMINISTRATION<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 97,721         | 97,721         | 98,834         | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Parks & Recreation Director - 1.00 FTE  | 98,888         | 98,888         | 98,888         |
| 20,265         | 22,542         | 22,000         | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Recreation Leadership - Park Ranger - 1.06 FTE<br><br>Park Rangers are assigned to monitor activities in Discovery Meadows and City Park from late May through September. | 22,000         | 22,000         | 22,000         |
| 12             | 56             | 0              | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 50             | 50             | 50             |
| 6,977          | 7,144          | 7,492          | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 7,498          | 7,498          | 7,498          |
| 1,632          | 1,671          | 1,752          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 1,754          | 1,754          | 1,754          |
| 20,334         | 20,834         | 26,039         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 26,504         | 26,504         | 26,504         |
| 13,979         | 14,117         | 14,324         | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 14,324         | 14,324         | 14,324         |
| 63             | 63             | 63             | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 63             | 63             | 63             |
| 519            | 519            | 526            | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 526            | 526            | 526            |
| 2,550          | 2,637          | 2,780          | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 2,933          | 2,933          | 2,933          |
| 56             | 59             | 63             | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 60             | 60             | 60             |
| 1,072          | 0              | 1,298          | <b>7300-40 Fringe Benefits - Unemployment</b>  | 1,002          | 1,002          | 1,002          |
| 363            | 222            | 440            | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>  | 199            | 199            | 199            |
| <b>165,544</b> | <b>167,585</b> | <b>175,611</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>175,801</b> | <b>175,801</b> | <b>175,801</b> |

**MATERIALS AND SERVICES**

|        |        |        |  |        |        |        |
|--------|--------|--------|--|--------|--------|--------|
| 20,859 | 10,925 | 12,000 | <b>7520 Public Notices &amp; Printing</b><br>Publication of four seasonal Parks and Recreation Program brochures. \$15,000 of the total expenses are General Fund supported. The balance is funded through the sale of advertisement space within the brochure. The brochure is the Depts. most effective communication link with the public, announcing programs and opportunities on a seasonal basis. | 27,500 | 27,500 | 27,500 |
| 84     | 20     | 300    | <b>7540 Employee Development</b>   | 300    | 300    | 300    |
| 234    | 909    | 800    | <b>7550 Travel &amp; Education</b><br>Professional development conferences and workshop fees. Membership fees for State and National Park and Recreation Associations.   | 800    | 800    | 800    |
| 700    | 477    | 510    | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 700    | 700    | 700    |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :001 - ADMINISTRATION<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 100            | 68             | 80                        | <b>7610-10</b>   | <b>Insurance - Property</b>   |              | 100                        | 100                        | 100                       |
|                |                |                           |  | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  |              |                            |                            |                           |
| 1,374          | 1,350          | 1,300                     | <b>7620</b>  | <b>Telecommunications</b>   |              | 1,000                      | 1,000                      | 1,000                     |
| 2,168          | 767            | 2,000                     | <b>7660</b>  | <b>Materials &amp; Supplies</b>   |              | 1,500                      | 1,500                      | 1,500                     |
|                |                |                           |  | Includes materials and supplies needed for Park Ranger Programs as well as other materials related to park use management and community awareness.  |              |                            |                            |                           |
| 0              | 0              | 500                       | <b>7680</b>  | <b>Materials &amp; Supplies - Donations</b>   |              | 5,050                      | 5,050                      | 5,050                     |
|                |                |                           |  | Summer Concert related expenditures funded with community donations received in revenue account 6420. Expenditures for other donation supported special events or programs may also be respresented here in the future.   |              |                            |                            |                           |
| 1,313          | 1,127          | 1,540                     | <b>7750</b>  | <b>Professional Services</b>  |              | 400                        | 400                        | 400                       |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Section 125 Administration Fee  | 1            | 50                         | 50                         |                           |
|                |                |                           |  | Audit fee   | 1            | 350                        | 350                        |                           |
| 868            | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 758            | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0              | 1,280          | 1,073                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>   |              | 1,066                      | 1,066                      | 1,014                     |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide  | 1            | 1,014                      | 1,014                      |                           |
| 0              | 0              | 6,600                     | <b>7840-35</b>   | <b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>  |              | 1,200                      | 1,200                      | 1,200                     |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | ActiveNet maintenance - shared among P&R Departments  | 1            | 1,200                      | 1,200                      |                           |
| 0              | 0              | 0                         | <b>8140</b>  | <b>Summer Concerts</b>  |              | 3,500                      | 3,500                      | 3,500                     |
|                |                |                           |  | This program was moved from Community Center to Administration. The City's \$3500 contribution in 2012-13 is half of what it has been in recent years. The balance of additional concert series related expenditures will be covered through donations which are indicated under the Administration Donations account 6420. |              |                            |                            |                           |
| <b>28,458</b>  | <b>16,923</b>  | <b>26,703</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  |   |              | <b>43,116</b>              | <b>43,116</b>              | <b>43,064</b>             |
|                |                |                           | <b>CAPITAL OUTLAY</b>  |   |              |                            |                            |                           |
| 0              | 169            | 455                       | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>  |              | 119                        | 119                        | 119                       |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department capital outlay costs shared city-wide   | 1            | 119                        | 119                        |                           |
| 0              | 0              | 5,500                     | <b>8750-35</b>   | <b>Capital Outlay Computer Charges - Parks &amp; Rec Administration</b>   |              | 0                          | 0                          | 0                         |
| <b>0</b>       | <b>169</b>     | <b>5,955</b>              | <b>TOTAL CAPITAL OUTLAY</b>  |   |              | <b>119</b>                 | <b>119</b>                 | <b>119</b>                |
| <b>194,001</b> | <b>184,677</b> | <b>208,269</b>            | <b>TOTAL REQUIREMENTS</b>  |   |              | <b>219,036</b>             | <b>219,036</b>             | <b>218,984</b>            |

---



## **PARKS & RECREATION Aquatic Center**

---



| <b><u>Organization Set – Programs</u></b> | <b><u>Organization Set #</u></b> |
|---|----------------------------------|
| • Administration                          | 01-17-087-501                    |
| • Child Lessons                           | 01-17-087-620                    |
| • Swim Lessons                            | 01-17-087-621                    |
| • Adult Lessons                           | 01-17-087-623                    |
| • Fitness Programs                        | 01-17-087-626                    |
| • Pro Shop                                | 01-17-087-632                    |
| • Classes & Programs                      | 01-17-087-635                    |
| • Special Events                          | 01-17-087-641                    |

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



# General Fund – Parks & Recreation

## - Aquatic Center

2012 – 2013 Proposed Budget --- Budget Summary

### Budget Highlights

- The Aquatic Center (AC) membership base remains strong with over 860 various individual or family memberships sold annually. Fitness classes also remain extremely popular with high participation levels. “Walk-in” participation is also maintaining high activity as evidenced through solid volume sales of discounted punch-cards for general swims and fitness classes. Even with moderate membership fee increases planned in 2012-13, AC fees remain a great value in this “stay close to home” economy. Annual charges to McMinnville Swim Club for AC use will also be increased by \$1000 in 2012-13. Overall, the AC should achieve a 58.7% self-supporting level with planned overall revenues of \$398,150 in 2012-13.
  - Cost Recovery Comparison to other Aquatic Centers: Woodburn 50%; Forest Grove 47%; Dallas 56%
- Long-time AC employee Perry Kreiger who has provided valued part-time supervision and fitness instruction, will be fully retired at the end of June. The 2012-13 decrease on regular part-time wages is much greater than the increase in temporary part-time wages. Additional part time staff hours will be necessary to back fill some of Perry’s previous duties. Overall net savings is about \$11,000.
- Increases in the Electric & Natural Gas account reflect two recent W & L rate increases for electricity (8.5% in 2010; 8.5% in 2011). The major Energy Efficiency renovations completed in 2010-11 have proven both timely and effective in minimizing expenditures in this area. Even with the rate increases, the 2012-13 proposed budget is still below the Actual expenditure totals for this account in 2010-11.
- AC Repairs and Maintenance includes planned repairs on the AC’s two major recirculation pumps, but overall, this expenditure account is \$8500 less than budgeted in 2011-12. Due to the City’s current budget challenge, less preventative maintenance is planned; major unanticipated repairs will be covered through General Fund operational contingencies if needed.

- The decrease in Maintenance & Rental Contracts is due to reduced costs of service contracts. The reduction in M&S Equipment-Weight Room means that no equipment replacements are planned in 2012-13 (major equipment replacements occurred in 2011-12).
- AC Capital Outlay – Building Improvements shows a commitment of \$30,000 to repair existing leaks and re-roof the very old “flat-roof section” of the facility in 2012-13. This expenditure will NOT occur if an alternative, less expensive leak repair solution can be achieved.

### Core Services

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

### Future Challenges and Opportunities

- Sustain quality programs while creatively maximizing pool hours.
- Continue strong membership retention efforts.
- Effectively manage impacts of program growth to sustain patron satisfaction.
- Investigate feasibility of enclosing patio area and expanding weight room and cardio-fitness equipment and related programs to sustain success and meet rapidly growing demand. Expanded program opportunities in this area will generate new revenues to support operations.
- Study the possibility (cost/benefit) of replacing the current gas chlorination system with an equally effective dry chlorine tablet system (or other alternative) that may reduce OSHA and other safety-management related challenges.

# General Fund – Parks & Recreation -Aquatic Center

2012 – 2013 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>424,986</b>    | <b>390,050</b>               | <b>398,150</b>                | <b>8,100</b>       |
| Personnel Services        | 421,790           | 472,623                      | 466,469                       | (6,154)            |
| Materials & Services      | 171,922           | 194,585                      | 180,424                       | (14,161)           |
| Capital Outlay            | 508               | 1,366                        | 30,596                        | 29,230             |
| <b>Total Expenditures</b> | <b>594,220</b>    | <b>668,574</b>               | <b>677,489</b>                | <b>8,915</b>       |
| Net Expenditures          | (169,234)         | (278,524)                    | (279,339)                     | 815                |



The Aquatic Center has sold 863 memberships in the current fiscal year.

## Full-Time Equivalent (FTE)

|  | 2011-12<br>Adopted<br>Budget | Change        | 2012-13<br>Proposed<br>Budget |
|--|------------------------------|---------------|-------------------------------|
| <b>FTE Adopted Budget</b>                          | <b>11.19</b>                 |               |                               |
| Head Guard   |                              | (0.48)        |                               |
| Extra Help - Aquatics I, II, III (Lifeguard)       |                              | 0.18          |                               |
| Extra Help - Aquatics I, II, III (Swim Lessons)    |                              | (0.02)        |                               |
| Extra Help - Aquatics I, II, III (Fitness Classes) |                              | 0.02          |                               |
| Extra Help - Aquatics I, II, III (Office)          |                              | 0.11          |                               |
| <b>FTE Proposed Budget</b>                         |                              | <b>(0.19)</b> | <b>11.00</b>                  |

Approximately 90% of morning program patrons are members of the pool.



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



## General Fund – Parks & Recreation – Aquatic Center

### Historical Highlights

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

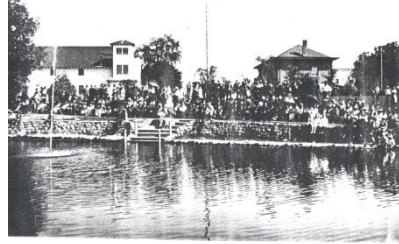
**1908** McMinnville's first community Pavilion was constructed on the site of the present day Aquatic Center – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

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



1910 to 1927

**1927** Funds are approved for the construction of Soper Fountain and the Star Mills property is purchased. A new kidney shaped pond/pool is built in upper City Park. Another concrete pool is constructed later near West 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.



1956 to 1985

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



# General Fund – Parks & Recreation– Aquatic Center

## Historical Highlights

**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** In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called “ActiveNet.” Citizens now will be able to register via the internet for any Aquatic or Community Center class or program from home or office, 24-7. This provides the AC with the its very first credit card machine and automated membership tracking system.



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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :501 - ADMINISTRATION  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>    |                |                           |  |                            |                            |                           |
| 443,662                     | 0              | 0                         | <b>4630-03 Bonneville Power Administration - Energy Efficiency Incentive</b>   | 0                          | 0                          | 0                         |
| 197,858                     | 0              | 0                         | <b>5070-03 Water &amp; Light - Energy Efficiency Incentive</b>   | 0                          | 0                          | 0                         |
| <b>641,520</b>              | <b>0</b>       | <b>0</b>                  | <b>TOTAL INTERGOVERNMENTAL</b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 40,976                      | 41,236         | 43,000                    | <b>5360-05 Admissions - Child/Student</b><br>Aquatic Center daily child/student admission fees.  | 38,000                     | 38,000                     | 38,000                    |
| 56,523                      | 64,640         | 63,000                    | <b>5360-10 Admissions - Adult/Seniors</b><br>Aquatic Center daily adult/senior admission fees.   | 68,000                     | 68,000                     | 68,000                    |
|                             |                |                           | Budget Note: Adult daily admissions fees have increased from \$3.00 in 2009-10 to \$4.00 in 2012-13. Senior fees from \$2.50 to \$3.00.  |                            |                            |                           |
| 77,518                      | 84,721         | 88,000                    | <b>5370-05 Memberships - Family</b><br>Aquatic Center year and half-yearly family swim passes.   | 94,500                     | 94,500                     | 96,000                    |
|                             |                |                           | Budget Note: Family Membership fees have been increased approximately 25% since 2009-10.   |                            |                            |                           |
| 45,447                      | 49,160         | 52,800                    | <b>5370-10 Memberships - Individual</b><br>Aquatic Center year and half-yearly individual swim passes.   | 57,000                     | 57,000                     | 59,000                    |
|                             |                |                           | Budget Note: Individual Membership fees have been increased approximately 25% since 2009-10.   |                            |                            |                           |
| 12,723                      | 13,377         | 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, annual triathlon and other organizations. | 14,000                     | 14,000                     | 14,000                    |
|                             |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Triathlon rental   | 1                          | 1,500                      | 1,500                     |
|                             |                |                           | General rental income (private schools, parties, churches, etc.)   | 1                          | 12,500                     | 12,500                    |
| 7,680                       | 11,685         | 8,500                     | <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                     | 10,000                     | 10,000                    |
|                             |                |                           | Budget Note: In addition, the MSC families purchase approximately \$17,500 in family and single memberships.   |                            |                            |                           |
| 2,683                       | 3,038          | 2,500                     | <b>5380-15 Facility Rentals - Lockers &amp; Equipment</b>  | 3,000                      | 3,000                      | 3,000                     |
| <b>243,549</b>              | <b>267,857</b> | <b>272,800</b>            | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>284,500</b>             | <b>284,500</b>             | <b>288,000</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :501 - ADMINISTRATION   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b><u>MISCELLANEOUS</u></b> |                |                           |   |                            |                            |                           |
| 0                           | 0              | 1,500                     | <b>6420 Donations - Parks &amp; Recreation</b>  | 0                          | 0                          | 0                         |
| 326                         | 660            | 500                       | <b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b><br>Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund). | 500                        | 500                        | 500                       |
| 8                           | 1              | 100                       | <b>6420-10 Donations - Parks &amp; Recreation - Equipment</b><br>Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.           | 0                          | 0                          | 0                         |
| 271                         | 111,630        | 150                       | <b>6600 Other Income</b>  | 150                        | 150                        | 150                       |
| <b>605</b>                  | <b>112,290</b> | <b>2,250</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>650</b>                 | <b>650</b>                 | <b>650</b>                |
| <b>885,674</b>              | <b>380,147</b> | <b>275,050</b>            | <b><u>TOTAL RESOURCES</u></b>   | <b>285,150</b>             | <b>285,150</b>             | <b>288,650</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 154,530        | 154,836        | 156,626        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Recreation Program Manager - 1.00 FTE<br>Recreation Program Supervisor - 1.00 FTE<br>Recreation Specialist - 1.00 FTE | 156,672        | 156,672        | 156,672        |
| 31,803         | 33,384         | 36,641         | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Recreation Program Coordinator I - 0.60 FTE   | 21,803         | 21,803         | 21,803         |
| 105,312        | 113,849        | 124,500        | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Aquatics I, II, III - Lifeguard - 4.81 FTE<br>Extra Help - Aquatics I, II, III - Office - 1.35 FTE               | 127,995        | 127,995        | 128,001        |
| Budget Note:   |                |                |  |                |                |                |
| 195            | 158            | 100            | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 100            | 100            | 100            |
| 17,502         | 18,128         | 19,708         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 19,005         | 19,005         | 19,006         |
| 4,093          | 4,240          | 4,609          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 4,446          | 4,446          | 4,446          |
| 47,696         | 46,708         | 54,468         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 57,548         | 57,548         | 57,547         |
| 32,907         | 33,195         | 33,718         | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 33,718         | 33,718         | 33,718         |
| 252            | 252            | 252            | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 252            | 252            | 252            |
| 946            | 949            | 954            | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 962            | 962            | 962            |
| 9,072          | 10,155         | 10,693         | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 11,100         | 11,100         | 11,099         |
| 265            | 280            | 290            | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 284            | 284            | 285            |
| 234            | 0              | 0              | <b>7300-40 Fringe Benefits - Unemployment</b>  | 499            | 499            | 499            |
| 424            | 9              | 56             | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>  | 51             | 51             | 51             |
| <b>405,231</b> | <b>416,142</b> | <b>442,615</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>434,435</b> | <b>434,435</b> | <b>434,441</b> |

**MATERIALS AND SERVICES**

|     |     |       |  |       |       |       |
|-----|-----|-------|--|-------|-------|-------|
| 0   | 0   | 2,000 | <b>7500 Credit Card Fees</b>   | 3,500 | 3,500 | 6,000 |
| 0   | 0   | 100   | <b>7530 Safety Training/OSHA</b><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   | 100   | 100   |
| 401 | 102 | 200   | <b>7540 Employee Development</b>   | 200   | 200   | 200   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :501 - ADMINISTRATION |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 1,515          | 812            | 600                       | <b>7550</b>   | <b>Travel &amp; Education</b>  |              | 1,000                      | 1,000                      | 1,000                     |
|                |                |                           |   | Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff.                                   |              |                            |                            |                           |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Lifeguard Training re-certifications for staff   | 1            | 350                        | 350                        |                           |
|                |                |                           |   | Professional Development   | 1            | 650                        | 650                        |                           |
| 82,343         | 72,853         | 75,000                    | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>  |              | 81,000                     | 81,000                     | 81,000                    |
| 2,700          | 1,770          | 1,880                     | <b>7610-05</b>  | <b>Insurance - Liability</b>   |              | 2,200                      | 2,200                      | 2,200                     |
|                |                |                           |   | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   |              |                            |                            |                           |
| 4,900          | 2,861          | 2,750                     | <b>7610-10</b>  | <b>Insurance - Property</b>  |              | 5,000                      | 5,000                      | 5,000                     |
|                |                |                           |   | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   |              |                            |                            |                           |
| 3,601          | 3,734          | 3,500                     | <b>7620</b>   | <b>Telecommunications</b>  |              | 3,500                      | 3,500                      | 3,500                     |
| 9,220          | 8,784          | 9,900                     | <b>7650-10</b>  | <b>Janitorial - Services</b>   |              | 10,050                     | 10,050                     | 10,050                    |
| 6,012          | 7,616          | 6,500                     | <b>7650-15</b>  | <b>Janitorial - Supplies</b>   |              | 4,500                      | 4,500                      | 4,500                     |
| 1,258          | 1,697          | 1,750                     | <b>7660-05</b>  | <b>Materials &amp; Supplies - Office Supplies</b>  |              | 1,500                      | 1,500                      | 1,500                     |
| 0              | 0              | 500                       | <b>7680</b>   | <b>Materials &amp; Supplies - Donations</b>  |              | 500                        | 500                        | 500                       |
|                |                |                           |   | Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).   |              |                            |                            |                           |
| 13,823         | 15,579         | 14,000                    | <b>7690</b>   | <b>Chemicals</b>   |              | 14,000                     | 14,000                     | 14,000                    |
|                |                |                           |   | Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate. |              |                            |                            |                           |
| 28,808         | 25,565         | 29,500                    | <b>7720</b>   | <b>Repairs &amp; Maintenance</b>   |              | 21,000                     | 21,000                     | 21,000                    |
|                |                |                           |   | General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems.   |              |                            |                            |                           |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Replace seals and/or impellers on pool recirculation pumps   | 1            | 5,000                      | 5,000                      |                           |
|                |                |                           |   | General day to day repairs and maintenance   | 1            | 16,000                     | 16,000                     |                           |
| 1,021          | 1,010          | 990                       | <b>7750</b>   | <b>Professional Services</b>   |              | 1,170                      | 1,170                      | 1,170                     |
|                |                |                           |   | Audit fee allocation   |              |                            |                            |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :501 - ADMINISTRATION |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 8,464                 | 9,317          | 17,700                    | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>   |              | 12,700                     | 12,700                     | 12,700                    |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | HVAC preventative maintenance contracts   | 1            | 6,000                      | 6,000                      |                           |
|                       |                |                           |   | Annual chlorinator service  | 1            | 2,500                      | 2,500                      |                           |
|                       |                |                           |   | Weight room equipment maintenance   | 1            | 2,000                      | 2,000                      |                           |
|                       |                |                           |   | Fire suppression system inspection & service  | 1            | 1,000                      | 1,000                      |                           |
|                       |                |                           |   | Copy machine service contract   | 1            | 500                        | 500                        |                           |
|                       |                |                           |   | Employee background checks  | 1            | 200                        | 200                        |                           |
|                       |                |                           |   | Fire alarm monitoring   | 1            | 500                        | 500                        |                           |
| 0                     | 0              | 0                         | <b>7800</b>   | <b>M &amp; S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 1,745                 | 290            | 500                       | <b>7800-03</b>  | <b>M &amp; S Equipment - Office</b>   |              | 500                        | 500                        | 500                       |
|                       |                |                           |   | Office chair and sit/stand keyboard & mouse platform.   |              |                            |                            |                           |
| 6,790                 | 6,944          | 10,000                    | <b>7800-36</b>  | <b>M &amp; S Equipment - Weight Room</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 0              | 100                       | <b>7810</b>   | <b>M &amp; S Equipment - Donations</b>  |              | 0                          | 0                          | 0                         |
|                       |                |                           |   | Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment. |              |                            |                            |                           |
| 2,604                 | 0              | 0                         | <b>7830-98</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 2,348                 | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 3,839          | 3,220                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>   |              | 5,329                      | 5,329                      | 5,070                     |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | IS Department M&S costs shared city-wide  | 1            | 5,070                      | 5,070                      |                           |
| 0                     | 0              | 1,745                     | <b>7840-40</b>  | <b>M &amp; S Computer Charges - Aquatic Center</b>  |              | 3,425                      | 3,425                      | 3,425                     |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | ActiveNet maintenance - shared among P&R Departments  | 1            | 1,200                      | 1,200                      |                           |
|                       |                |                           |   | Workstation replacements  | 1            | 1,500                      | 1,500                      |                           |
|                       |                |                           |   | Warranty extension, workstations  | 3            | 125                        | 375                        |                           |
|                       |                |                           |   | Video cards   | 2            | 175                        | 350                        |                           |
| 4,318                 | 4,326          | 3,500                     | <b>8130</b>   | <b>Recreation Program Expenses</b>  |              | 3,000                      | 3,000                      | 3,000                     |
|                       |                |                           |   | Purchase of general recreation program supplies.  |              |                            |                            |                           |
| <b>181,872</b>        | <b>167,097</b> | <b>185,935</b>            | <b>TOTAL MATERIALS AND SERVICES</b>   |   |              | <b>174,174</b>             | <b>174,174</b>             | <b>176,415</b>            |
| <b>CAPITAL OUTLAY</b> |                |                           |   |   |              |                            |                            |                           |
| 4,500                 | 0              | 0                         | <b>8740</b>   | <b>Computer Equipment - IS Fund</b>   |              | 0                          | 0                          | 0                         |
| 0                     | 508            | 1,366                     | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>  |              | 596                        | 596                        | 596                       |
|                       |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | IS Department capital outlay costs shared city-wide   | 1            | 596                        | 596                        |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0                | 0              | 0                         | <b>8750-40 Capital Outlay Computer Charges - Aquatic Center</b>                                       | 0                          | 0                          | 0                         |
| 788,902          | 0              | 0                         | <b>8800 Building Improvements</b><br>Replace/repair flat roof on Adams Street side of Aquatic Center. | 30,000                     | 30,000                     | 30,000                    |
| <b>793,402</b>   | <b>508</b>     | <b>1,366</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>  | <b>30,596</b>              | <b>30,596</b>              | <b>30,596</b>             |
| <b>1,380,505</b> | <b>583,747</b> | <b>629,916</b>            | <b><i>TOTAL REQUIREMENTS</i></b>  | <b>639,205</b>             | <b>639,205</b>             | <b>641,452</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :620 - CHILD LESSONS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 64,182                      | 60,569         | 0 5350                    | Registration Fees  | 0                          | 0                          | 0                         |
| <b>64,182</b>               | <b>60,569</b>  | <b>0</b>                  | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>64,182</b>               | <b>60,569</b>  | <b>0</b>                  | <b>TOTAL RESOURCES</b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :620 - CHILD LESSONS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>PERSONNEL SERVICES</u></b>     |                |                           |  |                            |                            |                           |
| 17,190                               | 18,402         | 0                         | <b>7000-15</b> Salaries & Wages - Temporary  | 0                          | 0                          | 0                         |
| 1,066                                | 1,141          | 0                         | <b>7300-05</b> Fringe Benefits - FICA - Social Security  | 0                          | 0                          | 0                         |
| 249                                  | 267            | 0                         | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 0                          | 0                          | 0                         |
| 1,179                                | 1,780          | 0                         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 0                          | 0                          | 0                         |
| 560                                  | 650            | 0                         | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                                     | 0                          | 0                          | 0                         |
| 28                                   | 29             | 0                         | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund   | 0                          | 0                          | 0                         |
| <b>20,272</b>                        | <b>22,269</b>  | <b>0</b>                  | <b><u>TOTAL PERSONNEL SERVICES</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>8130</b> Recreation Program Expenses  | 0                          | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>20,272</b>                        | <b>22,269</b>  | <b>0</b>                  | <b><u>TOTAL REQUIREMENTS</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :621 - SWIM LESSONS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 0                           | 0              | 66,500                    | <b>5350 Registration Fees</b><br>Aquatic Center - Swim Lessons                                      | 65,500                     | 65,500                     | 65,500                    |
| <b>0</b>                    | <b>0</b>       | <b>66,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>65,500</b>              | <b>65,500</b>              | <b>65,500</b>             |
| <b>0</b>                    | <b>0</b>       | <b>66,500</b>             | <b>TOTAL RESOURCES</b>  | <b>65,500</b>              | <b>65,500</b>              | <b>65,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :621 - SWIM LESSONS |   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |   |                            |                            |                           |
| 0                             | 0              | 18,500                    | <b>7000-15</b>  | <b>Salaries &amp; Wages - Temporary</b><br>Extra Help - Aquatics I, II, III - Swim Lessons - 0.94 FTE             | 19,259                     | 19,259                     | 21,004                    |
| 0                             | 0              | 1,147                     | <b>7300-05</b>  | <b>Fringe Benefits - FICA - Social Security</b>   | 1,199                      | 1,199                      | 1,305                     |
| 0                             | 0              | 268                       | <b>7300-06</b>  | <b>Fringe Benefits - FICA - Medicare</b>  | 279                        | 279                        | 305                       |
| 0                             | 0              | 1,850                     | <b>7300-15</b>  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 2,312                      | 2,312                      | 2,520                     |
| 0                             | 0              | 682                       | <b>7300-35</b>  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 696                        | 696                        | 761                       |
| 0                             | 0              | 28                        | <b>7300-37</b>  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 27                         | 27                         | 31                        |
| <b>0</b>                      | <b>0</b>       | <b>22,475</b>             | <b>TOTAL PERSONNEL SERVICES</b>   |   | <b>23,772</b>              | <b>23,772</b>              | <b>25,926</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |   |                            |                            |                           |
| 0                             | 0              | 500                       | <b>8130</b>   | <b>Recreation Program Expenses</b><br>Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins). | 500                        | 500                        | 500                       |
| <b>0</b>                      | <b>0</b>       | <b>500</b>                | <b>TOTAL MATERIALS AND SERVICES</b>   |   | <b>500</b>                 | <b>500</b>                 | <b>500</b>                |
| <b>0</b>                      | <b>0</b>       | <b>22,975</b>             | <b>TOTAL REQUIREMENTS</b>   |   | <b>24,272</b>              | <b>24,272</b>              | <b>26,426</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :623 - ADULT LESSONS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 883                         | 1,611          | 0                         | 5350 Registration Fees   | 0                          | 0                          | 0                         |
| <b>883</b>                  | <b>1,611</b>   | <b>0</b>                  | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>883</b>                  | <b>1,611</b>   | <b>0</b>                  | <b>TOTAL RESOURCES</b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL            | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :623 - ADULT LESSONS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>       |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b> |                |                           |  |                            |                            |                           |
| 296                       | 493            | 0                         | <b>7000-15</b> Salaries & Wages - Temporary  | 0                          | 0                          | 0                         |
| 18                        | 31             | 0                         | <b>7300-05</b> Fringe Benefits - FICA - Social Security  | 0                          | 0                          | 0                         |
| 4                         | 7              | 0                         | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 0                          | 0                          | 0                         |
| 44                        | 63             | 0                         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 0                          | 0                          | 0                         |
| 10                        | 17             | 0                         | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                                     | 0                          | 0                          | 0                         |
| 0                         | 1              | 0                         | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund   | 0                          | 0                          | 0                         |
| <b>373</b>                | <b>613</b>     | <b>0</b>                  | <b><u>TOTAL PERSONNEL SERVICES</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>373</b>                | <b>613</b>     | <b>0</b>                  | <b>TOTAL REQUIREMENTS</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :626 - FITNESS CLASSES | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 31,789                      | 33,571         | 33,500                    | <b>5350</b> Registration Fees<br>Aquatic Center - Fitness Programs.                                    | 35,500                     | 35,500                     | 37,500                    |
| <b>31,789</b>               | <b>33,571</b>  | <b>33,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>35,500</b>              | <b>35,500</b>              | <b>37,500</b>             |
| <b>31,789</b>               | <b>33,571</b>  | <b>33,500</b>             | <b>TOTAL RESOURCES</b>   | <b>35,500</b>              | <b>35,500</b>              | <b>37,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :626 - FITNESS CLASSES           | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 2,516                         | 2,698          | 4,000                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Aquatics I, II, III - Fitness Classes - 0.21 FTE | 4,495                      | 4,495                      | 4,501                     |
| 156                           | 167            | 248                       | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 277                        | 277                        | 278                       |
| 36                            | 39             | 58                        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 66                         | 66                         | 65                        |
| 607                           | 503            | 400                       | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 540                        | 540                        | 541                       |
| 82                            | 94             | 148                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 163                        | 163                        | 163                       |
| 4                             | 4              | 6                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 7                          | 7                          | 7                         |
| <b>3,401</b>                  | <b>3,505</b>   | <b>4,860</b>              | <b>TOTAL PERSONNEL SERVICES</b>  | <b>5,548</b>               | <b>5,548</b>               | <b>5,555</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 0                             | 0              | 1,000                     | <b>8130 Recreation Program Expenses</b><br>Fitness program supplies (i.e. exercise belts & hand weights).        | 750                        | 750                        | 750                       |
| <b>0</b>                      | <b>0</b>       | <b>1,000</b>              | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>750</b>                 | <b>750</b>                 | <b>750</b>                |
| <b>3,401</b>                  | <b>3,505</b>   | <b>5,860</b>              | <b>TOTAL REQUIREMENTS</b>  | <b>6,298</b>               | <b>6,298</b>               | <b>6,305</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :632 - PRO SHOP |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |  |                            |                            |                           |
| 6,354                       | 5,885          | 9,000                     | <b>5410</b>   | <b>Sales</b><br>Aquatic Center revenues from sale of swim accessories and related merchandise. | 7,500                      | 7,500                      | 7,500                     |
| <b>6,354</b>                | <b>5,885</b>   | <b>9,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   |  | <b>7,500</b>               | <b>7,500</b>               | <b>7,500</b>              |
| <b>6,354</b>                | <b>5,885</b>   | <b>9,000</b>              | <b>TOTAL RESOURCES</b>  |  | <b>7,500</b>               | <b>7,500</b>               | <b>7,500</b>              |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :632 - PRO SHOP   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 3,369                                | 3,641          | 5,000                     | <b>7660</b> <b>Materials &amp; Supplies</b><br>Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center<br>Swim Shop. | 4,000                      | 4,000                      | 4,000                     |
| <b>3,369</b>                         | <b>3,641</b>   | <b>5,000</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>4,000</b>               | <b>4,000</b>               | <b>4,000</b>              |
| <b>3,369</b>                         | <b>3,641</b>   | <b>5,000</b>              | <b><i>TOTAL REQUIREMENTS</i></b>  | <b>4,000</b>               | <b>4,000</b>               | <b>4,000</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :635 - CLASSES & PROGRAMS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 1,668                       | 2,785          | 3,000                     | <b>5350 Registration Fees</b><br>Aquatic Center - Classes & Programs (Jr. Lifesaving & Lifeguard Training ) | 2,000                      | 2,000                      | 2,000                     |
| <b>1,668</b>                | <b>2,785</b>   | <b>3,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>2,000</b>               | <b>2,000</b>               | <b>2,000</b>              |
| <b>1,668</b>                | <b>2,785</b>   | <b>3,000</b>              | <b>TOTAL RESOURCES</b>  | <b>2,000</b>               | <b>2,000</b>               | <b>2,000</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :635 - CLASSES & PROGRAMS               | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 60                            | 176            | 600                       | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Aquatics I, II, III - Classes & Programs - 0.03 FTE     | 600                        | 600                        | 592                       |
| 4                             | 11             | 37                        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 36                         | 36                         | 36                        |
| 1                             | 3              | 9                         | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 9                          | 9                          | 9                         |
| 11                            | 30             | 60                        | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 71                         | 71                         | 72                        |
| 2                             | 6              | 22                        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 21                         | 21                         | 22                        |
| 0                             | 0              | 1                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 0                          | 0                          | 0                         |
| <b>78</b>                     | <b>226</b>     | <b>729</b>                | <b>TOTAL PERSONNEL SERVICES</b>   | <b>737</b>                 | <b>737</b>                 | <b>731</b>                |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 659                           | 677            | 1,250                     | <b>8130 Recreation Program Expenses</b><br>Lifeguard & Jr. Lifesaving program materials and student certification fees. | 750                        | 750                        | 750                       |
| <b>659</b>                    | <b>677</b>     | <b>1,250</b>              | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>750</b>                 | <b>750</b>                 | <b>750</b>                |
| <b>737</b>                    | <b>903</b>     | <b>1,979</b>              | <b>TOTAL REQUIREMENTS</b>   | <b>1,487</b>               | <b>1,487</b>               | <b>1,481</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :641 - SPECIAL EVENTS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 2,149                       | 2,598          | 3,000                     | <b>5350 Registration Fees</b><br>Aquatic Center - Special Events (additional public swims hosted during holidays and non-school days during the week) | 2,500                      | 2,500                      | 2,500                     |
| <b>2,149</b>                | <b>2,598</b>   | <b>3,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>2,500</b>               | <b>2,500</b>               | <b>2,500</b>              |
| <b>2,149</b>                | <b>2,598</b>   | <b>3,000</b>              | <b>TOTAL RESOURCES</b>  | <b>2,500</b>               | <b>2,500</b>               | <b>2,500</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :087 - AQUATIC CENTER<br>Program :641 - SPECIAL EVENTS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 1,606                         | 1,577          | 1,600                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Aquatics I, II, III - Special Events - 0.08 FTE   | 1,602                      | 1,602                      | 1,603                     |
| 100                           | 98             | 99                        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 99                         | 99                         | 99                        |
| 23                            | 23             | 23                        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 23                         | 23                         | 23                        |
| 174                           | 162            | 160                       | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 192                        | 192                        | 192                       |
| 53                            | 55             | 59                        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 59                         | 59                         | 57                        |
| 3                             | 3              | 3                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 2                          | 2                          | 2                         |
| <b>1,958</b>                  | <b>1,917</b>   | <b>1,944</b>              | <b>TOTAL PERSONNEL SERVICES</b>   | <b>1,977</b>               | <b>1,977</b>               | <b>1,976</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 522                           | 507            | 900                       | <b>8130 Recreation Program Expenses</b><br>Materials & supplies (candy, toys, raffle items) for extra non-school day swims (i.e. holidays, spring break, etc.). | 250                        | 250                        | 250                       |
| <b>522</b>                    | <b>507</b>     | <b>900</b>                | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>250</b>                 | <b>250</b>                 | <b>250</b>                |
| <b>2,481</b>                  | <b>2,423</b>   | <b>2,844</b>              | <b>TOTAL REQUIREMENTS</b>   | <b>2,227</b>               | <b>2,227</b>               | <b>2,226</b>              |

---



# **PARKS & RECREATION**

## **Community Center & Rec Programs**

---



### **Organization Set – Programs**

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

### **Organization Set #**

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



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

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- The Community Center (CC) budget proposal for 2012-13 is generally a “hold the line” budget with some minor reductions across the board and a significant reduction in Repairs & Maintenance. Significant planned revenue increases in Classes and Programs anticipates solid growth in this area. The 2012-13 CC budget provides for a cost recovery level of 54% with overall revenues of \$226,900.
- Revenue and expense increases in special interest Programs and Classes reflect strong program growth and expanded community participation in this area. Special Events is another area that is realizing new success and hopefully will continue to grow as the 3rd annual sprint-triathlon is held in May 2012. New Special Events could be tested during 2012-13.
- The budget for Repairs and Maintenance has been reduced by \$7100 from previous years. Part of that reduction simply moved \$2100 for WOW garbage service into Maintenance and Rental Contracts so this expense can be tracked more clearly. The remaining \$5000 is straight reduction to help meet the City’s budget challenge. As with the Aquatic Center and Senior Center budgets, less preventative maintenance is planned at the CC; major unanticipated repairs will be covered through General Fund operational contingencies if needed.
- Anticipated kitchen use revenues, while not coming back as fast as expected, should continue to slowly grow as our new food service provider becomes more recognized for their quality service and food. Local competition for receptions and event rentals is fierce, with fewer events during the slow economic times, and more service providers and facilities available locally.
- The Summer Concert expenditure has been moved to the Parks and Recreation Administration section for 2012-13 and beyond.

## Core Services

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

## Future Challenges and Opportunities

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

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>181,641</b>    | <b>208,250</b>               | <b>226,900</b>                | <b>18,650</b>      |
| Personnel Services        | 186,130           | 219,586                      | 232,075                       | 12,489             |
| Materials & Services      | 185,371           | 195,420                      | 186,284                       | (9,136)            |
| Capital Outlay            | 5,356             | 1,366                        | 596                           | (770)              |
| <b>Total Expenditures</b> | <b>376,857</b>    | <b>416,372</b>               | <b>418,955</b>                | <b>2,583</b>       |
| Net Expenditures          | (195,216)         | (208,122)                    | (192,055)                     | (16,067)           |

# General Fund – Parks & Recreation - Community Center

2011 – 2012 Proposed Budget --- Budget Summary

## Full-Time Equivalent (FTE)

|                               | 2011-12     |             | 2012-13     |
|-------------------------------|-------------|-------------|-------------|
|                               | Adopted     | Change      | Proposed    |
|                               | Budget      |             | Budget      |
| <b>FTE Adopted Budget</b>     | <b>5.19</b> |             |             |
| Classes & Programs Labor - CC |             | 0.43        |             |
| Site Director - Summer STARS  |             | (0.12)      |             |
| Rec Leadership - Summer STARS |             | 0.11        |             |
| Extra Help - Community Center |             | (0.01)      |             |
| <b>FTE Proposed Budget</b>    |             | <b>0.41</b> | <b>5.60</b> |



STARS Kids with star topiaries at Oregon Garden.



STARS Day Camp kids ventured far and wide for exciting weekly field trips. Destinations included the Oregon Guide Dogs for the Blind training center, Oregon Garden, Tillamook Forest Center, and a trip on the OHSU Sky Tram. Local field trips included the McMinnville Library and Aquatic Center.



STARS staff and kids riding the OHSU Sky Tram.





## 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 Aquatic Center – 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 McMinnville Community 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 about this time when the Post Office was moved to its current location.

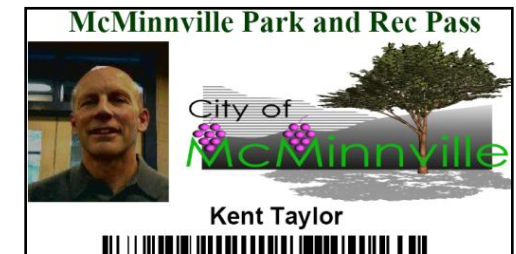
**1993** Spring Break Quake damages Community Center.

**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.

**2012** Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.



**ActiveNet, a recreation software solution, launched in December 2011. Feedback from public and staff has been extremely positive.**

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                     | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :501 - ADMINISTRATION  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                   |                |                           |   |                            |                            |                           |
| <b><u>CHARGES FOR SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 35,055                             | 39,759         | 40,000                    | <b>5380-20 Facility Rentals - Meeting Rooms</b><br>Community Center general meeting room rentals.   | 40,000                     | 40,000                     | 40,000                    |
| 11,933                             | 12,223         | 15,000                    | <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.  | 15,000                     | 15,000                     | 15,000                    |
| 720                                | 905            | 8,000                     | <b>5380-30 Facility Rentals - Kitchen Facilities</b><br>Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor.  | 4,000                      | 4,000                      | 4,000                     |
| 9,092                              | 8,290          | 9,000                     | <b>5380-35 Facility Rentals - Athletic Facilities</b><br>Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs.  | 9,000                      | 9,000                      | 9,000                     |
| 4,330                              | 4,633          | 6,000                     | <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. Also includes fees collected when McMinnville Police Department staff is required for event supervision. | 9,000                      | 9,000                      | 9,000                     |
| 2,312                              | 513            | 2,000                     | <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.  | 2,500                      | 2,500                      | 2,500                     |
| <b>63,442</b>                      | <b>66,321</b>  | <b>80,000</b>             | <b><u>TOTAL CHARGES FOR SERVICES</u></b>  | <b>79,500</b>              | <b>79,500</b>              | <b>79,500</b>             |
| <b><u>MISCELLANEOUS</u></b>        |                |                           |   |                            |                            |                           |
| 4,063                              | 2,657          | 1,500                     | <b>6600 Other Income</b><br>Incidental revenue received at Community Center from vending machine, copy machine, audio/visual equipment user fees, etc .   | 1,500                      | 1,500                      | 1,000                     |
| <b>4,063</b>                       | <b>2,657</b>   | <b>1,500</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>1,500</b>               | <b>1,500</b>               | <b>1,000</b>              |
| <b>67,505</b>                      | <b>68,978</b>  | <b>81,500</b>             | <b><u>TOTAL RESOURCES</u></b>   | <b>81,000</b>              | <b>81,000</b>              | <b>80,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 56,841         | 59,682         | 63,222         | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Community Center Manager - 1.00 FTE   | 63,216         | 63,216         | 63,216         |
| 21,737         | 15,494         | 27,022         | <b>7000-10</b> Salaries & Wages - Regular Part Time<br>Recreation Program Coordinator I - 0.80 FTE   | 28,020         | 28,020         | 28,020         |
| 27,144         | 28,368         | 28,000         | <b>7000-15</b> Salaries & Wages - Temporary<br>Extra Help - Community Center - 1.38 FTE<br>Extra Help - Community Center Security - 0.02 FTE | 28,000         | 28,000         | 28,000         |
| 134            | 594            | 500            | <b>7000-20</b> Salaries & Wages - Overtime   | 500            | 500            | 500            |
| 6,295          | 6,144          | 7,362          | <b>7300-05</b> Fringe Benefits - FICA - Social Security  | 7,423          | 7,423          | 7,423          |
| 1,472          | 1,437          | 1,722          | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 1,736          | 1,736          | 1,736          |
| 19,285         | 15,774         | 21,305         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 22,025         | 22,025         | 22,025         |
| 14,100         | 17,065         | 19,394         | <b>7300-20</b> Fringe Benefits - Medical Insurance   | 19,394         | 19,394         | 19,394         |
| 111            | 100            | 126            | <b>7300-25</b> Fringe Benefits - Life Insurance  | 126            | 126            | 126            |
| 422            | 420            | 502            | <b>7300-30</b> Fringe Benefits - Long Term Disability  | 354            | 354            | 354            |
| 1,955          | 2,140          | 1,571          | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance   | 1,432          | 1,432          | 1,432          |
| 90             | 85             | 94             | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund   | 93             | 93             | 93             |
| 0              | 0              | 0              | <b>7300-40</b> Fringe Benefits - Unemployment  | 499            | 499            | 499            |
| 5              | 15             | 546            | <b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance  | 99             | 99             | 99             |
| <b>149,592</b> | <b>147,319</b> | <b>171,366</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>172,917</b> | <b>172,917</b> | <b>172,917</b> |

**MATERIALS AND SERVICES**

|        |        |        |  |              |                 |              |
|--------|--------|--------|--|--------------|-----------------|--------------|
| 3,418  | 3,936  | 2,500  | <b>7500</b> Credit Card Fees   | 2,500        | 2,500           | 2,500        |
| 222    | 55     | 100    | <b>7540</b> Employee Development   | 100          | 100             | 100          |
| 273    | 565    | 500    | <b>7550</b> Travel & Education<br>Professional development conference and workshops and membership in the Oregon Recreation and Parks Association. | 1,000        | 1,000           | 1,000        |
| 52,042 | 59,564 | 61,000 | <b>7600</b> Electric & Natural Gas   | 62,000       | 62,000          | 63,500       |
|        |        |        | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Electricity  | 1            | 63,125          | 63,125       |
|        |        |        | Natural Gas  | 1            | 375             | 375          |
| 2,700  | 1,702  | 1,880  | <b>7610-05</b> Insurance - Liability<br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.                   | 2,100        | 2,100           | 2,100        |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :501 - ADMINISTRATION |  |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| 11,000         | 7,222          | 6,730                     | <b>7610-10</b>   | <b>Insurance - Property</b>  |  | 11,900                     | 11,900                     | 11,900                    |
|                |                |                           |  |  | Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. |                            |                            |                           |
| 2,808          | 2,828          | 3,300                     | <b>7620</b>  | <b>Telecommunications</b>  |  | 2,800                      | 2,800                      | 2,800                     |
| 29,255         | 29,840         | 26,000                    | <b>7650-10</b>   | <b>Janitorial - Services</b>   |  | 26,800                     | 26,800                     | 26,800                    |
| 3,566          | 3,658          | 2,750                     | <b>7650-15</b>   | <b>Janitorial - Supplies</b>   |  | 2,800                      | 2,800                      | 2,800                     |
| 4,557          | 2,843          | 3,250                     | <b>7660</b>  | <b>Materials &amp; Supplies</b>  |  | 2,750                      | 2,750                      | 2,750                     |
| 27,065         | 13,947         | 19,600                    | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>   |  | 12,500                     | 12,500                     | 16,000                    |
|                |                |                           |  | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | General HVAC repairs   | 1  | 4,500                      | 4,500                      |                           |
|                |                |                           |  | Elevator repairs - unanticipated   | 1  | 2,000                      | 2,000                      |                           |
|                |                |                           |  | Routine and unanticipated Community Center repairs & maintenance         | 1  | 6,000                      | 6,000                      |                           |
|                |                |                           |  | Window repairs   | 1  | 3,500                      | 3,500                      |                           |
| 996            | 910            | 1,040                     | <b>7750</b>  | <b>Professional Services</b>   |  | 760                        | 760                        | 760                       |
|                |                |                           |  | Audit fee allocation   |  |                            |                            |                           |
| 15,614         | 12,461         | 13,900                    | <b>7790</b>  | <b>Maintenance &amp; Rental Contracts</b>                                |  | 15,520                     | 15,520                     | 15,520                    |
|                |                |                           |  | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Carpet cleaning  | 1  | 1,500                      | 1,500                      |                           |
|                |                |                           |  | Elevator maintenance contract  | 1  | 1,836                      | 1,836                      |                           |
|                |                |                           |  | Fire alarm system monitoring   | 1  | 350                        | 350                        |                           |
|                |                |                           |  | HVAC system maintenance contract   | 1  | 4,520                      | 4,520                      |                           |
|                |                |                           |  | Copy machine maintenance contract  | 1  | 4,100                      | 4,100                      |                           |
|                |                |                           |  | Fire alarm & sprinkler system annual inspection                          | 1  | 800                        | 800                        |                           |
|                |                |                           |  | Western Oregon Waste - refuse contract                                   | 1  | 2,100                      | 2,100                      |                           |
|                |                |                           |  | Employee background checks   | 1  | 314                        | 314                        |                           |
| 931            | 0              | 0                         | <b>7800</b>  | <b>M &amp; S Equipment</b>   |  | 0                          | 0                          | 0                         |
| 1,736          | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>          |  | 0                          | 0                          | 0                         |
| 2,265          | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b> |  | 0                          | 0                          | 0                         |
| 0              | 2,559          | 3,220                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  |  | 5,329                      | 5,329                      | 5,070                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide                                 | 1  | 5,070                      | 5,070                      |                           |
| 0              | 0              | 1,700                     | <b>7840-45</b>   | <b>M &amp; S Computer Charges - Community Center</b>                     |  | 1,325                      | 1,325                      | 1,325                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | ActiveNet maintenance - shared among P&R Departments                     | 1  | 1,200                      | 1,200                      |                           |
|                |                |                           |  | Warranty extension, workstation  | 1  | 125                        | 125                        |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :501 - ADMINISTRATION |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 1,804                        | 378            | 2,000                     | <b>8130-50</b>   | <b>Recreation Program Expenses - Contract Event Security</b><br>Costs associated with contracted event security from a private agency when certain Community Center events require a security component. These costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security. |              | 2,500                      | 2,500                      | 2,500                     |
| 7,686                        | 9,027          | 7,000                     | <b>8140</b>  | <b>Summer Concerts</b><br>Summer Concert expenditure account has been moved to the Parks and Recreation Administration of the budget for 2013 and future years.   |              | 0                          | 0                          | 0                         |
| <b>167,937</b>               | <b>151,494</b> | <b>156,470</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |   |              | <b>152,684</b>             | <b>152,684</b>             | <b>157,425</b>            |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |  |   |              |                            |                            |                           |
| 0                            | 5,018          | 0                         | <b>8710</b>  | <b>Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0                            | 338            | 1,366                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>  |              | 596                        | 596                        | 596                       |
|                              |                |                           | <u>Description</u>   |   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           | IS Department capital outlay costs shared city-wide  |   | 1            | 596                        | 596                        |                           |
| <b>0</b>                     | <b>5,356</b>   | <b>1,366</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>   |   |              | <b>596</b>                 | <b>596</b>                 | <b>596</b>                |
| <b>317,529</b>               | <b>304,170</b> | <b>329,202</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   |   |              | <b>326,197</b>             | <b>326,197</b>             | <b>330,938</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :635 - CLASSES & PROGRAMS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 40,204                      | 46,800         | 50,000                    | <b>5350 Registration Fees</b><br>Community Center special interest programs and classes serving children and adults.       | 68,000                     | 68,000                     | 68,000                    |
| 567                         | 980            | 1,400                     | <b>5350-12 Registration Fees - Piano</b><br>Registration fees for students taking piano lessons.                           | 600                        | 600                        | 600                       |
| <b>40,771</b>               | <b>47,780</b>  | <b>51,400</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>68,600</b>              | <b>68,600</b>              | <b>68,600</b>             |
| <b>MISCELLANEOUS</b>        |                |                           |  |                            |                            |                           |
| 7,838                       | 3,752          | 5,950                     | <b>6420-27 Donations - Parks &amp; Recreation - Piano</b><br>Local donations for the piano lesson program.                 | 2,900                      | 2,900                      | 2,900                     |
| <b>7,838</b>                | <b>3,752</b>   | <b>5,950</b>              | <b>TOTAL MISCELLANEOUS</b>   | <b>2,900</b>               | <b>2,900</b>               | <b>2,900</b>              |
| <b>48,609</b>               | <b>51,532</b>  | <b>57,350</b>             | <b>TOTAL RESOURCES</b>   | <b>71,500</b>              | <b>71,500</b>              | <b>71,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :635 - CLASSES & PROGRAMS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 10,270                        | 14,071         | 13,500                    | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Classes & Programs Labor - 1.10 FTE  | 22,000                     | 22,000                     | 22,000                    |
| 637                           | 872            | 837                       | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 1,364                      | 1,364                      | 1,364                     |
| 149                           | 204            | 196                       | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 319                        | 319                        | 319                       |
| 341                           | 497            | 1,350                     | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 2,640                      | 2,640                      | 2,640                     |
| 279                           | 506            | 578                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 1,032                      | 1,032                      | 1,032                     |
| 8                             | 14             | 20                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 32                         | 32                         | 32                        |
| <b>11,684</b>                 | <b>16,164</b>  | <b>16,481</b>             | <b>TOTAL PERSONNEL SERVICES</b>   | <b>27,387</b>              | <b>27,387</b>              | <b>27,387</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 12,082                        | 12,926         | 14,500                    | <b>8130 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. | 13,000                     | 13,000                     | 13,000                    |
| 8,710                         | 5,012          | 7,350                     | <b>8130-33 Recreation Program Expenses - Piano</b><br>Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.   | 3,500                      | 3,500                      | 3,500                     |
| <b>20,792</b>                 | <b>17,939</b>  | <b>21,850</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>16,500</b>              | <b>16,500</b>              | <b>16,500</b>             |
| <b>32,476</b>                 | <b>34,103</b>  | <b>38,331</b>             | <b>TOTAL REQUIREMENTS</b>   | <b>43,887</b>              | <b>43,887</b>              | <b>43,887</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :638 - TINY TOTS                   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 4,212                       | 5,936          | 7,000                     | <b>5350 Registration Fees</b><br>Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. | 7,000                      | 7,000                      | 7,000                     |
| <b>4,212</b>                | <b>5,936</b>   | <b>7,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>7,000</b>               | <b>7,000</b>               | <b>7,000</b>              |
| <b>4,212</b>                | <b>5,936</b>   | <b>7,000</b>              | <b>TOTAL RESOURCES</b>  | <b>7,000</b>               | <b>7,000</b>               | <b>7,000</b>              |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :638 - TINY TOTS | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 503                                  | 973            | 1,200                     | <b>8130 Recreation Program Expenses</b><br>Materials and supplies needed to support Tiny Tots Indoor Playpark.    | 1,200                      | 1,200                      | 1,200                     |
| <b>503</b>                           | <b>973</b>     | <b>1,200</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>1,200</b>               | <b>1,200</b>               | <b>1,200</b>              |
| <b>503</b>                           | <b>973</b>     | <b>1,200</b>              | <b>TOTAL REQUIREMENTS</b>   | <b>1,200</b>               | <b>1,200</b>               | <b>1,200</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :641 - SPECIAL EVENTS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 8,492                       | 15,195         | 14,000                    | <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, and other major one-time programs, performing arts, triathlon, and interactive exhibits directly sponsored by the Parks and Recreation Department. | 15,000                     | 15,000                     | 15,000                    |
| <b>8,492</b>                | <b>15,195</b>  | <b>14,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>15,000</b>              | <b>15,000</b>              | <b>15,000</b>             |
| <b>8,492</b>                | <b>15,195</b>  | <b>14,000</b>             | <b>TOTAL RESOURCES</b>  | <b>15,000</b>              | <b>15,000</b>              | <b>15,000</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :641 - SPECIAL EVENTS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 6,714                                | 8,649          | 6,000                     | <b>8130 Recreation Program Expenses</b><br>Expenses for major community events such as Missoula Children's Theater Summer Residency, triathlon, and other department-sponsored special events. | 6,000                      | 6,000                      | 6,000                     |
| <b>6,714</b>                         | <b>8,649</b>   | <b>6,000</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>6,000</b>               | <b>6,000</b>               | <b>6,000</b>              |
| <b>6,714</b>                         | <b>8,649</b>   | <b>6,000</b>              | <b><i>TOTAL REQUIREMENTS</i></b>   | <b>6,000</b>               | <b>6,000</b>               | <b>6,000</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :644 - SUMMER STARS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 56,523                      | 40,000         | 48,000                    | <b>5350 Registration Fees</b><br>Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting.                          | 52,000                     | 52,000                     | 52,000                    |
| <b>56,523</b>               | <b>40,000</b>  | <b>48,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>52,000</b>              | <b>52,000</b>              | <b>52,000</b>             |
| <b>MISCELLANEOUS</b>        |                |                           |   |                            |                            |                           |
| 0                           | 0              | 400                       | <b>6420-50 Donations - Parks &amp; Recreation - STARS</b><br>Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations. | 400                        | 400                        | 400                       |
| <b>0</b>                    | <b>0</b>       | <b>400</b>                | <b>TOTAL MISCELLANEOUS</b>  | <b>400</b>                 | <b>400</b>                 | <b>400</b>                |
| <b>56,523</b>               | <b>40,000</b>  | <b>48,400</b>             | <b>TOTAL RESOURCES</b>  | <b>52,400</b>              | <b>52,400</b>              | <b>52,400</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :090 - COMMUNITY CENTER & REC PROGRAMS<br>Program :644 - SUMMER STARS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 31,769                        | 19,909         | 26,000                    | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Site Director - Summer STARS - 0.26 FTE<br>Recreation Leadership - Summer STARS - 1.04 FTE  | 25,521                     | 25,521                     | 25,521                    |
| 203                           | 0              | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0                          | 0                          | 0                         |
| 1,982                         | 1,234          | 1,612                     | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 1,582                      | 1,582                      | 1,582                     |
| 464                           | 289            | 377                       | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 370                        | 370                        | 370                       |
| 1,349                         | 431            | 2,600                     | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 3,063                      | 3,063                      | 3,063                     |
| 1,376                         | 753            | 1,112                     | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 1,197                      | 1,197                      | 1,197                     |
| 50                            | 30             | 38                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 38                         | 38                         | 38                        |
| <b>37,193</b>                 | <b>22,646</b>  | <b>31,739</b>             | <b>TOTAL PERSONNEL SERVICES</b>  | <b>31,771</b>              | <b>31,771</b>              | <b>31,771</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 0                             | 0              | 400                       | <b>7680 Materials &amp; Supplies - Donations</b><br>STARS Program materials and supplies funded through revenue account 6420-50,<br>Donations-Parks & Recreation-STARS.                        | 400                        | 400                        | 400                       |
| 9,330                         | 6,317          | 9,500                     | <b>8130 Recreation Program Expenses</b><br>Recreation program supplies for summer STARS. Also includes field trip bus and entry fee<br>costs as needed, staff shirts and participant t-shirts. | 9,500                      | 9,500                      | 9,500                     |
| <b>9,330</b>                  | <b>6,317</b>   | <b>9,900</b>              | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>9,900</b>               | <b>9,900</b>               | <b>9,900</b>              |
| <b>46,523</b>                 | <b>28,963</b>  | <b>41,639</b>             | <b>TOTAL REQUIREMENTS</b>  | <b>41,671</b>              | <b>41,671</b>              | <b>41,671</b>             |



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





# General Fund – Parks & Recreation

## - Kids on the Block

2012 – 2013 Proposed Budget --- Budget Summary

### Budget Highlights

- Kids on the Block (KOB) is going strong with over 350 kids in the full program (2:30 PM to 5:30 PM) and over 210 kids attending Power Hour only (2:30 PM to 3:30 PM) These numbers are lower than past years due to several factors: with high unemployment locally, some parents are now at home during after-school hours, thus, kids are home; and the reduced number of “free scholarships” has impacted registration totals as absolutely free grant supported scholarships are no longer available. Some kids will return to the program as unemployment eases in time and the negative response to new minimal fees replacing free scholarships will ease as well. Overall, the KOB program costs each child about \$1.24/hr. to participate; \$2.48/hr. for those registered in Power Hour only. About 58% of registered participants benefit from some form of financial assistance.
- The City of McMinnville absorbs direct and indirect KOB program costs totaling \$55,000 annually. The City receives an equal amount from the McMinnville School District to support the program. The KOB program budget as shown in this document is 87% self-supporting. Most Power Hour expenses are not shown as they are generally funded through the School District using Federal Title I monies, which are administered through the State of Oregon.
- Over 50 part-time staff work in the KOB Program, at six different elementary school sites (5 sites in McMinnville; 1 site in Lafayette.) Several student employees are funded partially by the Linfield College Work-study program which has approved KOB as a qualified off-campus work-study employment option. KOB pays only 25% of the wages paid to work-study qualified students; Linfield work-study pays 75%.

- As of September 2011, KOB has improved its staff to student ratio from 1:12 to 1:10 thus providing improved supervision and personal attention to participants.

### Core Services

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

### Future Challenges and Opportunities

- Long term financial sustainability will present the greatest challenge for Kids on the Block programs, including Power Hour, the academic support component of the KOB program.

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

2012 – 2013 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>254,015</b>    | <b>302,214</b>               | <b>318,377</b>                | <b>16,163</b>      |
| Personnel Services        | 228,990           | 255,551                      | 257,047                       | 1,496              |
| Materials & Services      | 69,641            | 90,633                       | 106,211                       | 15,578             |
| Capital Outlay            | 169               | 455                          | 119                           | (336)              |
| <b>Total Expenditures</b> | <b>298,800</b>    | <b>346,639</b>               | <b>363,377</b>                | <b>16,738</b>      |
| Net Expenditures          | (44,785)          | (44,425)                     | (45,000)                      | 575                |



KOB employs 55 part-time Recreation Leaders, including 33 Linfield students and 6 Chemeketa students. Many of the college students' wages are 75% funded by the federal work-study program.

## Full-Time Equivalents (FTE)

|                            | 2011-12           |               | 2012-13            |
|----------------------------|-------------------|---------------|--------------------|
|                            | Adopted<br>Budget | Change        | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>  | <b>7.67</b>       |               |                    |
| Site Director II           |                   | (0.02)        |                    |
| Site Director              |                   | (0.42)        |                    |
| Assistant Site Director    |                   | (0.04)        |                    |
| Rec Leadership             |                   | (0.06)        |                    |
| <b>FTE Proposed Budget</b> |                   | <b>(0.54)</b> | <b>7.13</b>        |



With a 1:10 staff to student ratio, KOB Kids benefit from close relationships, encouragement, and mentoring from their KOB leaders.





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

### Historical Highlights

- 1989** Kids On The Block (KOB) After-School Program begins three days a week at three schools.
- 1990** KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program.
- 1990** First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.
- 1990** Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week.
- 1992** KOB expands to five days per week.
- 2000** 10<sup>th</sup> Annual Mayor's Charity Ball raised ~\$72,000 for KOB.
- 2010** Mayor Rick Olson and wife Candy host the 21<sup>st</sup> annual Mayors Ball and raise \$125,000 for KOB.



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :093 - KIDS ON THE BLOCK<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>    |                |                           |   |                            |                            |                           |
| 55,000                      | 55,000         | 55,000                    | <b>5020-15 McMinnville School Dist #40 - Kids on the Block</b><br>McMinnville School District #40 funding support for the Kids on the Block After-School Program.<br><br>Budget Note: City's \$55,000 support is KOB revenues less KOB program direct and indirect expenditures.  | 55,000                     | 55,000                     | 55,000                    |
| 16,080                      | 6,675          | 6,200                     | <b>5020-17 McMinnville School Dist #40 - 21st Century Grant</b><br>McMinnville School District #40, Federal 21st Century Learning Centers Grant has helped fund the overall KOB program in the past three years. Grant funds are available only for the "Power-Hour" component of KOB (run through the School District's budget) in 2012-13 and beyond. KOB, Inc. funding (generated by Mayor's Ball proceeds) shown in line items 6420-15, 6420-20 and 6420-25 will replace these grant funds in future years. | 0                          | 0                          | 0                         |
| <b>71,080</b>               | <b>61,675</b>  | <b>61,200</b>             | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>55,000</b>              | <b>55,000</b>              | <b>55,000</b>             |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 111,903                     | 101,082        | 133,000                   | <b>5350-05 Registration Fees - KOB - Elementary</b><br>Kids on the Block After-School Program registration fees.  | 140,000                    | 140,000                    | 140,000                   |
| 15,525                      | 21,978         | 19,000                    | <b>5350-10 Registration Fees - KOB - Power Hour</b><br>KOB, Power Hour ONLY registration fees. Power Hour is the first hour of KOB, typically 2:30-3:30 p.m. Power Hour fees are collected by the City and "passed through" to McMinnville School District #40 through expenditure account 8130-30, Recreation Program Expenses-Power Hour Fees.  | 38,500                     | 38,500                     | 38,500                    |
| <b>127,427</b>              | <b>123,060</b> | <b>152,000</b>            | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>178,500</b>             | <b>178,500</b>             | <b>178,500</b>            |
| <b>MISCELLANEOUS</b>        |                |                           |   |                            |                            |                           |
| 0                           | 42,347         | 42,914                    | <b>6420-15 Donations - Parks &amp; Recreation - KOB, Inc. - Elementary</b><br>Budget Note: Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.  | 43,277                     | 43,277                     | 43,277                    |
| 0                           | 1,829          | 20,000                    | <b>6420-20 Donations - Parks &amp; Recreation - KOB, Inc. - Enrichment</b><br>Budget Note: Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.  | 15,000                     | 15,000                     | 15,000                    |
| 0                           | 1,103          | 2,100                     | <b>6420-25 Donations - Parks &amp; Recreation - KOB, Inc. - Misc</b><br>Budget Note: Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.  | 2,500                      | 2,500                      | 2,500                     |
| 6,000                       | 24,000         | 24,000                    | <b>6420-30 Donations - Parks &amp; Recreation - Mayor's Ball</b><br>Mayor's Charity Ball Director funded by Ball proceeds.  | 24,000                     | 24,000                     | 24,000                    |
| 0                           | 0              | 0                         | <b>6600 Other Income</b>  | 100                        | 100                        | 100                       |
| <b>6,000</b>                | <b>69,280</b>  | <b>89,014</b>             | <b>TOTAL MISCELLANEOUS</b>  | <b>84,877</b>              | <b>84,877</b>              | <b>84,877</b>             |
| <b>204,507</b>              | <b>254,015</b> | <b>302,214</b>            | <b>TOTAL RESOURCES</b>  | <b>318,377</b>             | <b>318,377</b>             | <b>318,377</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :093 - KIDS ON THE BLOCK<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 56,608         | 59,437         | 63,222         | <b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b><br>Recreation Program Manager - 1.00 FTE   | 63,216         | 63,216         | 63,216         |
| 93,214         | 129,162        | 140,000        | <b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b><br>Site Director II - 0.39 FTE<br>Site Director - 1.08 FTE<br>Assistant Site Director - 1.41 FTE<br>Recreation Leadership - 3.25 FTE | 139,998        | 139,998        | 139,998        |
| 331            | 32             | 0              | <b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>   | 0              | 0              | 0              |
| 9,010          | 11,588         | 12,599         | <b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>  | 12,599         | 12,599         | 12,599         |
| 2,107          | 2,710          | 2,946          | <b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>   | 2,947          | 2,947          | 2,947          |
| 15,176         | 15,686         | 26,682         | <b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>  | 29,481         | 29,481         | 29,481         |
| 4,949          | 4,961          | 5,070          | <b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>   | 5,070          | 5,070          | 5,070          |
| 64             | 63             | 63             | <b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>  | 63             | 63             | 63             |
| 317            | 334            | 354            | <b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>  | 354            | 354            | 354            |
| 2,269          | 2,855          | 3,070          | <b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>   | 2,561          | 2,561          | 2,561          |
| 169            | 216            | 224            | <b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>   | 208            | 208            | 208            |
| 4              | 1,930          | 1,298          | <b>7300-40</b> <b>Fringe Benefits - Unemployment</b>  | 499            | 499            | 499            |
| 47             | 15             | 23             | <b>7400-10</b> <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>  | 51             | 51             | 51             |
| <b>184,265</b> | <b>228,990</b> | <b>255,551</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>257,047</b> | <b>257,047</b> | <b>257,047</b> |

**MATERIALS AND SERVICES**

|       |        |        |   |        |        |        |
|-------|--------|--------|---|--------|--------|--------|
| 0     | 0      | 1,500  | <b>7500</b> <b>Credit Card Fees</b>   | 2,500  | 2,500  | 2,500  |
| 300   | 70     | 100    | <b>7540</b> <b>Employee Development</b>   | 100    | 100    | 100    |
| 500   | 409    | 660    | <b>7610-05</b> <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. | 700    | 700    | 700    |
| 1,298 | 1,361  | 1,200  | <b>7620</b> <b>Telecommunications</b>   | 1,200  | 1,200  | 1,200  |
| 27    | 14     | 0      | <b>7660-05</b> <b>Materials &amp; Supplies - Office Supplies</b>  | 0      | 0      | 0      |
| 1,038 | 913    | 1,100  | <b>7750</b> <b>Professional Services</b><br>Audit fee allocation  | 620    | 620    | 620    |
| 6,000 | 24,000 | 24,000 | <b>7750-39</b> <b>Professional Services - Mayor's Ball Director</b><br>Mayor's Charity Ball Director funded by Ball proceeds.           | 24,000 | 24,000 | 24,000 |
| 868   | 0      | 0      | <b>7830-98</b> <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>  | 0      | 0      | 0      |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :093 - KIDS ON THE BLOCK<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 158            | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>   |              | 0                          | 0                          | 0                         |
| 0              | 1,280          | 1,073                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>  |              | 1,066                      | 1,066                      | 1,014                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department M&S costs shared city-wide   | 1            | 1,014                      | 1,014                      |                           |
| 0              | 0              | 2,400                     | <b>7840-50</b>  | <b>M &amp; S Computer Charges - Kids on the Block</b>  |              | 2,525                      | 2,525                      | 2,525                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | ActiveNet maintenance - shared among P&R Departments   | 2            | 1,200                      | 2,400                      |                           |
|                |                |                           |   | Warranty extension, workstation  | 1            | 125                        | 125                        |                           |
| 9,282          | 10,193         | 10,000                    | <b>8130</b>   | <b>Recreation Program Expenses</b>   |              | 10,000                     | 10,000                     | 10,000                    |
|                |                |                           |   | Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for field trips are also included.  |              |                            |                            |                           |
| 10,000         | 0              | 0                         | <b>8130-25</b>  | <b>Recreation Program Expenses - Power Hour - City</b>   |              | 0                          | 0                          | 0                         |
|                |                |                           |   | Budget Note: City of McMinnville direct financial support to McMinnville School District #40 for Kids on the Block Power Hour program to be suspended for 3-5 years and reassessed if City budget climate improves during this period.   |              |                            |                            |                           |
| 15,705         | 21,978         | 19,000                    | <b>8130-30</b>  | <b>Recreation Program Expenses - Power Hour Fees</b>   |              | 38,500                     | 38,500                     | 38,500                    |
|                |                |                           |   | "Pass-through" to McMinnville School District #40 of fees collected by the City for KOB Power Hour ONLY participants. This expenditure account will match revenue account 5350-10, Registration Fees-KOB Power Hour.   |              |                            |                            |                           |
| 10,017         | 1,829          | 20,000                    | <b>8130-35</b>  | <b>Recreation Program Expenses - Enrichment Programs</b>   |              | 15,000                     | 15,000                     | 15,000                    |
|                |                |                           |   | Kids on the Block Enrichment Programs and supplies including music, theater, storytellers science, visiting artists, environmental instruction, all of which broaden participants experience and awareness of the world around them.   |              |                            |                            |                           |
| 764            | 1,103          | 2,100                     | <b>8130-40</b>  | <b>Recreation Program Expenses - Miscellaneous</b>   |              | 2,500                      | 2,500                      | 2,500                     |
|                |                |                           |   | Kids on the Block expenses for miscellaneous program supplies. Also includes staff training presentations and materials as well as key site leader attendance at professional development workshops.   |              |                            |                            |                           |
| 4,906          | 6,492          | 7,500                     | <b>8130-45</b>  | <b>Recreation Program Expenses - Workstudy</b>   |              | 7,500                      | 7,500                      | 7,500                     |
|                |                |                           |   | Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff.  |              |                            |                            |                           |
|                |                |                           |   | Budget Note: Budget amount represents the City's share of the work study costs which actually total approximately \$16,000 annually. This joint program with Linfield College benefits KOB by reducing overall Recreation Leadership costs that otherwise would have to be recovered through higher fees for participants, property tax dollars, or donations. |              |                            |                            |                           |
| <b>60,862</b>  | <b>69,641</b>  | <b>90,633</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   |  |              | <b>106,211</b>             | <b>106,211</b>             | <b>106,159</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :093 - KIDS ON THE BLOCK<br>Program :N/A |  |                 |                | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|--|-----------------|----------------|----------------------------|----------------------------|---------------------------|
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |   |  |                 |                |                            |                            |                           |
| 0                            | 169            | 455                       | <b>8750</b>   | <b>Capital Outlay Computer Charges</b> |                 |                | 119                        | 119                        | 119                       |
|                              |                |                           | <u>Description</u>  | <u>Units</u>                           | <u>Amt/Unit</u> | <u>Total</u>   |                            |                            |                           |
|                              |                |                           | IS Department capital outlay costs shared city-wide                                     | 1                                      | 119             | 119            |                            |                            |                           |
| <b>0</b>                     | <b>169</b>     | <b>455</b>                | <b><u>TOTAL CAPITAL OUTLAY</u></b>  |  |                 | <b>119</b>     | <b>119</b>                 | <b>119</b>                 |                           |
| <b>245,127</b>               | <b>298,800</b> | <b>346,639</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  |  |                 | <b>363,377</b> | <b>363,377</b>             | <b>363,325</b>             |                           |

---



## **PARKS & RECREATION Recreational Sports**

---



### **Organization Set – Programs**

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

### **Organization Set #**

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



# General Fund – Parks & Recreation - Recreational Sports

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- Long-time Recreational Sports Manager, Dan Homeres is retiring in June, after 30 valued years of service to the City. Recreation Supervisor Steve Ganzer will assume overall responsibility for this Youth and Adult Sports division within the Department. However, due to the City's current budget challenge, a full-time assistant's position will not be filled at this time. To help back-fill some responsibilities requiring special attention in order to sustain these program areas, \$19,000 of temporary part-time staffing has been added within the Administration section of the Recreational Sports budget. Still, the overall net savings resulting from the decision to operate with only one full-time program manager in this area is over \$50,000 in 2012-13.
- Should these added part-time staff hours prove less effective in helping sustain current levels of service in both youth and adult sports areas, it may be necessary to reduce or eliminate some programs. This will be assessed as 2012-13 unfolds.

## Programs and Projects:

- Other than the major staff reduction mentioned above, the 2012-13 proposed budget is generally consistent with last year. However, current economic conditions still impact participation levels and overall cost recovery, particularly in the youth sports area. While we have increased some fees to help meet current budget challenges, fewer participants and increased scholarship requests in the Youth Sports area have lowered the City's overall cost recovery in these programs. In 2012-13, Adult Sports fees will be adjusted to recover a greater percentage of overall program and administrative costs. Additionally, the overall Recreational Sports division is budgeted to achieve a 73% self-support level, with overall revenues of \$198,000.

- All individual sports within Youth and Adults Sports areas recover more than 100% of their basic program costs. Only a portion of administrative costs to run these programs makes up the 27% of the division budget that is not now being fully recovered.
- There are 3800 registered participants in the 20 youth and adult sports programs offered annually. This translates to nearly 100,000 "participant hours" during which players are recreating in these programs each year.
- Approximately 2020 youth and adult recreation sports league games or matches are scheduled each year (1660 at Dancer Park)
- About 110 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for "independent" teams annually.
- The community livability values of these programs and opportunities for both youth and adults remains significant.

## Core Services

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



# General Fund – Parks & Recreation

## - Recreational Sports

2011 – 2012 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

- Reduced professional staffing will require that we initially focus on maintaining existing programs before extending to other major program areas.
- Maximize public use of facilities while protecting facilities from over-use and damage.

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>181,388</b>    | <b>201,300</b>               | <b>198,000</b>                | <b>(3,300)</b>     |
| Personnel Services        | 225,895           | 242,365                      | 183,535                       | (58,830)           |
| Materials & Services      | 85,608            | 89,866                       | 86,381                        | (3,485)            |
| Capital Outlay            | 338               | 910                          | 238                           | (672)              |
| <b>Total Expenditures</b> | <b>311,841</b>    | <b>333,141</b>               | <b>270,154</b>                | <b>(62,987)</b>    |
| Net Expenditures          | (130,453)         | (131,841)                    | (72,154)                      | (59,687)           |

### Full-Time Equivalent (FTE)

|   | 2011-12<br>Adopted<br>Budget | Change               | 2012-13<br>Proposed<br>Budget |
|---|------------------------------|----------------------|-------------------------------|
| <b>FTE Adopted Budget</b>                   | <b>4.85</b>                  |                      |                               |
| Recreation Program Supervisor               |                              | (1.00)               |                               |
| Program Assistant                           |                              | 0.63                 |                               |
| Rec Program Labor - Youth Soccer            |                              | (0.34)               |                               |
| Rec Program Labor - Youth Basketball        |                              | 0.10                 |                               |
| Rec Program Labor - Youth Baseball/Softball |                              | <u>(0.13)</u>        |                               |
| <b>FTE Proposed Budget</b>                  |                              | <b><u>(0.74)</u></b> | <b>4.11</b>                   |



850-950 soccer participants for each of two seasons, with 82-86 teams per season, including teams from Sheridan, Amity, Dayton, & Carlton.



In its 21<sup>st</sup> season since replacing McMinnville Little League, the City's youth baseball/softball program has grown from 223 participants to 880. Program consists of 10 leagues of play for players age 5 to grade 8.





## General Fund – Parks & Recreation – Recreational Sports

### Historical Highlights

- 1968** First Director of Parks and Recreation hired. Helps organize men’s and women’s softball programs.
- 1975** Adult sports expanded to include men’s and women’s softball, coed volleyball, church volleyball, and men’s basketball. Youth sports programs begin including pigtail and ponytail girl’s softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.
- 1977** Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four “rough” baseball fields on that site.
- 1982** Fall season Youth Soccer Program begins.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1985** Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.
- 1986** Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee’s.
- 1990** Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
- 1991** At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.
- 1996** From 1996 – 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
- 2000** Voters pass 20-year park improvements bond - \$9,500,000. Bond projects include new baseball/softball/soccer fields at Dancer Park, new access road, and skate park improvements.

# General Fund – Parks & Recreation – Recreational Sports

## Historical Highlights

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

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

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

**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.

| # of Teams | Adult Sports                                   |
|------------|--|
| 24-30      | Softball - Coed or men's                       |
| 16-18      | Volleyball - Spring & Fall Coed                |
| 10-14      | Volleyball - Church league                     |
| 24-36      | Basketball - Over 30                           |
| 12         | Soccer - McMinnville Soccer Assoc men's league |

**Donations** have helped maintain affordable fees for Youth Baseball/Softball. 40+ contributors donate as team sponsors each year.

**Safety measures** that have been implemented for ballplayers include safety helmets, low compression bats, knee savers, safe-t-soft baseballs and softballs, and pitch limits for pitchers.

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :501 - ADMINISTRATION  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 2,648                       | 4,050          | 4,500                     | <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. | 4,500                      | 4,500                      | 4,500                     |
| <b>2,648</b>                | <b>4,050</b>   | <b>4,500</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>4,500</b>               | <b>4,500</b>               | <b>4,500</b>              |
| <b>2,648</b>                | <b>4,050</b>   | <b>4,500</b>              | <b>TOTAL RESOURCES</b>  | <b>4,500</b>               | <b>4,500</b>               | <b>4,500</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 120,373        | 120,373        | 121,738        | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Recreation Program Manager - 1.00 FTE | 65,915         | 65,915         | 65,915         |
| 0              | 0              | 0              | <b>7000-15</b> Salaries & Wages - Temporary<br>Program Assistant - Rec Sports - 0.63 FTE     | 19,000         | 19,000         | 19,000         |
| 389            | 285            | 500            | <b>7000-20</b> Salaries & Wages - Overtime   | 500            | 500            | 500            |
| 7,224          | 7,210          | 7,578          | <b>7300-05</b> Fringe Benefits - FICA - Social Security                                      | 5,296          | 5,296          | 5,296          |
| 1,689          | 1,686          | 1,772          | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 1,238          | 1,238          | 1,238          |
| 24,068         | 24,047         | 29,484         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 18,300         | 18,300         | 18,300         |
| 15,131         | 15,250         | 15,566         | <b>7300-20</b> Fringe Benefits - Medical Insurance   | 10,496         | 10,496         | 10,496         |
| 126            | 126            | 126            | <b>7300-25</b> Fringe Benefits - Life Insurance  | 63             | 63             | 63             |
| 637            | 637            | 644            | <b>7300-30</b> Fringe Benefits - Long Term Disability  | 307            | 307            | 307            |
| 1,360          | 1,253          | 1,336          | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                             | 858            | 858            | 858            |
| 52             | 51             | 58             | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund                                       | 47             | 47             | 47             |
| 679            | 433            | 902            | <b>7300-40</b> Fringe Benefits - Unemployment  | 1,002          | 1,002          | 1,002          |
| 2,987          | 2,443          | 3,074          | <b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance                | 2,499          | 2,499          | 2,499          |
| <b>174,715</b> | <b>173,794</b> | <b>182,778</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>125,521</b> | <b>125,521</b> | <b>125,521</b> |

**MATERIALS AND SERVICES**

|       |       |       |  |       |       |       |
|-------|-------|-------|--|-------|-------|-------|
| 0     | 0     | 1,500 | <b>7500</b> Credit Card Fees   | 1,500 | 1,500 | 1,500 |
| 182   | 44    | 100   | <b>7540</b> Employee Development   | 100   | 100   | 100   |
| 109   | 112   | 0     | <b>7550</b> Travel & Education   | 0     | 0     | 0     |
| 346   | 383   | 500   | <b>7590</b> Fuel - Vehicle & Equipment   | 500   | 500   | 500   |
| 1,000 | 749   | 730   | <b>7610-05</b> Insurance - Liability<br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. | 1,000 | 1,000 | 1,000 |
| 200   | 136   | 150   | <b>7610-10</b> Insurance - Property<br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 200   | 200   | 200   |
| 2,447 | 2,524 | 2,300 | <b>7620</b> Telecommunications   | 1,800 | 1,800 | 1,800 |
| 9     | 0     | 0     | <b>7660</b> Materials & Supplies   | 0     | 0     | 0     |
| 24    | 47    | 0     | <b>7660-05</b> Materials & Supplies - Office Supplies<br>Office supplies and support materials for recreational sports staff.    | 0     | 0     | 0     |
| 996   | 954   | 1,040 | <b>7750</b> Professional Services<br>Audit fee allocation  | 550   | 550   | 550   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :501 - ADMINISTRATION |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 0                         | <b>7800</b>  | <b>M &amp; S Equipment</b>   |              | 0                          | 0                          | 0                         |
| 1,736          | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>          |              | 0                          | 0                          | 0                         |
| 315            | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b> |              | 0                          | 0                          | 0                         |
| 0              | 2,559          | 2,146                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  |              | 2,131                      | 2,131                      | 2,028                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide                                 | 1            | 2,028                      | 2,028                      |                           |
| 0              | 0              | 1,200                     | <b>7840-55</b>   | <b>M &amp; S Computer Charges - Recreational Sports</b>                  |              | 1,200                      | 1,200                      | 1,200                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | ActiveNet maintenance - shared among P&R<br>Departments                  | 1            | 1,200                      | 1,200                      |                           |
| 0              | 0              | 0                         | <b>8130</b>  | <b>Recreation Program Expenses</b>                                       |              | 0                          | 0                          | 0                         |
| 371            | 371            | 0                         | <b>8130-15</b>   | <b>Recreation Program Expenses - Concessions</b>                         |              | 0                          | 0                          | 0                         |
| <b>7,734</b>   | <b>7,879</b>   | <b>9,666</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |  |              | <b>8,981</b>               | <b>8,981</b>               | <b>8,878</b>              |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>   |  |              |                            |                            |                           |
| 0              | 338            | 910                       | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>                                   |              | 238                        | 238                        | 238                       |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS Department capital outlay costs shared city-wide                      | 1            | 238                        | 238                        |                           |
| <b>0</b>       | <b>338</b>     | <b>910</b>                | <b><u>TOTAL CAPITAL OUTLAY</u></b>   |  |              | <b>238</b>                 | <b>238</b>                 | <b>238</b>                |
| <b>182,450</b> | <b>182,011</b> | <b>193,354</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   |  |              | <b>134,740</b>             | <b>134,740</b>             | <b>134,637</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :647 - ADULT SPORTS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 19,955                      | 16,432         | 24,000                    | <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. | 24,000                     | 24,000                     | 24,000                    |
| <b>19,955</b>               | <b>16,432</b>  | <b>24,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>24,000</b>              | <b>24,000</b>              | <b>24,000</b>             |
| <b>19,955</b>               | <b>16,432</b>  | <b>24,000</b>             | <b>TOTAL RESOURCES</b>  | <b>24,000</b>              | <b>24,000</b>              | <b>24,000</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :647 - ADULT SPORTS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 2,368                         | 2,383          | 2,400                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Recreation Program Labor - 0.12 FTE  | 2,400                      | 2,400                      | 2,400                     |
| 147                           | 148            | 149                       | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 149                        | 149                        | 149                       |
| 34                            | 35             | 35                        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 35                         | 35                         | 35                        |
| 331                           | 355            | 240                       | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 288                        | 288                        | 288                       |
| 0                             | 0              | 0                         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 0                          | 0                          | 0                         |
| 103                           | 103            | 103                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 113                        | 113                        | 113                       |
| 4                             | 4              | 3                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 3                          | 3                          | 3                         |
| <b>2,986</b>                  | <b>3,027</b>   | <b>2,930</b>              | <b>TOTAL PERSONNEL SERVICES</b>   | <b>2,988</b>               | <b>2,988</b>               | <b>2,988</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 13,254                        | 13,762         | 12,000                    | <b>8130 Recreation Program Expenses</b><br>Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program. | 13,000                     | 13,000                     | 13,000                    |
| <b>13,254</b>                 | <b>13,762</b>  | <b>12,000</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>13,000</b>              | <b>13,000</b>              | <b>13,000</b>             |
| <b>16,240</b>                 | <b>16,789</b>  | <b>14,930</b>             | <b>TOTAL REQUIREMENTS</b>   | <b>15,988</b>              | <b>15,988</b>              | <b>15,988</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :650 - YOUTH SOCCER         | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 81,930                      | 81,918         | 83,800                    | <b>5350 Registration Fees</b><br>Recreational Sports registration fees for fall and spring Youth Soccer seasons. | 80,000                     | 80,000                     | 80,000                    |
| 700                         | 250            | 1,000                     | <b>5380-55 Facility Rentals - Concessions</b><br>Soccer concessionaire profit sharing with City.                 | 1,000                      | 1,000                      | 1,000                     |
| <b>82,630</b>               | <b>82,168</b>  | <b>84,800</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>81,000</b>              | <b>81,000</b>              | <b>81,000</b>             |
| <b>82,630</b>               | <b>82,168</b>  | <b>84,800</b>             | <b>TOTAL RESOURCES</b>   | <b>81,000</b>              | <b>81,000</b>              | <b>81,000</b>             |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :650 - YOUTH SOCCER       | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 18,353                        | 15,686         | 19,000                    | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Recreation Program Labor - 0.91 FTE                         | 17,000                     | 17,000                     | 17,000                    |
| 80                            | 25             | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0                          | 0                          | 0                         |
| 1,143                         | 974            | 1,178                     | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 1,054                      | 1,054                      | 1,054                     |
| 267                           | 228            | 276                       | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 247                        | 247                        | 247                       |
| 341                           | 455            | 1,900                     | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 2,040                      | 2,040                      | 2,040                     |
| 795                           | 681            | 813                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 797                        | 797                        | 797                       |
| 31                            | 26             | 37                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 26                         | 26                         | 26                        |
| <b>21,010</b>                 | <b>18,076</b>  | <b>23,204</b>             | <b>TOTAL PERSONNEL SERVICES</b>  | <b>21,164</b>              | <b>21,164</b>              | <b>21,164</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 25,328                        | 23,501         | 27,000                    | <b>8130 Recreation Program Expenses</b><br>Soccer equipment, team t-shirts, field supplies, and printing, etc. | 25,000                     | 25,000                     | 25,000                    |
| <b>25,328</b>                 | <b>23,501</b>  | <b>27,000</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>25,000</b>              | <b>25,000</b>              | <b>25,000</b>             |
| <b>46,338</b>                 | <b>41,577</b>  | <b>50,204</b>             | <b>TOTAL REQUIREMENTS</b>  | <b>46,164</b>              | <b>46,164</b>              | <b>46,164</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :653 - YOUTH BASKETBALL       | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 14,445                      | 14,115         | 15,000                    | <b>5350 Registration Fees</b><br>Recreational Sports registration fees and team sponsorships for Youth Basketball. | 17,000                     | 17,000                     | 17,000                    |
| <b>14,445</b>               | <b>14,115</b>  | <b>15,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>17,000</b>              | <b>17,000</b>              | <b>17,000</b>             |
| <b>14,445</b>               | <b>14,115</b>  | <b>15,000</b>             | <b>TOTAL RESOURCES</b>   | <b>17,000</b>              | <b>17,000</b>              | <b>17,000</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :653 - YOUTH BASKETBALL                            | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 6,493                         | 6,746          | 6,400                     | <b>7000-15</b> Salaries & Wages - Temporary<br>Recreation Program Labor - 0.38 FTE  | 7,200                      | 7,200                      | 7,200                     |
| 70                            | 0              | 0                         | <b>7000-20</b> Salaries & Wages - Overtime  | 0                          | 0                          | 0                         |
| 407                           | 418            | 397                       | <b>7300-05</b> Fringe Benefits - FICA - Social Security   | 446                        | 446                        | 446                       |
| 95                            | 98             | 93                        | <b>7300-06</b> Fringe Benefits - FICA - Medicare  | 104                        | 104                        | 104                       |
| 337                           | 265            | 640                       | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP   | 864                        | 864                        | 864                       |
| 281                           | 292            | 274                       | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance  | 338                        | 338                        | 338                       |
| 11                            | 11             | 8                         | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund  | 11                         | 11                         | 11                        |
| <b>7,693</b>                  | <b>7,830</b>   | <b>7,812</b>              | <b>TOTAL PERSONNEL SERVICES</b>   | <b>8,963</b>               | <b>8,963</b>               | <b>8,963</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 2,009                         | 2,172          | 2,200                     | <b>8130</b> Recreation Program Expenses<br>T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program. | 2,400                      | 2,400                      | 2,400                     |
| <b>2,009</b>                  | <b>2,172</b>   | <b>2,200</b>              | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>2,400</b>               | <b>2,400</b>               | <b>2,400</b>              |
| <b>9,702</b>                  | <b>10,002</b>  | <b>10,012</b>             | <b>TOTAL REQUIREMENTS</b>   | <b>11,363</b>              | <b>11,363</b>              | <b>11,363</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :656 - YOUTH BASEBALL/SOFTBALL  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 42,748                      | 43,867         | 51,000                    | <b>5350 Registration Fees</b><br>Recreational Sports registration fees for Youth Baseball and Softball Programs.   | 51,000                     | 51,000                     | 51,000                    |
| 1,321                       | 0              | 1,500                     | <b>5380-55 Facility Rentals - Concessions</b><br>Baseball/Softball concessionaire profit sharing with City.  | 1,000                      | 1,000                      | 1,000                     |
| <b>44,069</b>               | <b>43,867</b>  | <b>52,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>52,000</b>              | <b>52,000</b>              | <b>52,000</b>             |
| <b>MISCELLANEOUS</b>        |                |                           |  |                            |                            |                           |
| 15,039                      | 14,099         | 12,000                    | <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. | 12,000                     | 12,000                     | 12,000                    |
| 754                         | 2,157          | 4,000                     | <b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b><br>Net income received from annual Youth Baseball and Softball Fundraiser.   | 3,000                      | 3,000                      | 3,000                     |
| <b>15,793</b>               | <b>16,256</b>  | <b>16,000</b>             | <b>TOTAL MISCELLANEOUS</b>   | <b>15,000</b>              | <b>15,000</b>              | <b>15,000</b>             |
| <b>59,862</b>               | <b>60,123</b>  | <b>68,500</b>             | <b>TOTAL RESOURCES</b>   | <b>67,000</b>              | <b>67,000</b>              | <b>67,000</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :656 - YOUTH BASEBALL/SOFTBALL  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 18,480                        | 20,251         | 21,000                    | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Recreation Program Labor - 1.07 FTE   | 20,000                     | 20,000                     | 20,000                    |
| 77                            | 25             | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0                          | 0                          | 0                         |
| 1,151                         | 1,257          | 1,302                     | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 1,240                      | 1,240                      | 1,240                     |
| 269                           | 294            | 305                       | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 290                        | 290                        | 290                       |
| 407                           | 431            | 2,100                     | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 2,400                      | 2,400                      | 2,400                     |
| 800                           | 877            | 899                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 938                        | 938                        | 938                       |
| 31                            | 33             | 35                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 31                         | 31                         | 31                        |
| <b>21,215</b>                 | <b>23,168</b>  | <b>25,641</b>             | <b>TOTAL PERSONNEL SERVICES</b>  | <b>24,899</b>              | <b>24,899</b>              | <b>24,899</b>             |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 15,632                        | 14,232         | 12,000                    | <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. | 12,000                     | 12,000                     | 12,000                    |
| 15,603                        | 20,666         | 23,500                    | <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.   | 22,000                     | 22,000                     | 22,000                    |
| <b>31,235</b>                 | <b>34,898</b>  | <b>35,500</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>34,000</b>              | <b>34,000</b>              | <b>34,000</b>             |
| <b>52,449</b>                 | <b>58,066</b>  | <b>61,141</b>             | <b>TOTAL REQUIREMENTS</b>  | <b>58,899</b>              | <b>58,899</b>              | <b>58,899</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :659 - YOUTH SPORTS CAMPS                  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 6,533                       | 4,500          | 4,500                     | <b>5350 Registration Fees</b><br>Recreational Sports registration fees for several summer skill development youth sports camps. | 4,500                      | 4,500                      | 4,500                     |
| <b>6,533</b>                | <b>4,500</b>   | <b>4,500</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>4,500</b>               | <b>4,500</b>               | <b>4,500</b>              |
| <b>6,533</b>                | <b>4,500</b>   | <b>4,500</b>              | <b>TOTAL RESOURCES</b>  | <b>4,500</b>               | <b>4,500</b>               | <b>4,500</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :096 - RECREATIONAL SPORTS<br>Program :659 - YOUTH SPORTS CAMPS                             | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>PERSONNEL SERVICES</u></b>     |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>7000-15 Salaries &amp; Wages - Temporary</b>  | 0                          | 0                          | 500                       |
| 0                                    | 0              | 0                         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 0                          | 0                          | 31                        |
| 0                                    | 0              | 0                         | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 0                          | 0                          | 7                         |
| 0                                    | 0              | 0                         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 0                          | 0                          | 60                        |
| 0                                    | 0              | 0                         | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 0                          | 0                          | 24                        |
| 0                                    | 0              | 0                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 0                          | 0                          | 1                         |
| <b>0</b>                             | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL PERSONNEL SERVICES</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>623</b>                |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 4,512                                | 3,396          | 3,500                     | <b>8130 Recreation Program Expenses</b><br>Payment to contractor organizations, such as Skyhawks, for providing summer youth sports camps. | 3,000                      | 3,000                      | 3,000                     |
| <b>4,512</b>                         | <b>3,396</b>   | <b>3,500</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>3,000</b>               | <b>3,000</b>               | <b>3,000</b>              |
| <b>4,512</b>                         | <b>3,396</b>   | <b>3,500</b>              | <b><u>TOTAL REQUIREMENTS</u></b>   | <b>3,000</b>               | <b>3,000</b>               | <b>3,623</b>              |

---



**PARKS & RECREATION  
Senior Center**

---



**Organization Set – Programs**

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

**Organization Set #**

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





# General Fund – Parks & Recreation - Senior Center

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- To help meet city-wide budget challenges, the one-week Senior Center (SC) facility closures in December and August, implemented in 2011-12, will be continued. In 2012-13, additional closures on selected days or during short periods when participation is traditionally extremely low (and closure impact is minimized) will likely be implemented. (Important senior meals services are continued during closures.) The SC temporary part-time staff budget has been reduced in the proposed budget.
- Budget challenges will require that the quarterly Senior Center brochure be blended with the overall Parks and Recreation Department quarterly brochure and the monthly Senior newsletter be returned to the previous “subscription basis.” This will reduce revenue and expense for the newsletter. These changes should provide positive net revenue of about \$1000 to help support SC operations. These accounts have been running below break-even levels in recent years.
- Fundraising event sponsors, instrumental in helping generate significant revenues in 2010-11, were unable to continue their sponsorships in 2011-12. Loss of sponsorships and loss of related events means that preferred SC cost recovery levels will not be achieved this year or next. Staff will continue to seek sponsorships that support fund-raising efforts that provide a service to patrons while effectively reducing the City’s necessary General Fund commitment to SC operations. In 2012-13, the Senior Center is budgeted to achieve a 45% self-support level with planned overall revenues of \$113,900.
- The SC building is beginning to age. In 2011-12, unanticipated equipment repairs caused Repairs & Maintenance expenditures to exceed budgeted amount. The 2012-13 budget “holds the line” at the 2011-12 budgeted levels. Due to the City’s current budget challenge, preventative maintenance is minimal; major unanticipated repairs will be covered through General Fund operational contingencies if needed.

## Core Services

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

## Future Challenges and Opportunities

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

# General Fund – Parks & Recreation - Senior Center

2012 – 2013 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>107,242</b>    | <b>139,200</b>               | <b>113,900</b>                | <b>(25,300)</b>    |
| Personnel Services        | 147,449           | 158,851                      | 150,023                       | (8,828)            |
| Materials & Services      | 117,576           | 112,320                      | 100,327                       | (11,993)           |
| Capital Outlay            | 338               | 1,366                        | 358                           | (1,008)            |
| <b>Total Expenditures</b> | <b>265,363</b>    | <b>272,537</b>               | <b>250,708</b>                | <b>(21,829)</b>    |
| Net Expenditures          | (158,121)         | (133,337)                    | (136,808)                     | 3,471              |

## Full-Time Equivalent (FTE)

|                               | 2011-12           |               | 2012-13            |
|-------------------------------|-------------------|---------------|--------------------|
|                               | Adopted<br>Budget | Change        | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>     | <b>2.87</b>       |               |                    |
| Program Assistant             |                   | (0.22)        |                    |
| Extra Help - Senior Center    |                   | 0.34          |                    |
| Extra Help - Day Tours        |                   | 0.01          |                    |
| Classes & Programs Labor      |                   | (0.08)        |                    |
| Extra Help - Events & Rentals |                   | (0.25)        |                    |
| <b>FTE Proposed Budget</b>    |                   | <b>(0.20)</b> | <b>2.67</b>        |



The McMinnville Cranks heading out for a ride



## 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.



62 active business partners in 2010-11.

**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.



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



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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                     | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :501 - ADMINISTRATION  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                   |                |                           |   |                            |                            |                           |
| <b><u>CHARGES FOR SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 6,303                              | 5,720          | 7,500                     | <b>5380-20 Facility Rentals - Meeting Rooms</b><br>Senior Center meeting room rentals.  | 6,000                      | 6,000                      | 6,000                     |
| 270                                | 555            | 900                       | <b>5380-30 Facility Rentals - Kitchen Facilities</b><br>Senior Center kitchen facility rentals.   | 1,000                      | 1,000                      | 1,000                     |
| 3,935                              | 4,958          | 7,000                     | <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.  | 7,700                      | 7,700                      | 7,700                     |
| 3,930                              | 4,467          | 7,000                     | <b>5380-45 Facility Rentals - Reception Facilities</b><br>Senior Center main hall rentals.  | 8,200                      | 8,200                      | 8,200                     |
| 6,000                              | 6,000          | 6,000                     | <b>5380-50 Facility Rentals - Meal Site</b><br>Mid-Willamette Valley Senior Services Agency fees paid for the use of Senior Center kitchen and dining areas for daily Senior Meals Program; contract renewed every two years. | 6,000                      | 6,000                      | 6,000                     |
| 7,736                              | 8,000          | 10,000                    | <b>5420 Newsletter</b><br>Senior Program subscription fees for monthly senior newsletter.   | 3,000                      | 3,000                      | 3,000                     |
| <b>28,174</b>                      | <b>29,699</b>  | <b>38,400</b>             | <b><u>TOTAL CHARGES FOR SERVICES</u></b>  | <b>31,900</b>              | <b>31,900</b>              | <b>31,900</b>             |
| <b><u>MISCELLANEOUS</u></b>        |                |                           |   |                            |                            |                           |
| 10,058                             | 3,168          | 1,500                     | <b>6420-45 Donations - Parks &amp; Recreation - Seniors</b><br>Miscellaneous contributions to support McMinnville Senior Center and senior activities.  | 4,000                      | 4,000                      | 4,000                     |
| 873                                | 1,082          | 6,000                     | <b>6600 Other Income</b><br>Senior Center announcement board fees and other incidental revenues.  | 3,000                      | 3,000                      | 3,000                     |
| 0                                  | 0              | 0                         | <b>6600-35 Other Income - Wortman Gallery</b>   | 0                          | 0                          | 3,000                     |
| <b>10,932</b>                      | <b>4,249</b>   | <b>7,500</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>7,000</b>               | <b>7,000</b>               | <b>10,000</b>             |
| <b>39,105</b>                      | <b>33,949</b>  | <b>45,900</b>             | <b><u>TOTAL RESOURCES</u></b>   | <b>38,900</b>              | <b>38,900</b>              | <b>41,900</b>             |

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :501 - ADMINISTRATION | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 59,437         | 62,410         | 63,972         | <b>7000-05</b> Salaries & Wages - Regular Full Time<br>Recreation Program Manager - 1.00 FTE | 64,116         | 64,116         | 64,116         |
| 40,603         | 29,913         | 32,000         | <b>7000-15</b> Salaries & Wages - Temporary<br>Extra Help - Senior Center - 1.32 FTE         | 28,700         | 28,700         | 28,700         |
| 0              | 3              | 20             | <b>7000-20</b> Salaries & Wages - Overtime   | 40             | 40             | 40             |
| 5,967          | 5,450          | 5,951          | <b>7300-05</b> Fringe Benefits - FICA - Social Security                                      | 5,756          | 5,756          | 5,756          |
| 1,396          | 1,275          | 1,392          | <b>7300-06</b> Fringe Benefits - FICA - Medicare   | 1,347          | 1,347          | 1,347          |
| 15,110         | 16,174         | 19,188         | <b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP  | 18,918         | 18,918         | 18,918         |
| 13,979         | 14,117         | 14,324         | <b>7300-20</b> Fringe Benefits - Medical Insurance   | 14,324         | 14,324         | 14,324         |
| 63             | 63             | 63             | <b>7300-25</b> Fringe Benefits - Life Insurance  | 63             | 63             | 63             |
| 335            | 351            | 354            | <b>7300-30</b> Fringe Benefits - Long Term Disability  | 354            | 354            | 354            |
| 1,897          | 1,598          | 1,918          | <b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance                             | 1,800          | 1,800          | 1,800          |
| 78             | 64             | 72             | <b>7300-37</b> Fringe Benefits - Workers' Benefit Fund                                       | 68             | 68             | 68             |
| 2,792          | 3,612          | 5,102          | <b>7300-40</b> Fringe Benefits - Unemployment  | 3,001          | 3,001          | 3,001          |
| 2,586          | 1,315          | 2,456          | <b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance                | 1,400          | 1,400          | 1,400          |
| <b>144,244</b> | <b>136,344</b> | <b>146,812</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>139,887</b> | <b>139,887</b> | <b>139,887</b> |

**MATERIALS AND SERVICES**

|       |       |       |  |       |       |       |
|-------|-------|-------|--|-------|-------|-------|
| 970   | 1,076 | 1,000 | <b>7500</b> Credit Card Fees   | 1,000 | 1,000 | 1,000 |
| 232   | 171   | 100   | <b>7540</b> Employee Development   | 100   | 100   | 100   |
| 366   | 437   | 500   | <b>7550</b> Travel & Education<br>Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff. | 1,000 | 1,000 | 1,000 |
| 8,658 | 8,443 | 8,500 | <b>7600</b> Electric & Natural Gas   | 9,000 | 9,000 | 9,000 |
| 800   | 545   | 580   | <b>7610-05</b> Insurance - Liability<br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 600   | 600   | 600   |
| 2,000 | 1,090 | 1,020 | <b>7610-10</b> Insurance - Property<br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 2,000 | 2,000 | 2,000 |
| 2,644 | 2,794 | 2,500 | <b>7620</b> Telecommunications   | 4,500 | 4,500 | 4,500 |
| 8,118 | 8,178 | 7,000 | <b>7650-10</b> Janitorial - Services   | 7,200 | 7,200 | 7,200 |
| 1,786 | 1,670 | 1,500 | <b>7650-15</b> Janitorial - Supplies   | 1,200 | 1,200 | 1,200 |
| 4,922 | 2,282 | 1,300 | <b>7660</b> Materials & Supplies   | 1,000 | 1,000 | 1,000 |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :501 - ADMINISTRATION |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 1,000                 | 1,771          | 1,500                     | <b>7680</b>  | <b>Materials &amp; Supplies - Donations</b>   |              | 2,000                      | 2,000                      | 2,000                     |
|                       |                |                           |  | Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.                     |              |                            |                            |                           |
| 23,141                | 11,970         | 9,500                     | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>  |              | 9,000                      | 9,000                      | 9,000                     |
| 5,218                 | 1,397          | 0                         | <b>7720-24</b>   | <b>Repairs &amp; Maintenance - Donations - Seniors</b>  |              | 2,000                      | 2,000                      | 2,000                     |
|                       |                |                           |  | Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors.                            |              |                            |                            |                           |
| 1,058                 | 948            | 1,040                     | <b>7750</b>  | <b>Professional Services</b>  |              | 480                        | 480                        | 480                       |
|                       |                |                           |  | Audit fee allocation  |              |                            |                            |                           |
| 4,749                 | 5,839          | 3,000                     | <b>7790</b>  | <b>Maintenance &amp; Rental Contracts</b>   |              | 2,300                      | 2,300                      | 2,300                     |
| 0                     | 0              | 0                         | <b>7800</b>  | <b>M &amp; S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 3,840                 | 4,476          | 0                         | <b>7810</b>  | <b>M &amp; S Equipment - Donations</b>  |              | 0                          | 0                          | 0                         |
|                       |                |                           |  | Equipment purchased, with a value less than \$4,999, from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors. |              |                            |                            |                           |
| 1,736                 | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 315                   | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 2,559          | 3,220                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>   |              | 3,197                      | 3,197                      | 3,042                     |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | IS Department M&S costs shared city-wide  | 1            | 3,042                      | 3,042                      |                           |
| 0                     | 0              | 560                       | <b>7840-60</b>   | <b>M &amp; S Computer Charges - Senior Center</b>   |              | 250                        | 250                        | 250                       |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Warranty extension, workstation   | 2            | 125                        | 250                        |                           |
| 8,291                 | 9,855          | 7,500                     | <b>8130-05</b>   | <b>Recreation Program Expenses - Newsletter</b>   |              | 1,400                      | 1,400                      | 1,400                     |
|                       |                |                           |  | Production and mailing senior newsletter, a monthly publication mailed to over 400 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.     |              |                            |                            |                           |
| 0                     | 0              | 0                         | <b>8135</b>  | <b>Wortman Artists' Commission</b>  |              | 0                          | 0                          | 2,500                     |
| <b>79,843</b>         | <b>65,501</b>  | <b>50,320</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  |   |              | <b>48,227</b>              | <b>48,227</b>              | <b>50,572</b>             |
| <b>CAPITAL OUTLAY</b> |                |                           |  |   |              |                            |                            |                           |
| 0                     | 0              | 0                         | <b>8725</b>  | <b>Equipment - Donations</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 338            | 1,366                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>  |              | 358                        | 358                        | 358                       |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | IS Department capital outlay costs shared city-wide   | 1            | 358                        | 358                        |                           |
| <b>0</b>              | <b>338</b>     | <b>1,366</b>              | <b>TOTAL CAPITAL OUTLAY</b>  |   |              | <b>358</b>                 | <b>358</b>                 | <b>358</b>                |
| <b>224,087</b>        | <b>202,184</b> | <b>198,498</b>            | <b>TOTAL REQUIREMENTS</b>  |   |              | <b>188,472</b>             | <b>188,472</b>             | <b>190,817</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :635 - CLASSES & PROGRAMS        | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 15,628                      | 13,772         | 17,500                    | <b>5350 Registration Fees</b><br>Senior Center fees for recreational and special interest classes and programs. | 12,500                     | 12,500                     | 12,500                    |
| <b>15,628</b>               | <b>13,772</b>  | <b>17,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>12,500</b>              | <b>12,500</b>              | <b>12,500</b>             |
| <b>15,628</b>               | <b>13,772</b>  | <b>17,500</b>             | <b>TOTAL RESOURCES</b>  | <b>12,500</b>              | <b>12,500</b>              | <b>12,500</b>             |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :635 - CLASSES & PROGRAMS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 9,047                         | 8,499          | 8,900                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Classes & Programs Labor - 0.29 FTE   | 6,800                      | 6,800                      | 6,800                     |
| 561                           | 527            | 552                       | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 422                        | 422                        | 422                       |
| 131                           | 123            | 129                       | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 99                         | 99                         | 99                        |
| 58                            | 0              | 890                       | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 816                        | 816                        | 816                       |
| 288                           | 295            | 341                       | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 260                        | 260                        | 260                       |
| 12                            | 11             | 11                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 8                          | 8                          | 8                         |
| <b>10,097</b>                 | <b>9,455</b>   | <b>10,823</b>             | <b>TOTAL PERSONNEL SERVICES</b>  | <b>8,405</b>               | <b>8,405</b>               | <b>8,405</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 6,594                         | 1,820          | 1,500                     | <b>8130 Recreation Program Expenses</b><br>Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors. | 1,600                      | 1,600                      | 1,600                     |
| <b>6,594</b>                  | <b>1,820</b>   | <b>1,500</b>              | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>1,600</b>               | <b>1,600</b>               | <b>1,600</b>              |
| <b>16,691</b>                 | <b>11,274</b>  | <b>12,323</b>             | <b>TOTAL REQUIREMENTS</b>  | <b>10,005</b>              | <b>10,005</b>              | <b>10,005</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :641 - SPECIAL EVENTS  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 4,727                       | 1,914          | 7,200                     | <b>5350 Registration Fees</b><br>Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations. | 7,000                      | 7,000                      | 4,000                     |
| <b>4,727</b>                | <b>1,914</b>   | <b>7,200</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>7,000</b>               | <b>7,000</b>               | <b>4,000</b>              |
| <b>4,727</b>                | <b>1,914</b>   | <b>7,200</b>              | <b>TOTAL RESOURCES</b>  | <b>7,000</b>               | <b>7,000</b>               | <b>4,000</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :641 - SPECIAL EVENTS                                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 5,110                                | 3,369          | 2,000                     | <b>8130 Recreation Program Expenses</b><br>Costs associated with Senior Center special fund raising events and other major programs. | 4,000                      | 4,000                      | 1,500                     |
| <b>5,110</b>                         | <b>3,369</b>   | <b>2,000</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>4,000</b>               | <b>4,000</b>               | <b>1,500</b>              |
| <b>5,110</b>                         | <b>3,369</b>   | <b>2,000</b>              | <b>TOTAL REQUIREMENTS</b>  | <b>4,000</b>               | <b>4,000</b>               | <b>1,500</b>              |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :665 - DAY TOURS |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |  |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>    |                |                           |   |  |                            |                            |                           |
| 0                           | 3,582          | 1,000                     | 4775-05   | ODOT State Grants - Special Transportation Fund  | 0                          | 0                          | 0                         |
| <b>0</b>                    | <b>3,582</b>   | <b>1,000</b>              | <b>TOTAL INTERGOVERNMENTAL</b>  |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |  |                            |                            |                           |
| 10,634                      | 10,107         | 12,600                    | 5350  | Registration Fees<br>Registration income from Senior Center sponsored day-long field trip and tour event<br>registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts<br>events in Portland, etc. | 15,500                     | 15,500                     | 15,500                    |
| <b>10,634</b>               | <b>10,107</b>  | <b>12,600</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   |  | <b>15,500</b>              | <b>15,500</b>              | <b>15,500</b>             |
| <b>10,634</b>               | <b>13,689</b>  | <b>13,600</b>             | <b>TOTAL RESOURCES</b>  |  | <b>15,500</b>              | <b>15,500</b>              | <b>15,500</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :665 - DAY TOURS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |                            |                            |                           |
| 783                           | 1,318          | 1,000                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Senior Center Day Tours - 0.06 FTE  | 1,400                      | 1,400                      | 1,400                     |
| 49                            | 82             | 62                        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 87                         | 87                         | 87                        |
| 11                            | 19             | 15                        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 20                         | 20                         | 20                        |
| 57                            | 180            | 100                       | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 168                        | 168                        | 168                       |
| 27                            | 49             | 38                        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 54                         | 54                         | 54                        |
| 1                             | 2              | 1                         | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 2                          | 2                          | 2                         |
| <b>928</b>                    | <b>1,650</b>   | <b>1,216</b>              | <b><u>TOTAL PERSONNEL SERVICES</u></b>  | <b>1,731</b>               | <b>1,731</b>               | <b>1,731</b>              |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 9,961                         | 12,951         | 9,000                     | <b>8130 Recreation Program Expenses</b><br>Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses. | 10,500                     | 10,500                     | 10,500                    |
| <b>9,961</b>                  | <b>12,951</b>  | <b>9,000</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>10,500</b>              | <b>10,500</b>              | <b>10,500</b>             |
| <b>10,889</b>                 | <b>14,600</b>  | <b>10,216</b>             | <b><u>TOTAL REQUIREMENTS</u></b>  | <b>12,231</b>              | <b>12,231</b>              | <b>12,231</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :668 - OVERNIGHT TOURS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 42,750                      | 43,918         | 55,000                    | <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; examples include Canadian Rockies, Vancouver BC, etc. | 40,000                     | 40,000                     | 40,000                    |
| <b>42,750</b>               | <b>43,918</b>  | <b>55,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>40,000</b>              | <b>40,000</b>              | <b>40,000</b>             |
| <b>42,750</b>               | <b>43,918</b>  | <b>55,000</b>             | <b>TOTAL RESOURCES</b>  | <b>40,000</b>              | <b>40,000</b>              | <b>40,000</b>             |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :17 - PARKS & RECREATION<br>Section :099 - SENIOR CENTER<br>Program :668 - OVERNIGHT TOURS   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |                            |                            |                           |
| 37,352                        | 33,935         | 49,500                    | <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. | 36,000                     | 36,000                     | 36,000                    |
| <b>37,352</b>                 | <b>33,935</b>  | <b>49,500</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>36,000</b>              | <b>36,000</b>              | <b>36,000</b>             |
| <b>37,352</b>                 | <b>33,935</b>  | <b>49,500</b>             | <b>TOTAL REQUIREMENTS</b>   | <b>36,000</b>              | <b>36,000</b>              | <b>36,000</b>             |



# **PARK MAINTENANCE**







## General Fund – Park Maintenance

2012 – 2013 Proposed Budget --- Budget Summary

### Budget Highlights

- The 2012-13 Park Maintenance budget includes \$29,000 to replace an aging play structure in East Wortman Park and to replace water proofing in an underground vault at Discovery Meadows. The play equipment project (\$20,000) will eliminate a potential safety concern as this structure continues to age, as well as maintain play equipment availability service level. The Discovery Meadows project (\$9,000) will replace rubberized waterproofing in the water feature reservoir. The reservoir stores approximately 4,000 gallons of chlorinated water, which creates a corrosive environment that contributes to deterioration. The work will help maintain proper water chemistry in the system and avoid damage to the concrete surface or the reinforcing steel in the structure.
- An \$80,000 request to replace the Division's 16 foot rotary mower has been deferred. The existing 1998 unit has approximately 7,250 engine hours and has been in service for 13 years. Typical life cycle for mowers of this type is 8-10 years, depending on use and operating conditions. This unit is primarily used in maintaining turf stands used for recreation programs. The replacement is being deferred as staff reviews mowing service levels throughout the system and evaluates different service delivery approaches, including contracting the service.
- The 2012-13 proposed budget reflects the Division's efforts to control operations/maintenance costs. As with most businesses, "fixed" costs (insurance, utilities, fuel, etc) continue to rise. Unfortunately the only way to significantly modify costs is to consider modified service levels. The staff's approach was to consider service level changes from a "clean, green and safe" perspective. Activities which relate to asset preservation (i.e. building, structure and systems maintenance) were preserved to the greatest extent possible, as were public safety related items.

- Changes proposed include reducing seasonal employee wage and hours, and a variety of maintenance practice changes that largely center on extending maintenance cycles for various activities. These changes include but are not limited to:
  - Extending turf edging cycles from every other week to every three weeks. Areas will have less of a "finished look".
  - Modifying irrigation and mowing routines to extend mowing cycles in select areas. Lower use turf areas will be allowed to go brown.
  - Extending roof cleaning cycles from annual to every other year. Structurally, this will not present any issues; it will largely be an aesthetics change.
  - Eliminate three flower display beds at City buildings
  - Eliminate contracted soccer field renovations and perform with in-house staff and equipment. This will result in cost savings, but due to equipment limitations, this change may eventually result in compaction issues on these fields.
  - Extend landscape bed mulching cycle from once per three years to once per four years. This will result in cost savings, but may contribute to weed control issues in these areas.
  - Reduce tree planting program 50%. Several larger projects have been completed; this will be maintained at a 1:1 tree replacement program in order to maintain Tree City status.
  - Modify building space heater deployment to reduce energy costs. No public impact is expected.
  - Modify solid waste collection schedules to reduce costs. No public impact is expected.
  - Modify turf fertilizing practices to only select high traffic areas
  - Eliminate Eagle Scout project support. These projects are supported by staff time and material costs.

Current funding levels do not enable Park Maintenance staff to meet existing maintenance targets. As in the past three years, staff estimates that system-wide approximately 80% of maintenance targets are being met. The existing maintenance targets are being revised to reflect the organization's ability to fund them relative to other community needs.

# General Fund – Park Maintenance

- Staff continues to partner with key volunteer and inmate work groups. Examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps), and soccer field sod installation (McMinnville Youth Soccer). Staff continues to expand the partnership with Yamhill County Corrections to provide low cost labor for litter collection, trail maintenance, and various labor intensive landscape/ maintenance projects. Materials, staff support, and supervisory oversight for these projects are typically provided by the City. Changes in funding levels may impact the City's ability to support these projects with materials and / or staff.
- Some maintenance needs continue to be addressed through the use of independent contractors. Services that are typically contracted out include electrical work, hazard tree work, plumbing repairs, major graffiti removal, major turf/ball field renovations, downtown litter removal, and major irrigation repairs. This is usually work that either requires specialized licenses, equipment, expertise, or in some cases is work that staff does not have the capacity to do. Contract services represent about 7% of the Department's overall budget. Over the course of this budget cycle, staff will examine the feasibility of expanding the use of contracting as a service delivery model for various maintenance activities.

## Core Services

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

## Park Services

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

Repairing a water break at Discovery Meadows Park.

Kristine Reed, Jeff Hendricks, and Liz Fliszar



## Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated.
- Perform leaf removal and landscape maintenance on City owned parking lots and beautification islands in cooperation with Street Maintenance staff. Irrigation systems are maintained and operated.
- Sports turf areas are mowed, fertilized, and aerated, and surface irregularities addressed to keep fields safe; irrigation systems are maintained and operated.

## Tree Maintenance

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

## Park Amenities

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

## Park Building Maintenance

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

### **Skate Park Maintenance**

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

### **Play Equipment Maintenance**

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

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

- Prepare facilities for special community events.



Celebrating National Public Works Week with a Columbus Elementary kindergartner.

Liz Fliszar and Noel Donato

### **Emergency Response**

- Activities related to inclement weather, accidents and hazardous materials spills, including sanding, closing flooded streets, sanitary sewer and storm drain problems, removing downed trees, etc. Typically Park Maintenance staff function as team members on first responder crews.

## **Future Challenges and Opportunities**

### **Graffiti and Vandalism**

- In 2010 the Division implemented a tracking process, and enhanced coordination with the McMinnville Police Department. Graffiti is removed as soon as possible, either by City staff or a contractor. Response to graffiti and vandalism is expected to cost approximately \$8,000 in fiscal year 2012-13.

### **Maintenance planning**

- Continued utilization of computerized maintenance management to plan, schedule, and track work. In 2012, staff's goal will be to use that data to continue tracking accomplishments against revised targets, as well as to identify and quantify work that is being deferred. This will help to insure that maintenance work that is deferred has the least possible impact on park users as well as the asset base.
- Park acreage has increased significantly since 2002. As additional facilities have been added and existing ones age, the challenge continues to be that maintenance needs and costs are continuing to grow faster than the growth of available resources.

### **Continue to develop strategies to provide acceptable maintenance levels**

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

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

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

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

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

# General Fund – Park Maintenance

2012 – 2013 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>9,467</b>      | <b>10,000</b>                | <b>8,900</b>                  | <b>(1,100)</b>     |
| Personnel Services        | 625,707           | 660,276                      | 650,929                       | (9,347)            |
| Materials & Services      | 343,870           | 379,065                      | 330,380                       | (48,685)           |
| Capital Outlay            | 761               | 2,049                        | 49,417                        | 47,368             |
| <b>Total Expenditures</b> | <b>970,338</b>    | <b>1,041,390</b>             | <b>1,030,726</b>              | <b>(10,664)</b>    |
| Net Expenditures          | (960,871)         | (1,031,390)                  | (1,021,826)                   | (9,564)            |



Andy McCune

## Full-Time Equivalents (FTE)

|                               | 2011-12<br>Adopted<br>Budget | Change | 2012-13<br>Proposed<br>Budget |
|-------------------------------|------------------------------|--------|-------------------------------|
| <b>FTE Adopted Budget</b>     | <b>10.26</b>                 |        |                               |
| Extra Help - Park Maintenance |                              | (0.26) |                               |
| <b>FTE Proposed Budget</b>    |                              |        | <b>10.00</b>                  |



Kristine Reed

- 242 Acres of developed parks
- 178 Benches
- 9 Group picnic areas
- 131 Acres of mowed grass
- 130 Picnic tables
- 162 Trash cans
- 28 Drinking fountains
- 14 Play structures
- 31 Pet waste stations
- 8 Restroom facilities
- 3 Cook Shelters
- 859 Parking spaces
- 625 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 – Parks Maintenance

### Historical Highlights

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



**2008** Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.

**2010** Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.

**2010** Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.

**2010** Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.

**2011** Chegwyn Farms, a four acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.



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

Nate Brown - far left, and David Renshaw - 2nd left, Noel Donato -middle, and Liz Fliszar - far right



Abraham Guzman and Noel Donato mark soccer lines at Dancer Park.

# General Fund - Park Maintenance

## 2012-2013 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                      | 348   | 78,960          |                         |        |
| General Fund                                |                        |       |                 |                         |        |
| Park Maintenance (0.50 FTE)                 |                        |       |                 | 143                     | 39,480 |
| Street Fund (0.50 FTE)                      |                        |       |                 | 169                     | 39,480 |
| <b><u>Park Maintenance Supervisor</u></b>   | 1                      | 338   | 62,556          |                         |        |
| General Fund                                |                        |       |                 |                         |        |
| Park Maintenance (0.95 FTE)                 |                        |       |                 | 143                     | 59,428 |
| Street Fund (0.05 FTE)                      |                        |       |                 | 169                     | 3,128  |
| <b><u>Street Maintenance Supervisor</u></b> | 1                      | 338   | 64,690          |                         |        |
| General Fund                                |                        |       |                 |                         |        |
| Park Maintenance (0.05 FTE)                 |                        |       |                 | 143                     | 3,234  |
| Street Fund (0.95 FTE)                      |                        |       |                 | 169                     | 61,456 |
| <b><u>Mechanic - Public Works</u></b>       | 1                      | 326   | 49,251          |                         |        |
| General Fund                                |                        |       |                 |                         |        |
| Park Maintenance (0.45 FTE)                 |                        |       |                 | 143                     | 22,163 |
| Street Fund (0.45 FTE)                      |                        |       |                 | 169                     | 22,163 |
| Wastewater Services Fund                    |                        |       |                 |                         |        |
| Administration (0.10 FTE)                   |                        |       |                 | 204                     | 4,925  |
| <b><u>Operations Support Specialist</u></b> | 1                      | 326   | 42,114          |                         |        |
| General Fund                                |                        |       |                 |                         |        |
| Park Maintenance (0.50 FTE)                 |                        |       |                 | 143                     | 21,057 |
| Street Fund (0.50 FTE)                      |                        |       |                 | 169                     | 21,057 |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                     | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :19 - PARK MAINTENANCE<br>Section :N/A<br>Program :N/A |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                   |                |                           |   |  |                            |                            |                           |
| <b><u>CHARGES FOR SERVICES</u></b> |                |                           |   |  |                            |                            |                           |
| 9,144                              | 8,609          | 9,000                     | <b>5390</b>   | <b>Park Rentals</b><br>Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities. | 8,500                      | 8,500                      | 8,500                     |
| <b>9,144</b>                       | <b>8,609</b>   | <b>9,000</b>              | <b><u>TOTAL CHARGES FOR SERVICES</u></b>                          |  | <b>8,500</b>               | <b>8,500</b>               | <b>8,500</b>              |
| <b><u>MISCELLANEOUS</u></b>        |                |                           |   |  |                            |                            |                           |
| 736                                | 858            | 1,000                     | <b>6600</b>   | <b>Other Income</b>  | 400                        | 400                        | 400                       |
| <b>736</b>                         | <b>858</b>     | <b>1,000</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>                                 |  | <b>400</b>                 | <b>400</b>                 | <b>400</b>                |
| <b>9,880</b>                       | <b>9,467</b>   | <b>10,000</b>             | <b><u>TOTAL RESOURCES</u></b>                                     |  | <b>8,900</b>               | <b>8,900</b>               | <b>8,900</b>              |



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :19 - PARK MAINTENANCE<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 351,323        | 359,524        | 367,720        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Superintendent - Public Works - 0.50 FTE<br>Supervisor - Park Maintenance - 0.95 FTE<br>Supervisor - Street Maintenance - 0.05 FTE<br>Utility Worker II - Public Works - 5.00 FTE<br>Mechanic - Public Works - 0.45 FTE<br>Operations Support Specialist - Public Works - 0.50 FTE | 373,044        | 373,044        | 373,044        |
| 61,491         | 58,072         | 60,000         | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Park Maintenance - 2.55 FTE   | 48,100         | 48,100         | 48,100         |
| 4,707          | 3,909          | 5,000          | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 4,200          | 4,200          | 4,200          |
| 24,560         | 24,832         | 26,828         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 26,373         | 26,373         | 26,373         |
| 5,744          | 5,808          | 6,275          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 6,166          | 6,166          | 6,166          |
| 74,254         | 77,968         | 90,552         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 91,244         | 91,244         | 91,244         |
| 66,968         | 64,192         | 67,182         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 67,182         | 67,182         | 67,182         |
| 470            | 470            | 471            | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 471            | 471            | 471            |
| 1,956          | 2,002          | 2,044          | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 2,074          | 2,074          | 2,074          |
| 18,373         | 18,248         | 19,404         | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 21,783         | 21,783         | 21,783         |
| 275            | 268            | 300            | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 293            | 293            | 293            |
| 5,198          | 10,414         | 14,500         | <b>7300-40 Fringe Benefits - Unemployment</b>   | 9,999          | 9,999          | 9,999          |
| <b>615,321</b> | <b>625,707</b> | <b>660,276</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>650,929</b> | <b>650,929</b> | <b>650,929</b> |

**MATERIALS AND SERVICES**

|        |        |        |  |        |        |        |
|--------|--------|--------|--|--------|--------|--------|
| 992    | 653    | 1,000  | <b>7530 Safety Training/OSHA</b>   | 750    | 750    | 750    |
| 396    | 96     | 400    | <b>7540 Employee Development</b>   | 400    | 400    | 400    |
| 4,138  | 2,515  | 4,000  | <b>7550 Travel &amp; Education</b><br>Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications. | 2,500  | 2,500  | 2,500  |
| 18,611 | 21,707 | 26,000 | <b>7590 Fuel - Vehicle &amp; Equipment</b>   | 26,000 | 26,000 | 26,000 |
| 29,875 | 31,611 | 31,500 | <b>7600 Electric &amp; Natural Gas</b>   | 28,000 | 28,000 | 28,000 |
| 12,500 | 8,102  | 8,820  | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 11,600 | 11,600 | 11,600 |
| 8,200  | 5,587  | 6,730  | <b>7610-10 Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 8,500  | 8,500  | 8,500  |
| 4,208  | 5,090  | 4,700  | <b>7620 Telecommunications</b>   | 4,700  | 4,700  | 4,700  |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :19 - PARK MAINTENANCE<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 954            | 973            | 1,250                     | <b>7650</b>   | <b>Janitorial</b>   |              | 1,290                      | 1,290                      | 1,290                     |
| 20,094         | 19,751         | 21,000                    | <b>7660</b>   | <b>Materials &amp; Supplies</b>   |              | 19,000                     | 19,000                     | 19,000                    |
| 2,535          | 2,659          | 4,000                     | <b>7720-10</b>  | <b>Repairs &amp; Maintenance - Building Maintenance</b><br>Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.   |              | 2,500                      | 2,500                      | 2,500                     |
| 22,453         | 27,838         | 30,000                    | <b>7720-14</b>  | <b>Repairs &amp; Maintenance - Vehicles</b>   |              | 28,000                     | 28,000                     | 28,000                    |
| 89,603         | 82,803         | 90,000                    | <b>7720-26</b>  | <b>Repairs &amp; Maintenance - Park Maintenance</b><br>Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenities, bark, herbicides, garbage bags, irrigation parts, etc. Other significant costs include adding fall protection material at various playgrounds, replacement picnic tables and benches throughout the park system, play equipment repairs, dog park surfacing material and trail surfacing material. |              | 78,000                     | 78,000                     | 78,000                    |
| 0              | 11,027         | 14,500                    | <b>7720-27</b>  | <b>Repairs &amp; Maintenance - Park Vandalism</b><br>Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.  |              | 8,000                      | 8,000                      | 8,000                     |
| 1,124          | 2,640          | 2,600                     | <b>7750</b>   | <b>Professional Services</b>  |              | 2,060                      | 2,060                      | 2,060                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation  | 1            | 1,850                      | 1,850                      |                           |
|                |                |                           |   | Section 125 administration fee  | 1            | 210                        | 210                        |                           |
| 14,120         | 14,234         | 14,500                    | <b>7780-07</b>  | <b>Contract Services - Downtown</b><br>Downtown litter patrol and solid waste disposal  |              | 14,900                     | 14,900                     | 14,900                    |
| 130,203        | 94,916         | 100,000                   | <b>7780-15</b>  | <b>Contract Services - Park Maintenance</b><br>Contract services to address system needs relative to building maintenance, electrical, plumbing, light construction, irrigation, play equipment repairs and maintenance, tree planting, pruning and removal, turf/landscape maintenance, herbicide/pesticide applications, water feature maintenance and various small projects in the park system.   |              | 80,000                     | 80,000                     | 80,000                    |
| 4,831          | 4,660          | 5,000                     | <b>7800-39</b>  | <b>M &amp; S Equipment - Parks</b><br>Miscellaneous small equipment for operations and maintenance  |              | 2,000                      | 2,000                      | 2,000                     |
| 179            | 1,850          | 1,000                     | <b>7800-42</b>  | <b>M &amp; S Equipment - Shop</b><br>Miscellaneous small equipment and tools for shop operations and maintenance  |              | 500                        | 500                        | 500                       |
| 3,906          | 0              | 0                         | <b>7830-98</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 3,109          | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0              | 5,158          | 4,829                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>   |              | 3,730                      | 3,730                      | 3,549                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department M&S costs shared city-wide  | 1            | 3,549                      | 3,549                      |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :19 - PARK MAINTENANCE<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 7,236                     | <b>7840-65</b>  | <b>M &amp; S Computer Charges - Park Maintenance</b>           |              | 7,950                      | 7,950                      | 7,950                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Arcview license extension, 25% - shared with Street            | 1            | 600                        | 600                        |                           |
|                |                |                           |   | Hansen software license, park module                           | 1            | 2,500                      | 2,500                      |                           |
|                |                |                           |   | ESRI ArcIMS Mapping, 16% - shared with Plan, Eng, St, Bld, WWS | 1            | 2,000                      | 2,000                      |                           |
|                |                |                           |   | Hansen Sewer database, 25% - shared w/EN,WWS,ST                | 1            | 2,850                      | 2,850                      |                           |
| <b>372,031</b> | <b>343,870</b> | <b>379,065</b>            |   | <b><u>TOTAL MATERIALS AND SERVICES</u></b>                     |              | <b>330,380</b>             | <b>330,380</b>             | <b>330,199</b>            |
|                |                |                           |   | <b><u>CAPITAL OUTLAY</u></b>                                   |              |                            |                            |                           |
| 0              | 761            | 2,049                     | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>                         |              | 417                        | 417                        | 417                       |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department capital outlay costs shared city-wide            | 1            | 417                        | 417                        |                           |
| 4,800          | 0              | 0                         | <b>8800</b>   | <b>Building Improvements</b>                                   |              | 0                          | 0                          | 0                         |
| 0              | 0              | 0                         | <b>8850</b>   | <b>Vehicles</b>  |              | 0                          | 0                          | 0                         |
| 0              | 0              | 0                         | <b>8920</b>   | <b>Land Improvements</b>                                       |              | 20,000                     | 20,000                     | 20,000                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Upper City Park lot overlay (Park Drive)                       | 1            | 20,000                     | 20,000                     |                           |
| 0              | 0              | 0                         | <b>9300-05</b>  | <b>Park Improvements - Play Equipment</b>                      |              | 29,000                     | 29,000                     | 29,000                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | East Wortman Park swing set replacement                        | 1            | 20,000                     | 20,000                     |                           |
|                |                |                           |   | Water feature reservoir waterproof lining                      | 1            | 9,000                      | 9,000                      |                           |
| <b>4,800</b>   | <b>761</b>     | <b>2,049</b>              |   | <b><u>TOTAL CAPITAL OUTLAY</u></b>                             |              | <b>49,417</b>              | <b>49,417</b>              | <b>49,417</b>             |
| <b>992,152</b> | <b>970,338</b> | <b>1,041,390</b>          |   | <b><u>TOTAL REQUIREMENTS</u></b>                               |              | <b>1,030,726</b>           | <b>1,030,726</b>           | <b>1,030,545</b>          |



# **LIBRARY DEPARTMENT**



### Budget Highlights

It is a priority of the McMinnville Public Library to offer high quality service and remain open to the public. For the last two years the library has been required to make budget reductions, but has maintained consistent hours open to the public. Further budget cuts this fiscal year unfortunately require a reduction in library open hours by six and staff hours by 58 per week. These reductions will negatively impact library programs and services to the public.

Hours: The new proposed library hours are

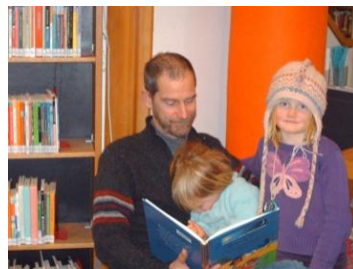
- Tues-Thurs: 10am-8pm (down from 10am-9pm)
- Friday: 10am-5pm (no change)
- Saturday: 1-5pm (down from 10am-5pm)
- Sunday: 1-5pm (no change)

Closing Saturday mornings will affect users of all ages and needs. Unfortunately, there was no time to close that would not affect some library users.

There will be no Spanish speaking staff in the library on Saturdays. This is a popular day for Spanish speakers to use the library, but staffing did not allow for a Spanish speaker to be scheduled on this day.

Strategic Plan goals devised with input from the community will be negatively affected by the reductions in the following ways:

- Goal: Create young readers
  - Fewer Children’s story times
  - Fewer hours for children and families to visit the library
  - Less time for technology and literacy training on library computers in the children’s room
  - No children’s Spanish story time



- Goal: Cultivate teen, adult, and family literacy
  - Less time available to reach out to the community to offer literacy services
  - Reduced interlibrary loan services
- Goal: Teach information fluency
  - Less staff time for computer and information literacy training
  - Reduced 1 on 1 technology/reference assistance
  - Fewer hours for patrons to practice with technology and library computer tutorials
  - Fewer evening and weekend hours available for teaching and learning
  - Less staff training, which affects customer education
  - Reduced outreach to community



- Goal: Provide a comfortable place
  - Fewer open hours to offer a comfortable place
  - Fewer staff hours means less programming to engage and encourage people to visit the library



Materials & Supplies: Adult Book budget reduced by \$8000, which will be supplemented by the Library Foundation. The Library Foundation has previously only supported library projects that are above and beyond regular operating costs. However, they have agreed to support the adult book budget as needed.

Technology: Costs for computer replacements decreased by over \$6000. However, the library received outside funding to purchase 6 laptop computers to be used for training and classes. (The increase in overall computers, due to the added laptops, resulted in an additional \$10,000 for the library's share of network cost and maintenance.)

Telecommunications: Increased to cover a new internet service provider that will offer stronger wireless signal and faster speeds for public internet.

Retirements: Although there will be some personnel savings due to retirements, this savings is negated by the increase in insurance, PERS, and merit increases.

## Future Challenges and Opportunities

### Challenges

- A roof repair is needed in the near future.
- Caulking of windows on newer part of library is needed to maintain the integrity of the building.
- Upgrade is needed on the HVAC and heat pump system.
- There is an ever-growing demand for improved technology and bandwidth.
- As population in McMinnville grows, so does the need for more space in the library for community members to meet, study, use technology, learn, and engage with each other and the resources at the library.

### Opportunities

- Technology enables library staff to engage the community outside of the library building.

## Core Services

### Reference and Information Services

- Provide current and accurate information and research help to all citizens by phone, email and in person.
- Instruct and assist patrons on the Internet and computer software, the Library catalog and databases.
- Help the public find materials from Chemeketa Cooperative Regional Library Service (CCRLS) and beyond.
- Provide homebound services to community members.
- Troubleshoot and assist patrons with library computers and equipment.

### Children's Services

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

### Circulation Services

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

### Technical Services

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

# General Fund – Library

2012 – 2013 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>191,634</b>    | <b>199,851</b>               | <b>190,791</b>                | <b>(9,060)</b>     |
| Personnel Services        | 1,005,951         | 1,082,567                    | 991,490                       | (91,077)           |
| Materials & Services      | 298,491           | 296,736                      | 286,223                       | (10,513)           |
| Capital Outlay            | 7,783             | 21,396                       | 6,796                         | (14,600)           |
| <b>Total Expenditures</b> | <b>1,312,225</b>  | <b>1,400,699</b>             | <b>1,284,509</b>              | <b>(116,190)</b>   |
| Net Expenditures          | (1,120,591)       | (1,200,848)                  | (1,093,718)                   | (107,130)          |

## Full-Time Equivalents (FTE)

|                            | 2011-12           |               | 2012-13            |
|----------------------------|-------------------|---------------|--------------------|
|                            | Adopted<br>Budget | Change        | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>  | <b>17.01</b>      |               |                    |
| Senior Librarian           |                   | (0.50)        |                    |
| Librarian III              |                   | 0.50          |                    |
| Librarian II               |                   | (0.55)        |                    |
| Librarian I                |                   | (0.36)        |                    |
| Library Assistant          |                   | (0.55)        |                    |
| Library Page               |                   | (0.13)        |                    |
| <b>FTE Proposed Budget</b> |                   | <b>(1.59)</b> | <b>15.42</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 (CCRLS) the Chemeketa Cooperative Regional Library Service.



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

**1982** Library addition opens adding 11,500 square feet.

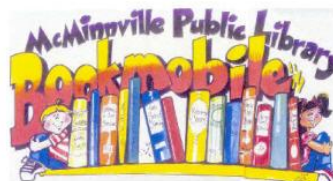


**1986** Library installs its first automation system, Dynix.

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

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

**2000** Children's Bookmobile "hits the road" – funded by the City and Library Foundation.



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

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

**2008** Library2Go downloadable audio book service begins.



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

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

**2012** McMinnville Public Library celebrates 100 years serving the community.

**2012** Library reduces operating hours from 51 to 45 hours.



Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |   |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>     |                |                           |   |                            |                            |                           |
| 5,684                        | 3,909          | 4,000                     | <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 expenditure account 8150-55, Books & Materials-State Grant Materials.  | 4,000                      | 4,000                      | 4,000                     |
| 122,913                      | 127,625        | 131,271                   | <b>5050 CCRLS - Library</b><br>Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use for people who live outside the City service area (generally the school district boundaries) and pays each library within CCRLS money to equalize the property tax disparity between what City residents pay for library service and what county residents pay. | 131,341                    | 131,341                    | 131,341                   |
| <b>128,597</b>               | <b>131,534</b> | <b>135,271</b>            | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>135,341</b>             | <b>135,341</b>             | <b>135,341</b>            |
| <b>CHARGES FOR SERVICES</b>  |                |                           |   |                            |                            |                           |
| 13,484                       | 11,913         | 10,000                    | <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.   | 11,000                     | 11,000                     | 11,000                    |
| <b>13,484</b>                | <b>11,913</b>  | <b>10,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>11,000</b>              | <b>11,000</b>              | <b>11,000</b>             |
| <b>FINES AND FORFEITURES</b> |                |                           |   |                            |                            |                           |
| 40,796                       | 38,193         | 36,000                    | <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.   | 37,000                     | 37,000                     | 37,000                    |
| <b>40,796</b>                | <b>38,193</b>  | <b>36,000</b>             | <b>TOTAL FINES AND FORFEITURES</b>  | <b>37,000</b>              | <b>37,000</b>              | <b>37,000</b>             |
| <b>MISCELLANEOUS</b>         |                |                           |   |                            |                            |                           |
| 109                          | 85             | 80                        | <b>6310-15 Interest - Library Endowment</b><br>The Lanouette Trust interest earnings specifically endowed to support library children's programs through expenditure account 7680-05, Materials & Supplies-Donations-Children's Programs-Endowment.   | 100                        | 100                        | 100                       |
| 8,200                        | 1,237          | 150                       | <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 expenditure account 8160, Donations-Library.   | 600                        | 600                        | 600                       |
| 273                          | 500            | 250                       | <b>6440-05 Donations - Library - Bookmobile</b><br>Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.   | 250                        | 250                        | 250                       |
| 0                            | 0              | 7,300                     | <b>6440-10 Donations - Library - Library Foundation</b>   | 0                          | 0                          | 0                         |
| 0                            | 0              | 4,300                     | <b>6440-15 Donations - Library - Friends of the Library</b>   | 0                          | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0              | 1,353          | 0                         | <b>6440-20 Donations - Library - Adult Programs</b>   | 0                          | 0                          | 0                         |
| 2,763          | 1,408          | 2,500                     | <b>6440-25 Donations - Library - Children's Programs</b><br>Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs. | 2,500                      | 2,500                      | 2,500                     |
| 905            | 317            | 0                         | <b>6440-30 Donations - Library - Teen Program</b>   | 0                          | 0                          | 0                         |
| 4,541          | 5,094          | 4,000                     | <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.   | 4,000                      | 4,000                      | 4,000                     |
| <b>16,790</b>  | <b>9,994</b>   | <b>18,580</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>7,450</b>               | <b>7,450</b>               | <b>7,450</b>              |
| <b>199,667</b> | <b>191,634</b> | <b>199,851</b>            | <b><u>TOTAL RESOURCES</u></b>   | <b>190,791</b>             | <b>190,791</b>             | <b>190,791</b>            |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL            | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>       |                  |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b> |                  |                           |  |                            |                            |                           |
| 616,621                   | 520,868          | 530,238                   | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Library Director - 1.00 FTE<br>Senior Librarian - 0.50 FTE<br>Library Services Coordinator - 1.00 FTE<br>Librarian III - Children's Services - 1.00 FTE<br>Librarian III - Reference - 0.50 FTE<br>Librarian II - Reference - 1.00 FTE<br>Librarian II - Reference / Young Adult - 1.00 FTE<br>Librarian I - Technical Services - 1.00 FTE<br>Library Circulation Specialist - 1.00 FTE<br>Library Technical Assistant - Children's - 1.00 FTE<br>Library Technical Assistant - Technical Services - 1.00 FTE | 511,834                    | 511,834                    | 511,834                   |
| 153,922                   | 220,602          | 236,655                   | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Librarian II - Reference - 0.25 FTE<br>Librarian I - Children's - 0.75 FTE<br>Librarian I - Reference - 0.73 FTE<br>Library Technical Assistant - Circulation - 0.75 FTE<br>Library Assistant - Children's - 0.63 FTE<br>Library Assistant - Circulation - 1.25 FTE<br>Library Page - 0.98 FTE  | 186,405                    | 186,405                    | 190,681                   |
| 0                         | 0                | 1,680                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Program Assistant - 0.08 FTE  | 1,789                      | 1,789                      | 1,789                     |
| 122                       | 110              | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0                          | 0                          | 0                         |
| 46,064                    | 44,184           | 47,651                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 43,400                     | 43,400                     | 43,665                    |
| 10,773                    | 10,333           | 11,145                    | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 10,151                     | 10,151                     | 10,213                    |
| 147,012                   | 131,901          | 167,079                   | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 156,004                    | 156,004                    | 156,004                   |
| 78,775                    | 69,775           | 71,638                    | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 73,784                     | 73,784                     | 73,784                    |
| 1,124                     | 1,068            | 1,071                     | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 1,009                      | 1,009                      | 1,009                     |
| 4,082                     | 3,816            | 3,878                     | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 3,623                      | 3,623                      | 3,623                     |
| 1,462                     | 1,548            | 1,845                     | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 1,890                      | 1,890                      | 1,902                     |
| 459                       | 445              | 496                       | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 449                        | 449                        | 453                       |
| 0                         | 1,209            | 9,098                     | <b>7300-40 Fringe Benefits - Unemployment</b>  | 1,002                      | 1,002                      | 1,002                     |
| 54                        | 90               | 93                        | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>  | 150                        | 150                        | 150                       |
| <b>1,060,471</b>          | <b>1,005,951</b> | <b>1,082,567</b>          | <b>TOTAL PERSONNEL SERVICES</b>  | <b>991,490</b>             | <b>991,490</b>             | <b>996,109</b>            |

## 01 - GENERAL FUND

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 0                                    | 155            | 800                       | <b>7500 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.   | 900                        | 900                        | 900                       |
| 674                                  | 161            | 1,000                     | <b>7540 Employee Development</b>   | 1,000                      | 1,000                      | 1,000                     |
| 6,222                                | 4,763          | 4,000                     | <b>7550 Travel &amp; Education</b><br>Membership in professional organizations, registration and travel to workshops, conferences and seminars.  | 4,000                      | 4,000                      | 4,000                     |
| 1,086                                | 853            | 850                       | <b>7580 Volunteer Recognition</b><br>Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.   | 1,100                      | 1,100                      | 1,100                     |
| 972                                  | 771            | 2,000                     | <b>7590 Fuel - Vehicle &amp; Equipment</b><br>Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.   | 1,000                      | 1,000                      | 1,000                     |
| 24,880                               | 28,487         | 29,000                    | <b>7600 Electric &amp; Natural Gas</b>   | 29,000                     | 29,000                     | 33,000                    |
| 8,100                                | 5,583          | 5,500                     | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 7,100                      | 7,100                      | 7,100                     |
| 6,800                                | 4,020          | 3,840                     | <b>7610-10 Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 7,100                      | 7,100                      | 7,100                     |
| 14,375                               | 13,850         | 14,920                    | <b>7620 Telecommunications</b><br>Telephone and cell lines, elevator phone, Yamco telecom, bookmobile laptop connection, new Comcast internet service charges and installation costs, and A&E alarm phones.  | 16,000                     | 16,000                     | 16,000                    |
| 18,451                               | 18,082         | 15,400                    | <b>7650 Janitorial</b><br>Contract janitorial services and supplies.   | 15,900                     | 15,900                     | 15,900                    |
| 1,199                                | 744            | 875                       | <b>7660 Materials &amp; Supplies</b><br>General library and staff room supplies.   | 875                        | 875                        | 875                       |
| 668                                  | 570            | 600                       | <b>7660-15 Materials &amp; Supplies - Postage</b><br>Inter-library loan books returned by mail and other library mailing costs.  | 600                        | 600                        | 600                       |
| 7,987                                | 5,441          | 5,850                     | <b>7660-20 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.  | 5,850                      | 5,850                      | 5,850                     |
| 1,647                                | 824            | 600                       | <b>7660-30 Materials &amp; Supplies - Public Information</b><br>Library yellow pages listing.  | 600                        | 600                        | 600                       |
| 2,293                                | 1,522          | 2,050                     | <b>7660-60 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.   | 1,500                      | 1,500                      | 1,500                     |
| 6,111                                | 4,388          | 5,600                     | <b>7660-63 Materials &amp; Supplies - Library Circulation</b><br>Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks including debt collect, Orbis/Cascade Courier, DVD security cases, miscellaneous expenses and circulation department supplies. | 5,200                      | 5,200                      | 5,200                     |

Budget Document Report

01 - GENERAL FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A |   |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|-----------------|----------------------------|----------------------------|---------------------------|
| 10,107         | 6,006          | 5,700                     | <b>7660-64</b>   | <b>Materials &amp; Supplies - Library Technical Services</b><br>Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.   | 5,700           | 5,700                      | 5,700                      |                           |
| 759            | 690            | 650                       | <b>7660-65</b>   | <b>Materials &amp; Supplies - Children's Programs</b><br>Craft supplies, paper and miscellaneous costs for children's programming.  | 650             | 650                        | 650                        |                           |
| 42             | 0              | 80                        | <b>7680-05</b>   | <b>Materials &amp; Supplies - Donations - Children's Programs - Endowment</b><br>Lanouette Library Nonexpendable Trust Fund Interest-Endowment revenue account 6310-15, supports these Children's Program expenditures.   | 100             | 100                        | 100                        |                           |
| 0              | 1,351          | 0                         | <b>7680-10</b>   | <b>Materials &amp; Supplies - Donations - Adult Programs</b>  | 0               | 0                          | 0                          |                           |
| 0              | 0              | 3,000                     | <b>7680-11</b>   | <b>Materials &amp; Supplies - Donations - Library Foundation</b>  | 0               | 0                          | 0                          |                           |
| 2,763          | 1,408          | 2,500                     | <b>7680-15</b>   | <b>Materials &amp; Supplies - Donations - Children's Programs</b><br>Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.  | 2,500           | 2,500                      | 2,500                      |                           |
| 0              | 0              | 0                         | <b>7680-16</b>   | <b>Materials &amp; Supplies - Donations - Friends of the Library</b>  | 0               | 0                          | 0                          |                           |
| 906            | 317            | 0                         | <b>7680-20</b>   | <b>Materials &amp; Supplies - Donations - Teen Programs</b>   | 0               | 0                          | 0                          |                           |
| 24,125         | 18,055         | 11,200                    | <b>7720-08</b>   | <b>Repairs &amp; Maintenance - Building Repairs</b><br>HVAC, plumbing, lighting, equipment and general repairs.   | 11,000          | 11,000                     | 11,000                     |                           |
| 14,548         | 15,986         | 18,000                    | <b>7720-10</b>   | <b>Repairs &amp; Maintenance - Building Maintenance</b><br>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. | 18,700          | 18,700                     | 18,700                     |                           |
| 187            | 297            | 700                       | <b>7720-14</b>   | <b>Repairs &amp; Maintenance - Vehicles</b><br>Repairs, maintenance and supplies for the library bookmobile.  | 500             | 500                        | 500                        |                           |
| 1,244          | 1,081          | 1,300                     | <b>7750</b>  | <b>Professional Services</b><br>Includes money for professional translations of library programs into Spanish.  | 2,700           | 2,700                      | 2,700                      |                           |
|                |                |                           | <u>Description</u>                                       | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Audit fee allocation                                     | 1   | 2,470           | 2,470                      |                            |                           |
|                |                |                           | Section 125 administration fee                           | 1   | 100             | 100                        |                            |                           |
|                |                |                           | Translation service                                      | 1   | 130             | 130                        |                            |                           |
| 8,113          | 9,119          | 10,200                    | <b>7790</b>  | <b>Maintenance &amp; Rental Contracts</b><br>Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.   | 10,000          | 10,000                     | 10,000                     |                           |
| 1,439          | 1,130          | 0                         | <b>7800</b>  | <b>M &amp; S Equipment</b>  | 0               | 0                          | 0                          |                           |
| 0              | 0              | 0                         | <b>7810-05</b>   | <b>M &amp; S Equipment - Donations - Library Foundation</b>   | 0               | 0                          | 0                          |                           |
| 39,928         | 0              | 0                         | <b>7830-98</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   | 0               | 0                          | 0                          |                           |
| 19,848         | 0              | 0                         | <b>7830-99</b>   | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  | 0               | 0                          | 0                          |                           |

Budget Document Report

01 - GENERAL FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A |  |              |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0              | 52,857         | 50,441                    | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  |              |                 | 60,748                     | 60,748                     | 57,803                    |
|                |                |                           |  | Increase partially due to addition of 6 new laptops to the Library's inventory of computers.                 |              |                 |                            |                            |                           |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | IS Department M&S costs shared city-wide   | 1            | 57,803          | 57,803                     |                            |                           |
| 0              | 14,138         | 19,580                    | <b>7840-70</b>   | <b>M &amp; S Computer Charges - Library</b>  |              |                 | 4,400                      | 4,400                      | 4,400                     |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Workstation replacements   | 2            | 1,500           | 3,000                      |                            |                           |
|                |                |                           |  | Warranty extensions, workstations, 2 year  | 2            | 200             | 400                        |                            |                           |
|                |                |                           |  | Warrenty extensions, workstations, 1 year  | 8            | 125             | 1,000                      |                            |                           |
| 28,546         | 27,909         | 27,000                    | <b>8150-05</b>   | <b>Books &amp; Materials - Adult Books</b>   |              |                 | 19,000                     | 19,000                     | 19,000                    |
|                |                |                           |  | Fiction and non-fiction print and electronic books for adult collections.                                    |              |                 |                            |                            |                           |
| 2,828          | 2,187          | 1,600                     | <b>8150-10</b>   | <b>Books &amp; Materials - Reference Books</b>   |              |                 | 1,500                      | 1,500                      | 1,500                     |
|                |                |                           |  | Reference books and materials for adult print reference collection.  |              |                 |                            |                            |                           |
| 9,684          | 6,977          | 4,750                     | <b>8150-15</b>   | <b>Books &amp; Materials - Reference Online Database</b>   |              |                 | 3,300                      | 3,300                      | 3,300                     |
|                |                |                           |  | Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.  |              |                 |                            |                            |                           |
| 11,673         | 13,906         | 14,000                    | <b>8150-20</b>   | <b>Books &amp; Materials - Children's Books</b>  |              |                 | 14,000                     | 14,000                     | 14,000                    |
|                |                |                           |  | Library books, audio visual, and other materials for children ages 0 - 12.                                   |              |                 |                            |                            |                           |
| 4,048          | 4,047          | 4,150                     | <b>8150-25</b>   | <b>Books &amp; Materials - Young Adult Books</b>   |              |                 | 4,500                      | 4,500                      | 4,500                     |
|                |                |                           |  | Library materials for young adults ages 12 - 17.   |              |                 |                            |                            |                           |
| 3,553          | 3,537          | 3,800                     | <b>8150-30</b>   | <b>Books &amp; Materials - Large Print Books</b>   |              |                 | 4,000                      | 4,000                      | 4,000                     |
|                |                |                           |  | Large print books for visually impaired adults.  |              |                 |                            |                            |                           |
| 5,400          | 4,901          | 4,500                     | <b>8150-35</b>   | <b>Books &amp; Materials - Spanish Language Materials</b>  |              |                 | 3,650                      | 3,650                      | 3,650                     |
|                |                |                           |  | Books, media, magazines and newspapers in Spanish.   |              |                 |                            |                            |                           |
| 2,250          | 501            | 0                         | <b>8150-40</b>   | <b>Books &amp; Materials - Bookmobile</b>  |              |                 | 0                          | 0                          | 0                         |
| 4,803          | 5,013          | 5,000                     | <b>8150-45</b>   | <b>Books &amp; Materials - Periodicals</b>   |              |                 | 5,200                      | 5,200                      | 5,200                     |
|                |                |                           |  | Newspaper and magazine subscriptions, including Spanish language titles.                                     |              |                 |                            |                            |                           |
| 6,293          | 5,893          | 5,900                     | <b>8150-50</b>   | <b>Books &amp; Materials - Audio Visuals-DVD</b>   |              |                 | 6,000                      | 6,000                      | 6,000                     |
|                |                |                           |  | Adult nonfiction and entertainment DVDs.   |              |                 |                            |                            |                           |
| 5,306          | 5,321          | 5,400                     | <b>8150-51</b>   | <b>Books &amp; Materials - Audio Visuals-CD Books</b>  |              |                 | 5,500                      | 5,500                      | 5,500                     |
|                |                |                           |  | Fiction and nonfiction books on CD.  |              |                 |                            |                            |                           |
| 450            | 0              | 0                         | <b>8150-52</b>   | <b>Books &amp; Materials - Audio Visuals-Music</b>   |              |                 | 0                          | 0                          | 0                         |
| 5,684          | 3,909          | 4,000                     | <b>8150-55</b>   | <b>Books &amp; Materials - State Grant Materials</b>   |              |                 | 4,000                      | 4,000                      | 4,000                     |
|                |                |                           |  | State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library.  |              |                 |                            |                            |                           |
| 8,200          | 1,237          | 150                       | <b>8160</b>  | <b>Donations - Library</b>   |              |                 | 600                        | 600                        | 600                       |
|                |                |                           |  | Various library purchases and materials funded through revenue account 6440, Donations-Library.              |              |                 |                            |                            |                           |
| 273            | 500            | 250                       | <b>8160-05</b>   | <b>Donations - Library - Bookmobile Books</b>  |              |                 | 250                        | 250                        | 250                       |
|                |                |                           |  | Books and materials for the bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile. |              |                 |                            |                            |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL        | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :21 - LIBRARY<br>Section :N/A<br>Program :N/A |  |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------|------------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 324,464               | 298,491          | 296,736                   | <b>TOTAL MATERIALS AND SERVICES</b>                      |  |                 | 286,223                    | 286,223                    | 287,278                   |
| <b>CAPITAL OUTLAY</b> |                  |                           |  |  |                 |                            |                            |                           |
| 0                     | 0                | 0                         | 8740   | <b>Computer Equipment - IS Fund</b>        |                 | 0                          | 0                          | 0                         |
| 0                     | 7,783            | 21,396                    | 8750   | <b>Capital Outlay Computer Charges</b>     |                 | 6,796                      | 6,796                      | 6,796                     |
|                       |                  |                           | <u>Description</u>                                       | <u>Units</u>                               | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                  |                           | IS Department capital outlay costs shared city-wide      | 1  | 6,796           | 6,796                      |                            |                           |
| 29,303                | 0                | 0                         | 8900-10  | <b>Land Acquisition - Elliott Property</b> |                 | 0                          | 0                          | 0                         |
| <b>29,303</b>         | <b>7,783</b>     | <b>21,396</b>             | <b>TOTAL CAPITAL OUTLAY</b>                              |  |                 | <b>6,796</b>               | <b>6,796</b>               | <b>6,796</b>              |
| <b>1,414,238</b>      | <b>1,312,225</b> | <b>1,400,699</b>          | <b>TOTAL REQUIREMENTS</b>                                |  |                 | <b>1,284,509</b>           | <b>1,284,509</b>           | <b>1,290,183</b>          |



**GENERAL FUND  
NON-DEPARTMENTAL**







# General Fund - Non- Departmental

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

### Revenues

#### Property Taxes - Current

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

- Projected 1% increase in assessed value (AV) compared to 2011-12 assessed value.
- Projected \$98,200 increase in the General Fund operating property tax levy resulting from 1% increase in assessed value.

#### McMinnville Water & Light Payment In-Lieu of Tax

- Payment in-lieu of tax for 2012-13 is projected to increase by 2% compared to 2011-12 due to rate increases by McMinnville Water & Light.

#### State Shared Revenues

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

#### Transfers In

- Reimbursement from other funds for General Fund personnel services support - \$884,633
- Reimbursement from other funds for Engineering Materials And Services costs - \$41,790
- Distribution of surplus reserve in Insurance Services Fund - \$103,200

#### Expenditures - Transfers Out

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

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

## Future Challenges and Opportunities

- Continue to monitor property tax collection rates. The estimated uncollectible rate of 8% has been sufficient in past years but collections rates may be negatively affected by current economic conditions.
- The City's tax base has grown rapidly over the last several years, resulting in increasing property tax revenue. However, due to local economic conditions and corresponding lack of building activity that increase has not continued at the same rate. For example, the increases in assessed value in 2007-08 and 2008-09 were 14.6% and 7.8% respectively. The increase in 2011-12 was 1.59% and is projected to be 1% for the next several years. For comparison purposes, a 1% increase in assessed value results in approximately \$100,000 in additional property tax revenue.

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>13,985,824</b> | <b>13,965,425</b>            | <b>14,192,223</b>             | <b>226,798</b>     |
| Materials & Services      | -                 | -                            | 400                           | 400                |
| Transfers Out             | 916,273           | 1,310,471                    | 1,387,463                     | 76,992             |
| <b>Total Expenditures</b> | <b>916,273</b>    | <b>1,310,471</b>             | <b>1,387,863</b>              | <b>77,392</b>      |
| Net Expenditures          | 13,069,551        | 12,654,954                   | 12,804,360                    | (149,406)          |



## General Fund – Non-Departmental

## Historical Highlights

|             |   |             |  |             |  |
|-------------|---|-------------|--|-------------|--|
| <b>1916</b> | Voters establish original operating property tax base which could rise 6% per year and by 1988, the last year of the levy, has risen to \$257,070.  | <b>1990</b> | November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.   | <b>1997</b> | City's permanent rate is established at \$5.02.  |
| <b>1980</b> | First library operations 3-year serial levy passed - \$45,000 per year.   | <b>1996</b> | November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.   | <b>2000</b> | First year City levies entire \$5.02 per thousand assessed value permanent rate.   |
| <b>1985</b> | Second library operations 3-year serial levy passed - \$65,000 per year.  | <b>1997</b> | January and February 1997, City Council, Budget Committee, and Department Heads review city provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases. | <b>2002</b> | November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.  |
| <b>1986</b> | First police, library, and transportation 3-year serial levy passed. - \$300,000 per year.  | <b>1997</b> | May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates.   | <b>2003</b> | Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14, which called for review in May 2006. |
| <b>1988</b> | March election passed library operations 1-year serial levy - \$80,000 per year.  |             |  | <b>2005</b> | Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; which became the new Community Development Center.   |
| <b>1988</b> | November 1988 general election, "Life McMinnville Style" new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation. |             |  |             |  |

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

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :99 - NON-DEPARTMENTAL<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**RESOURCES**

**PROPERTY TAXES**

|                  |                   |                   |  |                   |                   |                   |
|------------------|-------------------|-------------------|--|-------------------|-------------------|-------------------|
| 9,402,096        | 9,834,228         | 10,030,875        | <b>4100-05 Property Taxes - Current</b><br>\$10,851,615 2012-2013 Permanent operating property tax levy, \$5.02 per thousand<br>(\$47,000) Less: Comcast appeal<br>(\$868,115) Less: Uncollectible taxes - 8%.<br>\$9,936,500 2012-2013 Current Property Taxes | 9,936,500         | 9,936,500         | 9,936,500         |
| 299,931          | 508,624           | 290,000           | <b>4100-10 Property Taxes - Prior</b><br>Collections on delinquent property taxes due from prior year permanent rate property tax levies.  | 300,000           | 300,000           | 300,000           |
| <b>9,702,026</b> | <b>10,342,851</b> | <b>10,320,875</b> | <b>TOTAL PROPERTY TAXES</b>  | <b>10,236,500</b> | <b>10,236,500</b> | <b>10,236,500</b> |

**LICENSES AND PERMITS**

|           |           |           |  |           |           |           |
|-----------|-----------|-----------|--|-----------|-----------|-----------|
| 1,401,137 | 1,529,601 | 1,518,000 | <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.                          | 1,715,000 | 1,715,000 | 1,715,000 |
| 0         | 51,011    | 53,900    | <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.               | 34,100    | 34,100    | 34,100    |
| 0         | 32,148    | 32,000    | <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.                                       | 26,000    | 26,000    | 26,000    |
| 87,602    | 0         | 0         | <b>4205-10 Franchise Fees - Verizon NW-Telephone</b>   | 0         | 0         | 0         |
| 49,089    | 0         | 0         | <b>4205-11 Franchise Fees - Verizon NW-Cable</b>   | 0         | 0         | 0         |
| 130,064   | 140,086   | 145,750   | <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. | 154,000   | 154,000   | 154,000   |
| 124,655   | 125,152   | 130,000   | <b>4205-20 Franchise Fees - Western Oregon Waste - Valley</b><br>Western Oregon Waste - Valley waste collection franchise fee is 3%.   | 125,000   | 125,000   | 125,000   |
| 186,982   | 143,773   | 145,000   | <b>4205-25 Franchise Fees - Northwest Natural</b><br>NW Natural gas franchise fee is 3%.   | 160,000   | 160,000   | 160,000   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                  | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :99 - NON-DEPARTMENTAL<br>Section :N/A<br>Program :N/A |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---------------------------------|------------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| 3,353                           | 3,470            | 3,000                     | <b>4490</b>   | <b>Licenses &amp; Permits - Misc</b><br>Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.                           | 3,000                      | 3,000                      | 3,000                     |
| <b>1,982,883</b>                | <b>2,025,241</b> | <b>2,027,650</b>          | <b><u>TOTAL LICENSES AND PERMITS</u></b>                          |  | <b>2,217,100</b>           | <b>2,217,100</b>           | <b>2,217,100</b>          |
| <b><u>INTERGOVERNMENTAL</u></b> |                  |                           |   |  |                            |                            |                           |
| 47,571                          | 49,067           | 50,000                    | <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. | 50,000                     | 50,000                     | 50,000                    |
| 262,286                         | 255,506          | 260,000                   | <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.                       | 250,000                    | 250,000                    | 250,000                   |
| 375,586                         | 388,089          | 375,000                   | <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.                       | 370,000                    | 370,000                    | 370,000                   |
| <b>685,444</b>                  | <b>692,662</b>   | <b>685,000</b>            | <b><u>TOTAL INTERGOVERNMENTAL</u></b>                             |  | <b>670,000</b>             | <b>670,000</b>             | <b>670,000</b>            |
| <b><u>MISCELLANEOUS</u></b>     |                  |                           |   |  |                            |                            |                           |
| 33,671                          | 24,529           | 20,700                    | <b>6310</b>   | <b>Interest</b>  | 38,000                     | 38,000                     | 38,000                    |
| 938                             | 548              | 1,000                     | <b>6600</b>   | <b>Other Income</b>  | 1,000                      | 1,000                      | 1,000                     |
| <b>34,610</b>                   | <b>25,076</b>    | <b>21,700</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>                                 |  | <b>39,000</b>              | <b>39,000</b>              | <b>39,000</b>             |
| <b><u>TRANSFERS IN</u></b>      |                  |                           |   |  |                            |                            |                           |
| 6,530                           | 6,621            | 6,747                     | <b>6900-05</b>  | <b>Transfers In - Special Assessments</b><br>Administration and Finance personnel services support.  | 5,309                      | 5,309                      | 5,309                     |
| 129,169                         | 130,424          | 148,289                   | <b>6900-20</b>  | <b>Transfers In - Street</b><br>Engineering, Administration, and Finance personnel services support.   | 159,054                    | 159,054                    | 159,054                   |
| 33,047                          | 34,236           | 44,452                    | <b>6900-25</b>  | <b>Transfers In - Airport</b><br>Engineering, Administration, and Finance personnel services support.  | 51,437                     | 51,437                     | 51,437                    |
| 105,527                         | 111,239          | 52,091                    | <b>6900-45</b>  | <b>Transfers In - Transportation</b><br>Engineering, Administration, and Finance personnel services support.   | 45,022                     | 45,022                     | 45,022                    |
| 51,120                          | 51,695           | 49,090                    | <b>6900-50</b>  | <b>Transfers In - Park Development</b><br>Parks Administration, Administration, and Finance personnel services support.  | 48,324                     | 48,324                     | 48,324                    |
| 31,996                          | 33,139           | 32,325                    | <b>6900-70</b>  | <b>Transfers In - Building</b><br>Engineering, Administration, and Finance personnel services support.   | 20,272                     | 20,272                     | 20,272                    |
| 196,687                         | 203,445          | 224,628                   | <b>6900-75</b>  | <b>Transfers In - Wastewater Services</b><br>Engineering, Administration, and Finance personnel services support.  | 217,148                    | 217,148                    | 217,148                   |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL    | 2011<br>ACTUAL    | 2012<br>AMENDED<br>BUDGET | Department :99 - NON-DEPARTMENTAL<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------|-------------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 137,701           | 147,202           | 161,095                   | <b>6900-77</b>  | <b>Transfers In - Wastewater Capital</b>   |              | 184,015                    | 184,015                    | 184,015                   |
|                   |                   |                           |   | Engineering, Administration, and Finance personnel services support.   |              |                            |                            |                           |
| 141,886           | 142,972           | 150,941                   | <b>6900-79</b>  | <b>Transfers In - Ambulance</b>  |              | 156,677                    | 156,677                    | 156,677                   |
|                   |                   |                           |   | Administration and Finance personnel services support, including A/R Billing Coordinator and A/R Billing Specialist. |              |                            |                            |                           |
| 71,799            | 39,021            | 40,542                    | <b>6900-85</b>  | <b>Transfers In - Insurance Services</b>   |              | 142,365                    | 142,365                    | 142,365                   |
|                   |                   |                           |   | Administration and Finance personnel services support.   |              |                            |                            |                           |
|                   |                   |                           | <u>Description</u>  |  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                   |                   |                           | Administration and Finance personnel services support.            |  | 1            | 39,165                     | 39,165                     |                           |
|                   |                   |                           | Insurance Services Fund reserve distribution                      |  | 1            | 103,200                    | 103,200                    |                           |
| <b>905,462</b>    | <b>899,994</b>    | <b>910,200</b>            | <b><u>TOTAL TRANSFERS IN</u></b>                                  |  |              | <b>1,029,623</b>           | <b>1,029,623</b>           | <b>1,029,623</b>          |
| <b>13,310,425</b> | <b>13,985,824</b> | <b>13,965,425</b>         | <b><u>TOTAL RESOURCES</u></b>                                     |  |              | <b>14,192,223</b>          | <b>14,192,223</b>          | <b>14,192,223</b>         |

Budget Document Report

**01 - GENERAL FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :99 - NON-DEPARTMENTAL<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                  |                           |   |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                  |                           |   |                            |                            |                           |
| 0                             | 0                | 0                         | <b>7750-57 Professional Services - Financing Administration</b><br>Administrative fee for paying agent for 2006 Public Safety (PS) Facilities Construction Bonds.   | 400                        | 400                        | 400                       |
| <b>0</b>                      | <b>0</b>         | <b>0</b>                  | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>400</b>                 | <b>400</b>                 | <b>400</b>                |
| <b>TRANSFERS OUT</b>          |                  |                           |   |                            |                            |                           |
| 555,760                       | 564,400          | 746,800                   | <b>9700-15 Transfers Out - Emergency Communications</b><br>Budget Note: City YCOM support also funded ~10% by Ambulance Fund.   | 596,400                    | 596,400                    | 596,400                   |
| 0                             | 0                | 0                         | <b>9700-40 Transfers Out - Public Safety Facilities Constrt</b>   | 0                          | 0                          | 0                         |
| 0                             | 0                | 50,000                    | <b>9700-70 Transfers Out - Building</b>   | 0                          | 0                          | 0                         |
| 500,000                       | 150,000          | 300,000                   | <b>9700-79 Transfers Out - Ambulance</b><br>Transfer is necessary due to inadequate reimbursement from Medicaid and Medicare for emergency services provided by the City.                                     | 575,000                    | 575,000                    | 575,000                   |
| 199,528                       | 201,873          | 213,671                   | <b>9700-80 Transfers Out - Information Systems</b><br>Information Systems and Services Fund personnel services support.   | 216,063                    | 216,063                    | 216,063                   |
| <b>1,255,288</b>              | <b>916,273</b>   | <b>1,310,471</b>          | <b>TOTAL TRANSFERS OUT</b>  | <b>1,387,463</b>           | <b>1,387,463</b>           | <b>1,387,463</b>          |
| <b>CONTINGENCIES</b>          |                  |                           |   |                            |                            |                           |
| 0                             | 0                | 720,000                   | <b>9800 Contingencies</b>   | 750,000                    | 750,000                    | 750,000                   |
| <b>0</b>                      | <b>0</b>         | <b>720,000</b>            | <b>TOTAL CONTINGENCIES</b>  | <b>750,000</b>             | <b>750,000</b>             | <b>750,000</b>            |
| <b>ENDING FUND BALANCE</b>    |                  |                           |   |                            |                            |                           |
| 0                             | 401,368          | 0                         | <b>9901-07 Designated End FB - General Fd - LOSAP</b><br>Designated carryover from 2012-13 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters. | 497,311                    | 497,311                    | 497,311                   |
| 23,230                        | 23,230           | 23,230                    | <b>9901-10 Designated End FB - General Fd - Lanouette Endowment</b><br>Designated Ending Fund Balance for the Lanouette Nonexpendable Trust corpus established to benefit Library Children's Programs.        | 23,230                     | 23,230                     | 23,230                    |
| 300,000                       | 400,000          | 500,000                   | <b>9901-15 Designated End FB - General Fd - Fire - Vehicle Reserve</b><br>Designated carryover from the 2012-2013 fiscal year as a vehicle reserve toward a future fire vehicle and equipment purchase.       | 600,000                    | 600,000                    | 600,000                   |
| 6,075,310                     | 6,506,740        | 4,224,911                 | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, includes the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.                       | 4,171,267                  | 4,167,267                  | 4,241,368                 |
| <b>6,398,540</b>              | <b>7,331,338</b> | <b>4,748,141</b>          | <b>TOTAL ENDING FUND BALANCE</b>  | <b>5,291,808</b>           | <b>5,287,808</b>           | <b>5,361,909</b>          |
| <b>7,653,828</b>              | <b>8,247,611</b> | <b>6,778,612</b>          | <b>TOTAL REQUIREMENTS</b>   | <b>7,429,671</b>           | <b>7,425,671</b>           | <b>7,499,772</b>          |

Budget Document Report

**01 - GENERAL FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 24,065,549     | 23,530,922     | 23,145,095                | <b>TOTAL RESOURCES</b>  | 23,556,395                 | 23,556,395                 | 23,692,179                |
| 24,065,549     | 23,530,922     | 23,145,095                | <b>TOTAL REQUIREMENTS</b>   | 23,556,395                 | 23,556,395                 | 23,692,179                |





# **SPECIAL ASSESSMENT FUND**





# Special Assessment Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- The 2012-2013 fiscal year is the third year of a three-year DEID assessment cycle. The current assessment cycle duration is from August 1, 2010 through July 31, 2013.
- DEID assessments collected by the City are passed through to the McMinnville Downtown Association, excluding interest collected on accounts not paid within 60 days of the August 1 assessment date.
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2012-13.

## Core Services

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

## Future Challenges and Opportunities

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

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>56,120</b>     | <b>60,600</b>                | <b>61,100</b>                 | <b>500</b>         |
| Materials & Services      | 55,719            | 60,990                       | 60,140                        | (850)              |
| Transfers Out             | 6,621             | 6,747                        | 5,309                         | (1,438)            |
| <b>Total Expenditures</b> | <b>62,340</b>     | <b>67,737</b>                | <b>65,449</b>                 | <b>(2,288)</b>     |
| Net Expenditures          | (6,220)           | (7,137)                      | (4,349)                       | (2,788)            |



## Special Assessment Fund

## Historical Highlights

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

**05 - SPECIAL ASSESSMENT FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                |                           |   |                            |                            |                           |
| 190,641                       | 184,032        | 177,000                   | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1, 2012 carryover from the 2011-2012 fiscal year.   | 171,000                    | 171,000                    | 171,000                   |
| <b>190,641</b>                | <b>184,032</b> | <b>177,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>171,000</b>             | <b>171,000</b>             | <b>171,000</b>            |
| <b>SPECIAL ASSESSMENTS</b>    |                |                           |   |                            |                            |                           |
| 49,479                        | 54,810         | 60,000                    | <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 current three-year DEID Assessment District's duration is from August 1, 2010 to July 31, 2013. | 60,000                     | 60,000                     | 60,000                    |
| <b>49,479</b>                 | <b>54,810</b>  | <b>60,000</b>             | <b>TOTAL SPECIAL ASSESSMENTS</b>  | <b>60,000</b>              | <b>60,000</b>              | <b>60,000</b>             |
| <b>MISCELLANEOUS</b>          |                |                           |   |                            |                            |                           |
| 900                           | 679            | 600                       | <b>6310</b> <b>Interest</b>   | 1,000                      | 1,000                      | 1,000                     |
| 17                            | 632            | 0                         | <b>6310-25</b> <b>Interest - Assessments</b><br>Interest collected on past due assessment accounts.   | 100                        | 100                        | 100                       |
| <b>917</b>                    | <b>1,311</b>   | <b>600</b>                | <b>TOTAL MISCELLANEOUS</b>  | <b>1,100</b>               | <b>1,100</b>               | <b>1,100</b>              |
| <b>241,037</b>                | <b>240,153</b> | <b>237,600</b>            | <b>TOTAL RESOURCES</b>  | <b>232,100</b>             | <b>232,100</b>             | <b>232,100</b>            |

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 996                                  | 910            | 990                       | <b>7750 Professional Services</b><br>Audit fee allocation   | 140                        | 140                        | 140                       |
| 49,479                               | 54,810         | 60,000                    | <b>8020 McMinnville Downtown Association</b><br>"Pass through" to the McMinnville Downtown Association (MDA) of the DEID assessment collections.  | 60,000                     | 60,000                     | 60,000                    |
| <b>50,475</b>                        | <b>55,719</b>  | <b>60,990</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>60,140</b>              | <b>60,140</b>              | <b>60,140</b>             |
| <b><u>TRANSFERS OUT</u></b>          |                |                           |   |                            |                            |                           |
| 6,530                                | 6,621          | 6,747                     | <b>9700-01 Transfers Out - General Fund</b><br>Administration and Finance personnel services support.   | 5,309                      | 5,309                      | 5,309                     |
| <b>6,530</b>                         | <b>6,621</b>   | <b>6,747</b>              | <b><u>TOTAL TRANSFERS OUT</u></b>   | <b>5,309</b>               | <b>5,309</b>               | <b>5,309</b>              |
| <b><u>CONTINGENCIES</u></b>          |                |                           |   |                            |                            |                           |
| 0                                    | 0              | 80,000                    | <b>9800 Contingencies</b>   | 80,000                     | 80,000                     | 80,000                    |
| <b>0</b>                             | <b>0</b>       | <b>80,000</b>             | <b><u>TOTAL CONTINGENCIES</u></b>   | <b>80,000</b>              | <b>80,000</b>              | <b>80,000</b>             |
| <b><u>ENDING FUND BALANCE</u></b>    |                |                           |   |                            |                            |                           |
| 184,032                              | 177,812        | 89,863                    | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, includes the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations. | 86,651                     | 86,651                     | 86,651                    |
| <b>184,032</b>                       | <b>177,812</b> | <b>89,863</b>             | <b><u>TOTAL ENDING FUND BALANCE</u></b>   | <b>86,651</b>              | <b>86,651</b>              | <b>86,651</b>             |
| <b>241,037</b>                       | <b>240,152</b> | <b>237,600</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  | <b>232,100</b>             | <b>232,100</b>             | <b>232,100</b>            |

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 241,037        | 240,153        | 237,600                   | <b>TOTAL RESOURCES</b>  | 232,100                    | 232,100                    | 232,100                   |
| 241,037        | 240,153        | 237,600                   | <b>TOTAL REQUIREMENTS</b>   | 232,100                    | 232,100                    | 232,100                   |



# **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 by the City of McMinnville. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are “passed through” to McMinnville Community Media (MCM).

The City also 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 exclusively.

### Core Services

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

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

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

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

### Future Challenges and Opportunities

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

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>241,417</b>    | <b>256,450</b>               | <b>243,000</b>                | <b>(13,450)</b>    |
| Materials & Services      | 276,329           | 256,350                      | 242,900                       | (13,450)           |
| <b>Total Expenditures</b> | <b>276,329</b>    | <b>256,350</b>               | <b>242,900</b>                | <b>(13,450)</b>    |
| Net Expenditures          | (34,912)          | 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.
- 1999** Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001** New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001** New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- 2001** New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.
- 2001** City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.
- 2001** McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.
- 2001** City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002** April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.
- 2003** January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005** MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006** January 2006, Major upgrade of [mcm11.org](http://mcm11.org) website, allowing form submittal and easy access to program listings.
- 2007** Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
- 2008** MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- 2009** “Past sins” settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                |                           |  |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                |                           |  |                            |                            |                           |
| 80,066                               | 36,370         | 1,500                     | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 carryover from the 2011-12 fiscal year.   | 1,550                      | 1,550                      | 1,550                     |
| <b>80,066</b>                        | <b>36,370</b>  | <b>1,500</b>              | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>   | <b>1,550</b>               | <b>1,550</b>               | <b>1,550</b>              |
| <b><u>LICENSES AND PERMITS</u></b>   |                |                           |  |                            |                            |                           |
| 0                                    | 41,736         | 44,100                    | <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.               | 27,900                     | 27,900                     | 27,900                    |
| 40,163                               | 0              | 0                         | <b>4205-11 Franchise Fees - Verizon NW-Cable</b>   | 0                          | 0                          | 0                         |
| 106,416                              | 114,616        | 119,250                   | <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. | 126,000                    | 126,000                    | 126,000                   |
| 0                                    | 23,205         | 26,000                    | <b>4275-07 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).  | 17,000                     | 17,000                     | 17,000                    |
| 24,424                               | 0              | 0                         | <b>4275-11 Subscriber Fees - PEG - Verizon NW-Cable</b>  | 0                          | 0                          | 0                         |
| 60,692                               | 61,771         | 67,000                    | <b>4275-15 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                     | 72,000                     | 72,000                    |
| <b>231,696</b>                       | <b>241,329</b> | <b>256,350</b>            | <b><u>TOTAL LICENSES AND PERMITS</u></b>   | <b>242,900</b>             | <b>242,900</b>             | <b>242,900</b>            |
| <b><u>MISCELLANEOUS</u></b>          |                |                           |  |                            |                            |                           |
| 304                                  | 88             | 100                       | <b>6310 Interest</b>   | 100                        | 100                        | 100                       |
| <b>304</b>                           | <b>88</b>      | <b>100</b>                | <b><u>TOTAL MISCELLANEOUS</u></b>  | <b>100</b>                 | <b>100</b>                 | <b>100</b>                |
| <b>312,066</b>                       | <b>277,787</b> | <b>257,950</b>            | <b><u>TOTAL RESOURCES</u></b>  | <b>244,550</b>             | <b>244,550</b>             | <b>244,550</b>            |

**10 - TELECOMMUNICATIONS FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 106,416                              | 114,616        | 119,250                   | <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.  | 126,000                    | 126,000                    | 126,000                   |
| 40,163                               | 0              | 0                         | <b>8170-06 McMinnville Community Media - Verizon Franchise Fee-Cable</b>   | 0                          | 0                          | 0                         |
| 0                                    | 41,736         | 44,100                    | <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.   | 27,900                     | 27,900                     | 27,900                    |
| 32,200                               | 0              | 0                         | <b>8170-10 McMinnville Community Media - AT&amp;T Settlement</b>   | 0                          | 0                          | 0                         |
| 11,800                               | 35,000         | 0                         | <b>8170-11 McMinnville Community Media - AT&amp;T Settlement Interest</b>  | 0                          | 0                          | 0                         |
| 60,692                               | 61,771         | 67,000                    | <b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b><br>City "pass through" to McMinnville Community Media of the Comcast collected \$1 per month subscriber fee required to be spent for cable access channel capital equipment.   | 72,000                     | 72,000                     | 72,000                    |
| 24,424                               | 0              | 0                         | <b>8170-16 McMinnville Community Media - PEG Access Support-Verizon</b>  | 0                          | 0                          | 0                         |
| 0                                    | 23,205         | 26,000                    | <b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b><br>City "pass through" to McMinnville Community Media of the Frontier collected \$1 per month subscriber fee required to be spent for cable access channel capital equipment. | 17,000                     | 17,000                     | 17,000                    |
| <b>275,696</b>                       | <b>276,329</b> | <b>256,350</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>242,900</b>             | <b>242,900</b>             | <b>242,900</b>            |
| <b><u>CONTINGENCIES</u></b>          |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 1,400                     | <b>9800 Contingencies</b>  | 1,450                      | 1,450                      | 1,450                     |
| <b>0</b>                             | <b>0</b>       | <b>1,400</b>              | <b><u>TOTAL CONTINGENCIES</u></b>  | <b>1,450</b>               | <b>1,450</b>               | <b>1,450</b>              |
| <b><u>ENDING FUND BALANCE</u></b>    |                |                           |  |                            |                            |                           |
| 36,370                               | 1,458          | 200                       | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, includes excess (deficit) of revenues over (under) expenditures from 2011-2012 operations.  | 200                        | 200                        | 200                       |
| <b>36,370</b>                        | <b>1,458</b>   | <b>200</b>                | <b><u>TOTAL ENDING FUND BALANCE</u></b>  | <b>200</b>                 | <b>200</b>                 | <b>200</b>                |
| <b>312,066</b>                       | <b>277,787</b> | <b>257,950</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   | <b>244,550</b>             | <b>244,550</b>             | <b>244,550</b>            |

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 312,066        | 277,787        | 257,950                   | <b>TOTAL RESOURCES</b>                          | 244,550                    | 244,550                    | 244,550                   |
| 312,066        | 277,787        | 257,950                   | <b>TOTAL REQUIREMENTS</b>                       | 244,550                    | 244,550                    | 244,550                   |



**EMERGENCY COMMUNICATIONS FUND**





# Emergency Communications Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- **Frontier – Telephone Franchise Fee** --- The City’s telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to “Enhanced 911” emergency communications systems.
- **State – 911 Emergency Telephone Tax** --- State of Oregon emergency telephone tax shared with the City on a per capita basis. Taxes are assessed at a flat rate of 75 cents per month on every retail telephone subscriber, including cellular and other wireless technologies. Tax revenue must be used for operation and improvement of 911 reporting system. All revenues are “passed-through” to Yamhill Communications Agency (YCOM).
- **Transfers From Other Funds** --- Total transfers from the General and Ambulance Funds equal \$669,300, a 3% increase from 2011-12. These transferred funds are used to pay the City’s member contribution to YCOM, which provides dispatching emergency communication services for the City. The City’s cost is distributed as follows:
  - Transfer - General Fund --- 90%
    - Police support --- 85%
    - Fire support --- 5%
  - Transfer - Ambulance Fund --- 10%
- **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 equipment for the system was purchased and installed in 2011-12. Funding for the project came from several sources: a transfer of unanticipated franchise fee revenue from the General Fund; the City’s capital accumulation fund, maintained by Yamhill County; and a transfer

from the Emergency Communications contingency appropriation. The City intends to collect a system user fee, which will pay for the annual maintenance agreement and other equipment costs.

- **Emergency Operations Center (EOC)** --- The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

## Core Services

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

## Future Challenges and Opportunities

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

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>812,202</b>    | <b>1,047,600</b>             | <b>857,700</b>                | <b>(189,900)</b>   |
| Materials & Services      | 783,078           | 892,600                      | 852,440                       | (40,160)           |
| Capital Outlay            | -                 | 195,000                      | 38,558                        | (156,442)          |
| <b>Total Expenditures</b> | <b>783,078</b>    | <b>1,087,600</b>             | <b>890,998</b>                | <b>(196,602)</b>   |
| Net Expenditures          | 29,124            | (40,000)                     | (33,298)                      | (6,702)            |



# 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> |
|--------------------|-------------------------------|
| 2003 – 2004        | 437,700                       |
| 2004 – 2005        | 458,800                       |
| 2005 – 2006        | 525,100                       |
| 2006 – 2007        | 528,920                       |
| 2007 – 2008        | 542,277                       |
| 2008 – 2009        | 580,950                       |
| 2009 – 2010        | 596,608                       |
| 2010 – 2011        | 621,625                       |
| 2011 – 2012        | 649,400                       |
| 2012 – 2013        | 669,300                       |

- 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.



Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                |                           |   |                            |                            |                           |
| 203,775                       | 289,976        | 318,000                   | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 carryover from the 2011-2012 fiscal year.  | 323,000                    | 323,000                    | 315,325                   |
| <b>203,775</b>                | <b>289,976</b> | <b>318,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>323,000</b>             | <b>323,000</b>             | <b>315,325</b>            |
| <b>LICENSES AND PERMITS</b>   |                |                           |   |                            |                            |                           |
| 0                             | 24,114         | 24,000                    | <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.                                      | 19,600                     | 19,600                     | 19,600                    |
| 65,710                        | 0              | 0                         | <b>4205-10 Franchise Fees - Verizon NW-Telephone</b>  | 0                          | 0                          | 0                         |
| <b>65,710</b>                 | <b>24,114</b>  | <b>24,000</b>             | <b>TOTAL LICENSES AND PERMITS</b>   | <b>19,600</b>              | <b>19,600</b>              | <b>19,600</b>             |
| <b>INTERGOVERNMENTAL</b>      |                |                           |   |                            |                            |                           |
| 166,906                       | 161,453        | 165,000                   | <b>4760 OR State 911 Emergency Services</b><br>911 emergency telephone tax collected by the State of Oregon and shared with the City on a per capita basis. Tax revenue must be used for operation and improvement of 911 reporting system. Tax revenue received by City is "passed through" to Yamhill Communications Agency (YCOM). | 156,000                    | 156,000                    | 156,000                   |
| 0                             | 0              | 40,000                    | <b>5040-05 Yamhill Communications Agency - Radio System</b><br>City funds for radio equipment reserve held by Yamhill County; a portion of reserve was paid to City in 2011-12.   | 0                          | 0                          | 0                         |
| <b>166,906</b>                | <b>161,453</b> | <b>205,000</b>            | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>156,000</b>             | <b>156,000</b>             | <b>156,000</b>            |
| <b>CHARGES FOR SERVICES</b>   |                |                           |   |                            |                            |                           |
| 0                             | 0              | 0                         | <b>5325 System Access Fees</b><br>Fee charged for access to City's radio system.  | 11,000                     | 11,000                     | 11,000                    |
| <b>0</b>                      | <b>0</b>       | <b>0</b>                  | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>11,000</b>              | <b>11,000</b>              | <b>11,000</b>             |
| <b>MISCELLANEOUS</b>          |                |                           |   |                            |                            |                           |
| 1,299                         | 1,236          | 1,000                     | <b>6310 Interest</b>  | 1,800                      | 1,800                      | 1,800                     |
| <b>1,299</b>                  | <b>1,236</b>   | <b>1,000</b>              | <b>TOTAL MISCELLANEOUS</b>  | <b>1,800</b>               | <b>1,800</b>               | <b>1,800</b>              |
| <b>TRANSFERS IN</b>           |                |                           |   |                            |                            |                           |
| 555,760                       | 564,400        | 746,800                   | <b>6900-01 Transfers In - General Fund</b><br>Transfer from General Fund for police & fire dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). 2011-12 revenue included additional funds transferred to pay for cost of emergency radio system project                                     | 596,400                    | 596,400                    | 596,400                   |

### 15 - EMERGENCY COMMUNICATIONS FUND

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 60,040           | 61,000           | 70,800                    | <b>6900-79 Transfers In - Ambulance</b><br>Transfer from Ambulance Fund for ambulance dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). | 72,900                     | 72,900                     | 72,900                    |
| <b>615,800</b>   | <b>625,400</b>   | <b>817,600</b>            | <b>TOTAL TRANSFERS IN</b>  | <b>669,300</b>             | <b>669,300</b>             | <b>669,300</b>            |
| <b>1,053,490</b> | <b>1,102,178</b> | <b>1,365,600</b>          | <b>TOTAL RESOURCES</b>   | <b>1,180,700</b>           | <b>1,180,700</b>           | <b>1,173,025</b>          |

## Budget Document Report

## 15 - EMERGENCY COMMUNICATIONS FUND

| 2010<br>ACTUAL                       | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                  |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                  |                           |  |                            |                            |                           |
| 0                                    | 0                | 0                         | <b>7720-06</b> Repairs & Maintenance - Equipment   | 0                          | 0                          | 15,500                    |
| 0                                    | 0                | 78,000                    | <b>7770</b> Professional Services - Projects<br>Professional services for the engineering and installation of Public Safety radio system.  | 27,140                     | 27,140                     | 15,583                    |
| 596,608                              | 621,625          | 649,600                   | <b>8180-05</b> YCOM - Other Governmental Services<br>City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).       | 669,300                    | 669,300                    | 669,300                   |
| 166,906                              | 161,453          | 165,000                   | <b>8180-10</b> YCOM - State of OR E911 Emergency Sys<br>"Pass through" of State of Oregon 911 emergency telephone tax recorded in revenue account 4760, OR State 911 Emergency Services. | 156,000                    | 156,000                    | 156,000                   |
| <b>763,514</b>                       | <b>783,078</b>   | <b>892,600</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>852,440</b>             | <b>852,440</b>             | <b>856,383</b>            |
| <b><u>CAPITAL OUTLAY</u></b>         |                  |                           |  |                            |                            |                           |
| 0                                    | 0                | 195,000                   | <b>8710</b> Equipment<br>Public safety radio infrastructure equipment.   | 38,558                     | 38,558                     | 37,744                    |
| <b>0</b>                             | <b>0</b>         | <b>195,000</b>            | <b><u>TOTAL CAPITAL OUTLAY</u></b>   | <b>38,558</b>              | <b>38,558</b>              | <b>37,744</b>             |
| <b><u>CONTINGENCIES</u></b>          |                  |                           |  |                            |                            |                           |
| 0                                    | 0                | 10,000                    | <b>9800</b> Contingencies  | 200,000                    | 200,000                    | 200,000                   |
| <b>0</b>                             | <b>0</b>         | <b>10,000</b>             | <b><u>TOTAL CONTINGENCIES</u></b>  | <b>200,000</b>             | <b>200,000</b>             | <b>200,000</b>            |
| <b><u>ENDING FUND BALANCE</u></b>    |                  |                           |  |                            |                            |                           |
| 289,976                              | 319,101          | 268,000                   | <b>9999</b> Unappropriated Ending Fd Balance<br>Undesignated carryover for July 1, 2013 includes, excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.      | 89,702                     | 89,702                     | 78,898                    |
| <b>289,976</b>                       | <b>319,101</b>   | <b>268,000</b>            | <b><u>TOTAL ENDING FUND BALANCE</u></b>  | <b>89,702</b>              | <b>89,702</b>              | <b>78,898</b>             |
| <b>1,053,490</b>                     | <b>1,102,179</b> | <b>1,365,600</b>          | <b><u>TOTAL REQUIREMENTS</u></b>   | <b>1,180,700</b>           | <b>1,180,700</b>           | <b>1,173,025</b>          |

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,053,490      | 1,102,178      | 1,365,600                 | <b>TOTAL RESOURCES</b>  | 1,180,700                  | 1,180,700                  | 1,173,025                 |
| 1,053,490      | 1,102,178      | 1,365,600                 | <b>TOTAL REQUIREMENTS</b>   | 1,180,700                  | 1,180,700                  | 1,173,025                 |



# **STREET FUND**





## Budget Highlights

- The 2012-13 proposed budget continues to allocate additional resources to address pavement preservation needs and on-going pavement maintenance needs. This work will include pot hole filling as well as patching work. Additionally, the transfer to the Transportation Fund has been maintained to help enable the City to address preservation needs, via overlays and slurry seal applications, in various areas around the community.
- The 2012-13 proposed budget allocates funding to improve traffic signage throughout the community. Specific projects will include updating all school zone traffic signage to a common “fluorescent yellow” standard, as well as to initiate a three year program to upgrade street signage along the City’s collector and arterial streets to the new 6” letter standard. The annual retro-reflectivity sign survey and replacement work will continue.
- Staff will be reviewing the current street sweeping program and evaluating service delivery options, including contracting. The City’s existing equipment is nearing the end of its useful life, and will either need to be replaced to continue the service in-house at its current level or retired should the City opt to out-source this program.
- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal includes drainage system improvements on Colvin Court in the McMinnville Industrial Park and culvert repairs/replacement on Edmunston Street in SW McMinnville. At this point, the City is not under a storm water mandate regarding water quality standards. In the near future, this may change which may require consideration of a dedicated funding source for this activity.

- The 2012-13 proposed budget includes a significant increase in street lighting costs. This increase is due to adjustments in McMinnville Water & Light’s billing structure for traditional street lighting around the city and decorative street lighting in the downtown core area.

## Core Services

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

### Pavement Maintenance

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

### Storm Water

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

### 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. This does not include public safety vehicles or equipment.



Floyd Whitworth

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

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

### Community Event support

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

### Sign/Signal Maintenance

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request for other City departments and for major city infrastructure projects.
- Traffic signals are maintained by ODOT.



Nate Brown

### Street Trees

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

### Emergency Response

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

## Future Challenges and Opportunities

### Newberg/Dundee By-Pass Local Funding

- Recent developments for this project may include a requirement for local funding. At this time, the proposal is to dedicate a portion of the City's gas tax revenue increases from the 2009 House Bill 2001. Use of these additional revenues will divert these funds from pavement preservation and system operational needs.

### Vandalism & Graffiti

- Staff continues to respond to vandalism and graffiti on signs, retaining walls and culverts. Staff is responding by increasing reporting and tracking, improving coordination with the McMinnville Police Department, and removing graffiti as soon as possible using both staff and contractor's to perform the work.

### Maintenance Planning

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

### Pavement Management

- Continue the use of pavement management software in identifying preservation candidate street segments.
- Develop a five-year street preservation plan for overlay, slurry, and crack seal programs.

# Street (State Gas Tax) Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Aging Fleet

- The Street Maintenance’s powered rolling stock includes 22 units with an estimated replacement value of \$1.5 million. The overall average age of the fleet is 19.5 years. Sixty eight percent of the fleet is over 15 years old; 13% is under 10 years old. The challenge will be to develop a fiscally sustainable replacement strategy that allows the Department to meet its operational needs. Strategies will include equipment replacement as well as re-evaluating service delivery models to identify the least cost approach (i.e.contracts).

## Americans with Disabilities Act compliance

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

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,583,220</b>  | <b>1,757,350</b>             | <b>1,791,600</b>              | <b>34,250</b>      |
| Personnel Services        | 574,975           | 616,563                      | 616,709                       | 146                |
| Materials & Services      | 473,304           | 721,095                      | 786,031                       | 64,936             |
| Capital Outlay            | 761               | 62,049                       | 537                           | (61,512)           |
| Transfers Out             | 185,856           | 454,044                      | 464,875                       | 10,831             |
| <b>Total Expenditures</b> | <b>1,234,896</b>  | <b>1,853,751</b>             | <b>1,868,152</b>              | <b>14,401</b>      |
| Net Expenditures          | 348,324           | (96,401)                     | (76,552)                      | (19,849)           |

## Full-Time Equivalent (FTE)

|                            | 2011-12<br>Adopted<br>Budget | Change | 2012-13<br>Proposed<br>Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| <b>FTE Adopted Budget</b>  | <b>8.90</b>                  |        |                               |
| No changes                 |                              | -      |                               |
| <b>FTE Proposed Budget</b> |                              |        | <b>8.90</b>                   |



Sean Garrison





## Street (State Gas Tax) Fund

### Historical Highlights

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

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

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

**2011** City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2<sup>nd</sup> to Wallace Road.

**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.



Michael Payne at Grandhaven School during



City gravel street work.

Carlos Ochoa and Michael Payne

# Street Fund

## 2012-2013 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<br>Section<br>Program |                        |       |                 | Page                    | Amount |
| <b><u>Public Works Superintendent</u></b>        |                                  | 1                      | 348   | 78,960          |                         |        |
| General Fund                                     |                                  |                        |       |                 |                         |        |
|  | Park Maintenance (0.50 FTE)      |                        |       |                 | 143                     | 39,480 |
|  | Street Fund (0.50 FTE)           |                        |       |                 | 169                     | 39,480 |
| <b><u>Park Maintenance Supervisor</u></b>        |                                  | 1                      | 338   | 62,556          |                         |        |
| General Fund                                     |                                  |                        |       |                 |                         |        |
|  | Park Maintenance (0.95 FTE)      |                        |       |                 | 143                     | 59,428 |
|  | Street Fund (0.05 FTE)           |                        |       |                 | 169                     | 3,128  |
| <b><u>Street Maintenance Supervisor</u></b>      |                                  | 1                      | 338   | 64,690          |                         |        |
| General Fund                                     |                                  |                        |       |                 |                         |        |
|  | Park Maintenance (0.05 FTE)      |                        |       |                 | 143                     | 3,234  |
|  | Street Fund (0.95 FTE)           |                        |       |                 | 169                     | 61,456 |
| <b><u>SS &amp; SD Maintenance Supervisor</u></b> |                                  | 1                      | 338   | 64,690          |                         |        |
| Street Fund (0.10 FTE)                           |                                  |                        |       |                 | 169                     | 6,469  |
| Wastewater Services Fund                         |                                  |                        |       |                 |                         |        |
|  | Conveyance Systems               |                        |       |                 |                         |        |
|  | Sanitary (0.90 FTE)              |                        |       |                 | 216                     | 58,221 |
| <b><u>Senior Utility Worker - WRF</u></b>        |                                  | 1                      | 330   | 51,516          |                         |        |
| Street Fund (0.10 FTE)                           |                                  |                        |       |                 | 169                     | 5,152  |
| Wastewater Services Fund                         |                                  |                        |       |                 |                         |        |
|  | Conveyance Systems               |                        |       |                 |                         |        |
|  | Sanitary (0.90 FTE)              |                        |       |                 | 216                     | 46,364 |

| <u>Position Description</u>                        |                                       | Number of<br>Employees | Range | Total<br>Salary | <u>Detailed Summary</u> |         |
|--|---------------------------------------|------------------------|-------|-----------------|-------------------------|---------|
| Fund   | Department<br>Section<br>Program      |                        |       |                 | Page                    | Amount  |
| <b><u>Mechanic - Public Works</u></b>              |                                       | 1                      | 326   | 49,251          |                         |         |
| General Fund                                       |                                       |                        |       |                 |                         |         |
|  | Park Maintenance (0.45 FTE)           |                        |       |                 | 143                     | 22,163  |
|  | Street Fund (0.45 FTE)                |                        |       |                 | 169                     | 22,163  |
| Wastewater Services Fund                           |                                       |                        |       |                 |                         |         |
|  | Administration (0.10 FTE)             |                        |       |                 | 204                     | 4,925   |
| <b><u>Utility Worker II - WRF</u></b>              |                                       | 4                      | 326   | 184,137         |                         |         |
| Street Fund (0.40 FTE)                             |                                       |                        |       |                 | 169                     | 18,413  |
| Wastewater Services Fund                           |                                       |                        |       |                 |                         |         |
|  | Conveyance Systems                    |                        |       |                 |                         |         |
|  | Sanitary (3.60 FTE)                   |                        |       |                 | 216                     | 165,724 |
| <b><u>Operations Support Specialist</u></b>        |                                       | 1                      | 326   | 42,114          |                         |         |
| General Fund                                       |                                       |                        |       |                 |                         |         |
|  | Park Maintenance (0.50 FTE)           |                        |       |                 | 143                     | 21,057  |
|  | Street Fund (0.50 FTE)                |                        |       |                 | 169                     | 21,057  |
| <b><u>Police Community Support Coordinator</u></b> |                                       | 1                      | 140   | 57,411          |                         |         |
| General Fund                                       |                                       |                        |       |                 |                         |         |
|  | Police                                |                        |       |                 |                         |         |
|  | Field Operations                      |                        |       |                 |                         |         |
|  | Code / Parking Enforcement (0.98 FTE) |                        |       |                 | 38                      | 56,263  |
| Street Fund (0.02 FTE)                             |                                       |                        |       |                 | 169                     | 1,148   |

Budget Document Report

**20 - STREET FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL                               | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |  |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
|--|--|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|--|--------------------|--|--------------|-----------------|--|--------------|--|--|--|--|--|---|-------|--|-------|--|--|
| <b>RESOURCES</b>   |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>BEGINNING FUND BALANCE</b>  |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 576,491  | 663,109                                      | 946,000                   | <b>4090</b>                                     | <b>Beginning Fund Balance</b>            |  | 971,000                    | 971,000                    | 1,041,000                 |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.  |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>576,491</b>   | <b>663,109</b>                               | <b>946,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>             |  |  | <b>971,000</b>             | <b>971,000</b>             | <b>1,041,000</b>          |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>LICENSES AND PERMITS</b>  |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 44   | 34   | 50                        | <b>4300</b>                                     | <b>Bicycle Fees</b>                      |  | 50                         | 50                         | 50                        |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>44</b>  | <b>34</b>                                    | <b>50</b>                 | <b>TOTAL LICENSES AND PERMITS</b>               |  |  | <b>50</b>                  | <b>50</b>                  | <b>50</b>                 |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>INTERGOVERNMENTAL</b>   |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 1,347,095  | 1,559,733                                    | 1,750,000                 | <b>4740</b>                                     | <b>OR State Gas Taxes</b>                |  | 1,775,000                  | 1,775,000                  | 1,775,000                 |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| State gas tax revenues distributed monthly to cities on a per capita basis.  |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>1,347,095</b>   | <b>1,559,733</b>                             | <b>1,750,000</b>          | <b>TOTAL INTERGOVERNMENTAL</b>                  |  |  | <b>1,775,000</b>           | <b>1,775,000</b>           | <b>1,775,000</b>          |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>MISCELLANEOUS</b>   |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 2,837  | 2,996  | 2,300                     | <b>6310</b>                                     | <b>Interest</b>                          |  | 5,400                      | 5,400                      | 5,400                     |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 5,547  | 14,476                                       | 5,000                     | <b>6600</b>                                     | <b>Other Income</b>                      |  | 5,000                      | 5,000                      | 5,000                     |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>8,383</b>   | <b>17,472</b>                                | <b>7,300</b>              | <b>TOTAL MISCELLANEOUS</b>                      |  |  | <b>10,400</b>              | <b>10,400</b>              | <b>10,400</b>             |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>TRANSFERS IN</b>  |  |                           |   |  |  |                            |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 2,397  | 5,981  | 0                         | <b>6900-50</b>                                  | <b>Transfers In - Park Development</b>   |  | 0                          | 0                          | 0                         |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| 0  | 0  | 0                         | <b>6900-85</b>                                  | <b>Transfers In - Insurance Services</b> |  | 6,150                      | 6,150                      | 6,150                     |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"><u>Description</u></td> <td style="width: 10%;"></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Insurance Services Fund reserve distribution</td> <td></td> <td>1</td> <td>6,150</td> <td></td> <td>6,150</td> <td colspan="2"></td> </tr> </table> |  |                           |   |  |  |                            |                            |                           |  | <u>Description</u> |  | <u>Units</u> | <u>Amt/Unit</u> |  | <u>Total</u> |  |  |  | Insurance Services Fund reserve distribution |  | 1 | 6,150 |  | 6,150 |  |  |
|  | <u>Description</u>                           |                           | <u>Units</u>                                    | <u>Amt/Unit</u>                          |  | <u>Total</u>               |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
|  | Insurance Services Fund reserve distribution |                           | 1   | 6,150                                    |  | 6,150                      |                            |                           |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>2,397</b>   | <b>5,981</b>                                 | <b>0</b>                  | <b>TOTAL TRANSFERS IN</b>                       |  |  | <b>6,150</b>               | <b>6,150</b>               | <b>6,150</b>              |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |
| <b>1,934,411</b>   | <b>2,246,329</b>                             | <b>2,703,350</b>          | <b>TOTAL RESOURCES</b>                          |  |  | <b>2,762,600</b>           | <b>2,762,600</b>           | <b>2,832,600</b>          |  |                    |  |              |                 |  |              |  |  |  |  |  |   |       |  |       |  |  |

Budget Document Report

**20 - STREET FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 315,833        | 320,913        | 346,283        | <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 - WRF - 0.10 FTE<br>Utility Worker II - Street - 4.00 FTE<br>Utility Worker II - WRF - 0.40 FTE<br>Operations Support Specialist - Public Works - 0.50 FTE<br>Police Community Support Coordinator - 0.02 FTE | 352,208        | 352,208        | 352,208        |
| 58,081         | 48,883         | 38,950         | <b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b><br>Extra Help - Streets - 1.83 FTE  | 34,390         | 34,390         | 34,390         |
| 3,001          | 2,122          | 5,000          | <b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>  | 2,500          | 2,500          | 2,500          |
| 21,966         | 21,613         | 24,195         | <b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>   | 24,125         | 24,125         | 24,125         |
| 5,137          | 5,055          | 5,660          | <b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>  | 5,642          | 5,642          | 5,642          |
| 73,727         | 75,445         | 81,590         | <b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 82,268         | 82,268         | 82,268         |
| 72,033         | 72,889         | 78,058         | <b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>  | 76,886         | 76,886         | 76,896         |
| 418            | 412            | 446            | <b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>   | 445            | 445            | 445            |
| 1,764          | 1,752          | 1,910          | <b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>   | 1,944          | 1,944          | 1,944          |
| 21,681         | 21,839         | 25,707         | <b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 32,043         | 32,043         | 32,043         |
| 236            | 236            | 261            | <b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>  | 260            | 260            | 260            |
| 3,536          | 3,816          | 8,503          | <b>7300-40</b> <b>Fringe Benefits - Unemployment</b>   | 3,998          | 3,998          | 3,998          |
| <b>577,413</b> | <b>574,975</b> | <b>616,563</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>616,709</b> | <b>616,709</b> | <b>616,719</b> |

**MATERIALS AND SERVICES**

|        |        |        |   |        |        |        |
|--------|--------|--------|---|--------|--------|--------|
| 1,490  | 1,190  | 1,000  | <b>7530</b> <b>Safety Training/OSHA</b>           | 750    | 750    | 750    |
| 332    | 82     | 300    | <b>7540</b> <b>Employee Development</b>           | 300    | 300    | 300    |
| 2,086  | 2,075  | 4,000  | <b>7550</b> <b>Travel &amp; Education</b>         | 2,000  | 2,000  | 2,000  |
| 25,126 | 29,226 | 32,000 | <b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b> | 33,000 | 33,000 | 33,000 |
| 9,853  | 10,325 | 11,000 | <b>7600</b> <b>Electric &amp; Natural Gas</b>     | 11,500 | 11,500 | 11,500 |
| 40,300 | 25,804 | 27,240 | <b>7610-05</b> <b>Insurance - Liability</b>       | 34,000 | 34,000 | 34,000 |

Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.

**20 - STREET FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 7,800          | 4,769          | 5,860                     | <b>7610-10 Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 8,600                      | 8,600                      | 8,600                     |
| 4,584          | 5,101          | 5,000                     | <b>7620 Telecommunications</b>   | 5,200                      | 5,200                      | 5,200                     |
| 954            | 973            | 1,250                     | <b>7650 Janitorial</b>   | 1,290                      | 1,290                      | 1,290                     |
| 19,223         | 17,995         | 18,000                    | <b>7660 Materials &amp; Supplies</b>   | 17,000                     | 17,000                     | 17,000                    |
| 41,215         | 32,547         | 73,000                    | <b>7720 Repairs &amp; Maintenance</b><br>Materials and supplies for street maintenance activities  | 60,000                     | 60,000                     | 60,000                    |
| 47,300         | 26,936         | 35,000                    | <b>7720-06 Repairs &amp; Maintenance - Equipment</b>   | 40,000                     | 40,000                     | 40,000                    |
| 0              | 0              | 0                         | <b>7720-07 Repairs &amp; Maintenance - Equipment-Inventory</b>   | 0                          | 0                          | 0                         |
| 2,759          | 2,659          | 4,000                     | <b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b><br>Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.            | 2,500                      | 2,500                      | 2,500                     |
| 0              | 7              | 0                         | <b>7720-14 Repairs &amp; Maintenance - Vehicles</b>  | 0                          | 0                          | 0                         |
| 47,696         | 7,555          | 6,000                     | <b>7720-28 Repairs &amp; Maintenance - Right of Way</b><br>Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.         | 6,000                      | 6,000                      | 6,000                     |
| 16,109         | 7,860          | 30,000                    | <b>7720-30 Repairs &amp; Maintenance - Sidewalks</b><br>Repair and construction of city sidewalks and wheelchair ramps.  | 30,000                     | 30,000                     | 30,000                    |
| 7,207          | 3,309          | 7,000                     | <b>7720-32 Repairs &amp; Maintenance - Traffic Signal</b><br>Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals. | 7,000                      | 7,000                      | 7,000                     |
| 8,490          | 6,517          | 23,020                    | <b>7720-34 Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>  | 24,270                     | 24,270                     | 24,270                    |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Maintenance contracts and permits  | 1                          | 3,520                      | 3,520                     |
|                |                |                           | Flower basket program  | 1                          | 2,750                      | 2,750                     |
|                |                |                           | Maintenance projects   | 1                          | 18,000                     | 18,000                    |
| 9,144          | 4,602          | 5,000                     | <b>7720-35 Repairs &amp; Maintenance - Storm Drains</b><br>Repair of the storm drainage system within the public right-of-way.   | 30,000                     | 30,000                     | 30,000                    |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Colvin Court storm drain piping and ditching   | 1                          | 15,000                     | 15,000                    |
|                |                |                           | Edmunston Street culvert repair  | 1                          | 10,000                     | 10,000                    |
|                |                |                           | Miscellaneous storm drainage repairs   | 1                          | 5,000                      | 5,000                     |

Budget Document Report

20 - STREET FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 2,103          | 11,498         | 67,860                    | <b>7750</b>                                     | <b>Professional Services</b>  |              | 62,050                     | 62,050                     | 62,050                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation  | 1            | 2,470                      | 2,470                      |                           |
|                |                |                           |   | Section 125 administration fee  | 1            | 80                         | 80                         |                           |
|                |                |                           |   | Pavement rating services  | 1            | 7,500                      | 7,500                      |                           |
|                |                |                           |   | One Call utility locate services-storm system   | 1            | 2,000                      | 2,000                      |                           |
|                |                |                           |   | Transportation Plan implementation  | 1            | 50,000                     | 50,000                     |                           |
| 89,560         | 81,819         | 150,000                   | <b>7780-12</b>                                  | <b>Contract Services - Street Maintenance</b>   |              | 150,000                    | 150,000                    | 150,000                   |
|                |                |                           |   | Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.   |              |                            |                            |                           |
| 2,659          | 4,945          | 8,000                     | <b>7800</b>                                     | <b>M &amp; S Equipment</b>  |              | 2,000                      | 2,000                      | 2,000                     |
|                |                |                           |   | Miscellaneous small equipment for operations and maintenance  |              |                            |                            |                           |
| 176            | 754            | 2,000                     | <b>7800-42</b>                                  | <b>M &amp; S Equipment - Shop</b>   |              | 500                        | 500                        | 500                       |
|                |                |                           |   | Miscellaneous small equipment and tools for shop operations and maintenance   |              |                            |                            |                           |
| 8,506          | 0              | 0                         | <b>7830-98</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 3,109          | 0              | 0                         | <b>7830-99</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0              | 858            | 4,829                     | <b>7840</b>                                     | <b>M &amp; S Computer Charges</b>   |              | 4,796                      | 4,796                      | 4,563                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department M&S costs shared city-wide  | 1            | 4,563                      | 4,563                      |                           |
| 0              | 9,966          | 9,736                     | <b>7840-75</b>                                  | <b>M &amp; S Computer Charges - Street</b>  |              | 13,275                     | 13,275                     | 13,275                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Hansen sewer database, 25% - shared with Engineering  | 1            | 2,850                      | 2,850                      |                           |
|                |                |                           |   | Street Saver software support   | 1            | 1,000                      | 1,000                      |                           |
|                |                |                           |   | Street Saver subscription   | 1            | 1,500                      | 1,500                      |                           |
|                |                |                           |   | ESRI ArcIMS Mapping 16% - shared w/Plan, Eng, St, Bld, WWS  | 1            | 2,000                      | 2,000                      |                           |
|                |                |                           |   | Workstation replacement   | 1            | 1,500                      | 1,500                      |                           |
|                |                |                           |   | Arcview license extension, 75% - shared with Pk Maint   | 1            | 1,800                      | 1,800                      |                           |
|                |                |                           |   | Hansen street module license  | 1            | 2,500                      | 2,500                      |                           |
|                |                |                           |   | Warranty extension, workstation   | 1            | 125                        | 125                        |                           |
| 11,388         | 14,190         | 17,500                    | <b>8190</b>                                     | <b>Signs</b>  |              | 17,500                     | 17,500                     | 17,500                    |
|                |                |                           |   | Street signing materials and supplies, along with replacement of downtown parking signage.  |              |                            |                            |                           |
| 140,875        | 149,091        | 155,000                   | <b>8200</b>                                     | <b>Street &amp; Parking Lot Lighting</b>  |              | 205,000                    | 205,000                    | 205,000                   |
|                |                |                           |   | McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.   |              |                            |                            |                           |
| 9,308          | 10,651         | 17,500                    | <b>8210</b>                                     | <b>Street Tree Program</b>  |              | 17,500                     | 17,500                     | 17,500                    |
|                |                |                           |   | 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. |              |                            |                            |                           |

Budget Document Report

**20 - STREET FUND**

| 2010<br>ACTUAL  | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
|---|----------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|-------------|-------|----------|-------|--|--|--|--|--|---|---|-----|-----|--|--|--|--|--|
| 559,351   | 473,304        | 721,095                   | <b>TOTAL MATERIALS AND SERVICES</b>             |   |  | 786,031                    | 786,031                    | 785,798                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| <b>CAPITAL OUTLAY</b>   |                |                           |   |   |  |                            |                            |                           |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 0   | 0              | 60,000                    | 8710  | Equipment   |  | 0                          | 0                          | 0                         |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 0   | 761            | 2,049                     | 8750  | Capital Outlay Computer Charges   |  | 537                        | 537                        | 537                       |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| <table border="0" style="width:100%"> <thead> <tr> <th style="text-align:left">Description</th> <th style="text-align:right">Units</th> <th style="text-align:right">Amt/Unit</th> <th style="text-align:right">Total</th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>IS Department capital outlay costs shared city-wide</td> <td style="text-align:right">1</td> <td style="text-align:right">537</td> <td style="text-align:right">537</td> <td colspan="5"></td> </tr> </tbody> </table> |                |                           |   |   |  |                            |                            |                           | Description | Units | Amt/Unit | Total |  |  |  |  |  | IS Department capital outlay costs shared city-wide | 1 | 537 | 537 |  |  |  |  |  |
| Description   | Units          | Amt/Unit                  | Total   |   |  |                            |                            |                           |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| IS Department capital outlay costs shared city-wide   | 1              | 537                       | 537   |   |  |                            |                            |                           |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 0   | 761            | 62,049                    | <b>TOTAL CAPITAL OUTLAY</b>                     |   |  | 537                        | 537                        | 537                       |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| <b>TRANSFERS OUT</b>  |                |                           |   |   |  |                            |                            |                           |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 129,169   | 130,424        | 148,289                   | 9700-01   | Transfers Out - General Fund<br>Engineering, Administration, and Finance personnel services support.  |  | 159,054                    | 159,054                    | 159,054                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 0   | 50,000         | 300,000                   | 9700-45   | Transfers Out - Transportation<br>Gas tax revenues used to fund Transportation Fund expenses that are not covered by the Oregon Federal Exchange funds and/or System Development Charges. |  | 300,000                    | 300,000                    | 300,000                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 5,368   | 5,432          | 5,755                     | 9700-80   | Transfers Out - Information Systems<br>Information Systems and Services Fund peronnel services support.   |  | 5,821                      | 5,821                      | 5,821                     |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 134,537   | 185,856        | 454,044                   | <b>TOTAL TRANSFERS OUT</b>                      |   |  | 464,875                    | 464,875                    | 464,875                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| <b>CONTINGENCIES</b>  |                |                           |   |   |  |                            |                            |                           |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 0   | 0              | 250,000                   | 9800  | Contingencies   |  | 250,000                    | 250,000                    | 250,000                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 0   | 0              | 250,000                   | <b>TOTAL CONTINGENCIES</b>                      |   |  | 250,000                    | 250,000                    | 250,000                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| <b>ENDING FUND BALANCE</b>  |                |                           |   |   |  |                            |                            |                           |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 663,109   | 1,011,432      | 599,599                   | 9999  | Unappropriated Ending Fd Balance<br>Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.              |  | 644,448                    | 644,448                    | 714,671                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 663,109   | 1,011,432      | 599,599                   | <b>TOTAL ENDING FUND BALANCE</b>                |   |  | 644,448                    | 644,448                    | 714,671                   |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |
| 1,934,410   | 2,246,328      | 2,703,350                 | <b>TOTAL REQUIREMENTS</b>                       |   |  | 2,762,600                  | 2,762,600                  | 2,832,600                 |             |       |          |       |  |  |  |  |  |   |   |     |     |  |  |  |  |  |



Budget Document Report

**20 - STREET FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,934,411      | 2,246,329      | 2,703,350                 | <b>TOTAL RESOURCES</b>  | 2,762,600                  | 2,762,600                  | 2,832,600                 |
| 1,934,410      | 2,246,329      | 2,703,350                 | <b>TOTAL REQUIREMENTS</b>   | 2,762,600                  | 2,762,600                  | 2,832,600                 |



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**



### Budget Highlights

- No Federal Aviation Administration (FAA) grant funded projects included in the 2012-13 proposed budget.
- The 2012-13 proposed budget includes the replacement of the West Hangar door. The door has been a maintenance problem for several years, and has reached the end of its useful life.
- The 2012-13 proposed budget includes continued work with Oregon State Police (OSP) to possibly construct an approximately 600+/- square foot shop facility to support Fish and Game enforcement operations. The OSP lease will increase accordingly upon completion of the shop.
- The Proposed Budget includes funding for taxiway striping and a wind sock for the west end of the main runway.

### Core Services

#### Operations

- Charged with operating the airport facility and meeting all regulatory conditions as required by the FAA and providing a pleasing and safe environment for recreational pilots.
- Operate all facilities in a cost effective and efficient manner.

#### Maintenance

- Responsible for maintaining all facilities and equipment owned by the City. This includes hangars, Fixed Base Operations (FBO) building, Oregon State Police building, runway, taxiways, lighting, and grounds.

### Future Challenges and Opportunities

- City owned buildings and facilities, including hangers, FBO building, maintenance hangars, and hanger taxiways are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for recent FAA grants. With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan.

There are 175 based aircraft at the McMinnville Municipal Airport.



# Airport Maintenance Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,490,492</b>  | <b>232,254</b>               | <b>243,964</b>                | <b>11,710</b>      |
| Materials & Services      | 327,955           | 151,510                      | 143,400                       | (8,110)            |
| Capital Outlay            | 1,235,166         | 210,000                      | 210,000                       | -                  |
| Transfers Out             | 104,236           | 114,452                      | 121,437                       | 6,985              |
| <b>Total Expenditures</b> | <b>1,667,357</b>  | <b>475,962</b>               | <b>474,837</b>                | <b>(1,125)</b>     |
| Net Expenditures          | (176,865)         | (243,708)                    | (230,873)                     | (12,835)           |



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$10.1 million dollars.



## Airport Maintenance Fund

## Historical Highlights

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

( SALMON RIVER HWY. NO. 39 )

CRUCKSHANK RD.

EVERGREEN

EVERGREEN

CIRRUS AVE.

NIMBUS LP

Light Beacon

TAXIWAY "A1"

TAXIWAY "A"

AIRCRAFT HANGARS

TAXIWAY "A"

TAXIWAY "A2"

TAXIWAY "A3"

ARMORY WAY

RUNWAY SAFETY AREA

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

RD.

AIRPORT

SOUTH

YAMHILL RIVER

RIVER

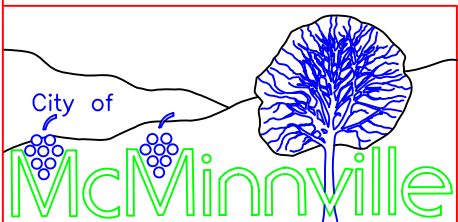
McMINNVILLE MUNICIPAL AIRPORT



Localizer Antenna

35

RUNWAY SAFETY AREA



AIRPORT 2011

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                  |                           |   |   |              |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                  |                           |   |   |              |                            |                            |                           |
| 172,330                       | 170,883          | 0                         | <b>4025-05</b>                                  | <b>Designated Begin FB-Airport Fd - Evergreen Aviation</b>  | 0            | 0                          | 0                          | 0                         |
| 744,756                       | 780,373          | 821,000                   | <b>4090</b>                                     | <b>Beginning Fund Balance</b><br>Estimated July 1, 2012 carryover from the 2011-2012 fiscal year. | 773,000      | 773,000                    | 802,000                    | 802,000                   |
| <b>917,087</b>                | <b>951,256</b>   | <b>821,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>             |   |              | <b>773,000</b>             | <b>773,000</b>             | <b>802,000</b>            |
| <b>INTERGOVERNMENTAL</b>      |                  |                           |   |   |              |                            |                            |                           |
| 40,703                        | 1,253,571        | 0                         | <b>4580</b>                                     | <b>FAA Grant</b>  | 0            | 0                          | 0                          | 0                         |
| <b>40,703</b>                 | <b>1,253,571</b> | <b>0</b>                  | <b>TOTAL INTERGOVERNMENTAL</b>                  |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>   |                  |                           |   |   |              |                            |                            |                           |
| 13,948                        | 13,679           | 13,750                    | <b>5400-05</b>                                  | <b>Property Rentals - Crop Share &amp; USDA</b>   | 13,100       | 13,100                     | 13,100                     | 13,100                    |
| 47,393                        | 53,186           | 49,000                    | <b>5400-10</b>                                  | <b>Property Rentals - Land Leases</b>   | 56,200       | 56,200                     | 56,200                     | 56,200                    |
| 97,446                        | 102,533          | 105,204                   | <b>5400-15</b>                                  | <b>Property Rentals - OSP Building</b>  | 106,464      | 106,464                    | 106,464                    | 106,464                   |
|                               |                  |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                  |                           |   | Federal Aviation Administration rent  | 12           | 1,000                      | 12,000                     |                           |
|                               |                  |                           |   | Oregon State Police rent  | 12           | 7,872                      | 94,464                     |                           |
| 9,300                         | 9,414            | 9,500                     | <b>5400-20</b>                                  | <b>Property Rentals - Fixed Base Operator Lease</b>   | 9,900        | 9,900                      | 9,900                      | 9,900                     |
| 44,208                        | 44,774           | 44,500                    | <b>5400-25</b>                                  | <b>Property Rentals - City Hangar</b>   | 44,000       | 44,000                     | 44,000                     | 44,000                    |
| <b>212,294</b>                | <b>223,585</b>   | <b>221,954</b>            | <b>TOTAL CHARGES FOR SERVICES</b>               |   |              | <b>229,664</b>             | <b>229,664</b>             | <b>229,664</b>            |
| <b>MISCELLANEOUS</b>          |                  |                           |   |   |              |                            |                            |                           |
| 4,266                         | 3,270            | 2,800                     | <b>6310</b>                                     | <b>Interest</b>   | 4,300        | 4,300                      | 4,300                      | 4,300                     |
| 8,035                         | 10,065           | 7,500                     | <b>6600</b>                                     | <b>Other Income</b>   | 10,000       | 10,000                     | 10,000                     | 10,000                    |
| <b>12,301</b>                 | <b>13,336</b>    | <b>10,300</b>             | <b>TOTAL MISCELLANEOUS</b>                      |   |              | <b>14,300</b>              | <b>14,300</b>              | <b>14,300</b>             |
| <b>1,182,384</b>              | <b>2,441,748</b> | <b>1,053,254</b>          | <b>TOTAL RESOURCES</b>                          |   |              | <b>1,016,964</b>           | <b>1,016,964</b>           | <b>1,045,964</b>          |

## 25 - AIRPORT MAINTENANCE FUND

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 6,400                         | 4,562          | 3,910                     | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.                         | 6,100                      | 6,100                      | 6,100                     |
| 6,000                         | 4,224          | 4,200                     | <b>7610-10 Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.                          | 4,500                      | 4,500                      | 4,500                     |
| 63                            | 0              | 200                       | <b>7620 Telecommunications</b><br>Airport Manager phone.   | 200                        | 200                        | 200                       |
| 1,955                         | 1,916          | 2,500                     | <b>7660 Materials &amp; Supplies</b><br>Airport restroom, janitorial and office supplies, miscellaneous permits.   | 2,500                      | 2,500                      | 2,500                     |
| 9,410                         | 10,899         | 35,000                    | <b>7720-40 Repairs &amp; Maintenance - Runway/Taxiway</b>  | 45,000                     | 45,000                     | 45,000                    |
|                               |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Airport Miscellaneous repairs - minor paving, painting, etc.   | 1                          | 13,000                     | 13,000                    |
|                               |                |                           | Airport grounds weed spraying  | 1                          | 8,000                      | 8,000                     |
|                               |                |                           | Airport grounds mowing   | 1                          | 17,000                     | 17,000                    |
|                               |                |                           | New wind sock  | 1                          | 5,000                      | 5,000                     |
|                               |                |                           | Apron striping   | 1                          | 2,000                      | 2,000                     |
| 8,374                         | 15,195         | 20,730                    | <b>7740-05 Rental Property Repair &amp; Maint - Building</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution. | 20,900                     | 20,900                     | 20,900                    |
|                               |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Insurance - liability  | 1                          | 900                        | 900                       |
|                               |                |                           | Miscellaneous repairs, maintenance, landscaping  | 1                          | 10,000                     | 10,000                    |
|                               |                |                           | West Hangar door replacement   | 1                          | 10,000                     | 10,000                    |
| 9,148                         | 17,235         | 10,100                    | <b>7740-10 Rental Property Repair &amp; Maint - OSP</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.      | 10,200                     | 10,200                     | 12,700                    |
|                               |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Insurance - liability  | 1                          | 200                        | 200                       |
|                               |                |                           | Insurance - property   | 1                          | 2,000                      | 2,000                     |
|                               |                |                           | Miscellaneous repairs, maintenance, landscaping, etc   | 1                          | 10,500                     | 10,500                    |
| 26,756                        | 19,926         | 25,870                    | <b>7750 Professional Services</b>  | 30,000                     | 30,000                     | 30,000                    |
|                               |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Contract airport manager   | 1                          | 13,860                     | 13,860                    |
|                               |                |                           | Audit fee allocation   | 1                          | 620                        | 620                       |
|                               |                |                           | Miscellaneous professional services  | 1                          | 15,520                     | 15,520                    |
| 26,235                        | 143,407        | 0                         | <b>7760-45 Professional Svcs - Plan/Study - Environmental Design &amp; Const Svc</b>   | 0                          | 0                          | 0                         |



## Budget Document Report

## 25 - AIRPORT MAINTENANCE FUND

| 2010<br>ACTUAL                    | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 101                               | 0                | 34,000                    | <b>7770-52 Professional Services - Projects - OSP Remodel</b><br>Design and construction services of a shop for the Oregon State Police (OSP).   | 9,000                      | 9,000                      | 19,000                    |
| 8,840                             | 5,686            | 15,000                    | <b>8215 Airport Lighting</b><br>Runway, beacon, street, and parking area lighting maintenance and power costs.   | 15,000                     | 15,000                     | 15,000                    |
| 0                                 | 104,905          | 0                         | <b>8217 Public/Private Partnership Refund</b>  | 0                          | 0                          | 0                         |
| <b>103,283</b>                    | <b>327,955</b>   | <b>151,510</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>143,400</b>             | <b>143,400</b>             | <b>155,900</b>            |
| <b><u>CAPITAL OUTLAY</u></b>      |                  |                           |  |                            |                            |                           |
| 8,881                             | 0                | 210,000                   | <b>8800 Building Improvements</b><br>Construction cost for an approximately 1,500 square foot shop per the terms of our lease with the Oregon State Police (OSP). Upon completion of the building, the OSP will begin paying a higher lease amount.          | 210,000                    | 210,000                    | 210,000                   |
| 15,917                            | 1,176,142        | 0                         | <b>8920-10 Land Improvements - FAA - Runway &amp; Taxiway Const</b>  | 0                          | 0                          | 0                         |
| 0                                 | 59,024           | 0                         | <b>8920-15 Land Improvements - Leasee Improvements</b>   | 0                          | 0                          | 0                         |
| <b>24,798</b>                     | <b>1,235,166</b> | <b>210,000</b>            | <b><u>TOTAL CAPITAL OUTLAY</u></b>   | <b>210,000</b>             | <b>210,000</b>             | <b>210,000</b>            |
| <b><u>TRANSFERS OUT</u></b>       |                  |                           |  |                            |                            |                           |
| 33,047                            | 34,236           | 44,452                    | <b>9700-01 Transfers Out - General Fund</b><br>Engineering, Administration, and Finance personnel services support.  | 51,437                     | 51,437                     | 51,437                    |
| 70,000                            | 70,000           | 70,000                    | <b>9700-77 Transfers Out - Wastewater Capital</b><br>4th year repayment of interfund "loan" from Wastewater Capital Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations. | 70,000                     | 70,000                     | 70,000                    |
| <b>103,047</b>                    | <b>104,236</b>   | <b>114,452</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>  | <b>121,437</b>             | <b>121,437</b>             | <b>121,437</b>            |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |                            |                            |                           |
| 0                                 | 0                | 300,000                   | <b>9800 Contingencies</b>  | 300,000                    | 300,000                    | 300,000                   |
| <b>0</b>                          | <b>0</b>         | <b>300,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>  | <b>300,000</b>             | <b>300,000</b>             | <b>300,000</b>            |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 170,883                           | 0                | 0                         | <b>9925-05 Designated End FB - Airport Fd - Evergreen Aviation</b>   | 0                          | 0                          | 0                         |
| 780,373                           | 774,392          | 277,292                   | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.   | 242,127                    | 242,127                    | 258,627                   |
| <b>951,256</b>                    | <b>774,392</b>   | <b>277,292</b>            | <b><u>TOTAL ENDING FUND BALANCE</u></b>  | <b>242,127</b>             | <b>242,127</b>             | <b>258,627</b>            |
| <b>1,182,384</b>                  | <b>2,441,748</b> | <b>1,053,254</b>          | <b><u>TOTAL REQUIREMENTS</u></b>   | <b>1,016,964</b>           | <b>1,016,964</b>           | <b>1,045,964</b>          |

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,182,384      | 2,441,748      | 1,053,254                 | <b>TOTAL RESOURCES</b>  | 1,016,964                  | 1,016,964                  | 1,045,964                 |
| 1,182,384      | 2,441,748      | 1,053,254                 | <b>TOTAL REQUIREMENTS</b>   | 1,016,964                  | 1,016,964                  | 1,045,964                 |



**PUBLIC SAFETY FACILITIES  
CONSTRUCTION FUND**





# Public Safety Facilities Construction Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- The new Civic Hall and Edward J. Gormley Plaza were substantially completed in 2009-10. In fiscal year 2010-11, approximately \$107,000, or 90%, of the rebatable arbitrage liability was paid to the Internal Revenue Service. An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City is paying for debt service on the 2006 bonds.
- The remaining \$11,476, or 10%, of the arbitrage liability has been reserved in a Designated Fund Balance in this Fund. The final arbitrage calculation will occur in 2016, at which time the remaining 10% may or may not be owed to the Internal Revenue Service.
- The 2012-13 proposed budget includes a \$42,337 transfer to the Debt Service Fund. This amount reflects unspent bond proceeds from the issuance of the 2006 Bonds. The transfer will decrease the amount of property taxes that must be levied in the Debt Service Fund for 2012-13 bond debt service payments.



### 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**

## Future Challenges and Opportunities

- Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.
- Because all bond proceeds and interest, except for the amount reserved for the arbitrage liability, have been spent or transferred, costs for the annual financing administration or paying agent fee will be accounted for in General Fund Non-Departmental materials and services expenditures. This change will be effective with the 2012-13 proposed budget.

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>723</b>        | -                            | -                             | -                  |
| Materials & Services      | 107,626           | 24,000                       | -                             | (24,000)           |
| Capital Outlay            | -                 | 15,000                       | -                             | (15,000)           |
| Transfers Out             | -                 | -                            | 42,337                        | 42,337             |
| <b>Total Expenditures</b> | <b>107,626</b>    | <b>39,000</b>                | <b>42,337</b>                 | <b>3,337</b>       |
| Net Expenditures          | (106,903)         | (39,000)                     | (42,337)                      | 3,337              |



## Public Safety Facilities Construction Fund

### Historical Highlights

- 1940's** Police Department housed in south administrative area of old Fire Hall Building.
- 1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.
- 1940's** Present Police Department building a grocery store and later a hardware store. A bomb shelter was housed in the basement of the building.
- 1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.
- 1986** City of McMinnville purchased the building from McMinnville Water & Light Department.
- 1987** City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

- 1987** City of McMinnville Police Department and YCOM move into remodeled facilities.
- 1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.
- 2006** City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.
- 2006** The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.
- 2007** Construction of the new Public Safety Facility, located at the SW corner of 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. Remaining unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET   | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--|----------------|---------------------------|---|--|----------------------------|---------------------------|
| <b>RESOURCES</b>   |                |                           |   |  |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b>   |                |                           |   |  |                            |                           |
| 0  | 0              | 0                         | <b>4040</b>                                     | <b>Designated Begin FB-Public Safety Facility</b>                            | 0                          | 0                         |
| 0  | 0              | 0                         | <b>4040-05</b>                                  | <b>Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve</b> | 11,476                     | 11,476                    |
| Proceeds from 2006 issuance of bonds reserved for payment of possible arbitrage rebate liability. Final liability calculation will be completed in 2016. |                |                           |   |  |                            |                           |
| 466,309  | 160,838        | 55,035                    | <b>4090</b>                                     | <b>Beginning Fund Balance</b>  | 42,337                     | 42,337                    |
| Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.  |                |                           |   |  |                            |                           |
| <b>466,309</b>   | <b>160,838</b> | <b>55,035</b>             | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>      |  | <b>53,813</b>              | <b>53,813</b>             |
| <b><u>INTERGOVERNMENTAL</u></b>  |                |                           |   |  |                            |                           |
| 730  | 0              | 0                         | <b>5070-01</b>                                  | <b>Water &amp; Light - Reimbursement</b>                                     | 0                          | 0                         |
| <b>730</b>   | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL INTERGOVERNMENTAL</u></b>           |  | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>  |                |                           |   |  |                            |                           |
| 0  | 1              | 0                         | <b>6310</b>                                     | <b>Interest</b>  | 0                          | 0                         |
| 4,121  | 722            | 0                         | <b>6310-30</b>                                  | <b>Interest - Bond</b>   | 0                          | 0                         |
| <b>4,121</b>   | <b>723</b>     | <b>0</b>                  | <b><u>TOTAL MISCELLANEOUS</u></b>               |  | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS IN</u></b>   |                |                           |   |  |                            |                           |
| 0  | 0              | 0                         | <b>6900-40</b>                                  | <b>Transfers In - Public Safety Facilities Const</b>                         | 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>471,160</b>   | <b>161,561</b> | <b>55,035</b>             | <b><u>TOTAL RESOURCES</u></b>                   |  | <b>53,813</b>              | <b>53,813</b>             |

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 1,352                                | 107,626        | 0                         | <b>7750-57 Professional Services - Financing Administration</b><br>All resources remaining in this Fund, other than reserve for arbitrage liability, will be transferred to the Debt Service Fund in 2012-13. Beginning in 2012-13, bond administration or paying agent fee will be paid from General Fund, Non-Departmental Department. | 0                          | 0                          | 0                         |
| 18,372                               | 0              | 24,000                    | <b>7770-09 Professional Services - Projects - Civic Hall</b>   | 0                          | 0                          | 0                         |
| <b>19,724</b>                        | <b>107,626</b> | <b>24,000</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b>         |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>8710-30 Equipment - Public Safety Building</b>  | 0                          | 0                          | 0                         |
| 1,522                                | 0              | 0                         | <b>8710-35 Equipment - Civic Hall</b>  | 0                          | 0                          | 0                         |
| 79,561                               | 0              | 0                         | <b>8810-05 Building Construction - Public Safety Building</b>  | 0                          | 0                          | 0                         |
| 206,158                              | 0              | 0                         | <b>8810-10 Building Construction - Civic Hall</b>  | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>8820-05 Furnishings - Public Safety Building</b>  | 0                          | 0                          | 0                         |
| 3,357                                | 0              | 15,000                    | <b>8820-10 Furnishings - Civic Hall</b>  | 0                          | 0                          | 0                         |
| <b>290,598</b>                       | <b>0</b>       | <b>15,000</b>             | <b><u>TOTAL CAPITAL OUTLAY</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>          |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>9700-01 Transfers Out - General Fund</b>  | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>9700-60 Transfers Out - Debt Service</b><br>All proceeds from bonds issued in 2006 were not required to complete projects. Bond proceeds remaining in this fund will be transferred to Debt Service Fund to reduce amount of tax levied in the Debt Service Fund for principal and interest payments on bonds.                        | 42,337                     | 42,337                     | 42,337                    |
| <b>0</b>                             | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL TRANSFERS OUT</u></b>  | <b>42,337</b>              | <b>42,337</b>              | <b>42,337</b>             |
| <b><u>CONTINGENCIES</u></b>          |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>9800 Contingencies</b>  | 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>    |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>9940 Designated End FB - Public Safety Facility</b>   | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve</b><br>Proceeds from 2006 bonds reserved for possible arbitrage rebate liability. Final calculation will be completed in 2016.  | 11,476                     | 11,476                     | 11,476                    |

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 160,838        | 53,935         | 16,035                    | <b>9999 Unappropriated Ending Fd Balance</b><br>Entire amount of fund balance is reserved as Designated Fund Balance-Arbitrage Rebate Reserve. | 0                          | 0                          | 0                         |
| <b>160,838</b> | <b>53,935</b>  | <b>16,035</b>             | <b>TOTAL ENDING FUND BALANCE</b>   | <b>11,476</b>              | <b>11,476</b>              | <b>11,476</b>             |
| <b>471,160</b> | <b>161,561</b> | <b>55,035</b>             | <b>TOTAL REQUIREMENTS</b>  | <b>53,813</b>              | <b>53,813</b>              | <b>53,813</b>             |



Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 471,160        | 161,561        | 55,035                    | <i>TOTAL RESOURCES</i>  | 53,813                     | 53,813                     | 53,813                    |
| 471,160        | 161,561        | 55,035                    | <i>TOTAL REQUIREMENTS</i>   | 53,813                     | 53,813                     | 53,813                    |



# **TRANSPORTATION FUND**





### Budget Highlights

- The 2012-13 proposed budget includes a transfer of \$300,000 from the Street Fund to help fund street preservation (overlays and slurry seal applications) work in various areas around the community.
- The 2012-13 budget proposal includes \$525,000 for pavement overlay and slurry seal application work during the summer of 2012.
- Also included in the budget proposal are professional services funds of \$18,000, for the City's continued support of the efforts to construct the Newberg – Dundee bypass project.

### Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

### Future Challenges and Opportunities

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



In early 2010, the City Council adopted the update to the City's Transportation Master Plan. The plan provides a comprehensive look at the City's major street, pedestrian, bicycle, and transit systems and sets out needed system improvements.

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>876,542</b>    | <b>896,054</b>               | <b>790,421</b>                | <b>(105,633)</b>   |
| Materials & Services      | 35,629            | 40,000                       | 25,000                        | (15,000)           |
| Capital Outlay            | 510,243           | 610,000                      | 525,000                       | (85,000)           |
| Transfers Out             | 411,239           | 303,535                      | 45,022                        | (258,513)          |
| <b>Total Expenditures</b> | <b>957,111</b>    | <b>953,535</b>               | <b>595,022</b>                | <b>(358,513)</b>   |
| Net Expenditures          | (80,569)          | (57,481)                     | 195,399                       | (252,880)          |



## Transportation Fund

## Historical Highlights

|             |   |             |   |             |  |
|-------------|---|-------------|---|-------------|--|
| <b>1856</b> | The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street / Evans Street / 5 <sup>th</sup> Street.                        | <b>1983</b> | Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.  | <b>1995</b> | Transportation Fund implemented to account for SDCs and street capital projects.   |
| <b>1900</b> | In the early 1900's, many of the downtown area streets constructed.   | <b>1986</b> | Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.  | <b>1996</b> | McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes. |
| <b>1950</b> | Approximately 15 miles of City streets --- mostly from the downtown area north to 15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.  | <b>1990</b> | Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area. | <b>1997</b> | West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.   |
| <b>1970</b> | Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area. | <b>1994</b> | City adopts "Transportation Master Plan."   | <b>1997</b> | Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.   |
| <b>1975</b> | Voters pass 5-year roadway serial levy - \$120,000 per year.  | <b>1995</b> | May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.   | <b>1999</b> | In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.  |
| <b>1980</b> | Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.  | <b>1995</b> | City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.                    |             |  |

**2000** Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

**2006** City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

**2007** City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

**2009** Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

**2010** City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

**2010** In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET       | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |              |
|-------------------------------|------------------|---------------------------|--|----------------------------------|----------------------------|---------------------------|--------------|
| <b>RESOURCES</b>              |                  |                           |  |                                  |                            |                           |              |
| <b>BEGINNING FUND BALANCE</b> |                  |                           |  |                                  |                            |                           |              |
| 1,532,374                     | 1,399,109        | 1,394,609                 | <b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b><br>Estimated system development charge (SDC) designated carryover at July 1, 2012; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.  | 1,328,789                        | 1,328,789                  | 1,343,789                 |              |
| 241,020                       | 33,524           | -50,593                   | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.  | 125,513                          | 125,513                    | 124,513                   |              |
| <b>1,773,395</b>              | <b>1,432,633</b> | <b>1,344,016</b>          | <b>TOTAL BEGINNING FUND BALANCE</b>  | <b>1,454,302</b>                 | <b>1,454,302</b>           | <b>1,468,302</b>          |              |
| <b>INTERGOVERNMENTAL</b>      |                  |                           |  |                                  |                            |                           |              |
| 150,774                       | 532,722          | 443,154                   | <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. The fund exchange allows the City to spend the money on any City street. Without the fund exchange, the federal dollars would need to be spent on a federal aid project on the City's arterial or collector streets on the federal aid roadway list. | 334,021                          | 334,021                    | 334,021                   |              |
|                               |                  |                           |  | <u>Description</u>               | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u> |
|                               |                  |                           |  | 2012 STP fund exchange allotment | 1                          | 334,021                   | 334,021      |
| <b>150,774</b>                | <b>532,722</b>   | <b>443,154</b>            | <b>TOTAL INTERGOVERNMENTAL</b>   | <b>334,021</b>                   | <b>334,021</b>             | <b>334,021</b>            |              |
| <b>CHARGES FOR SERVICES</b>   |                  |                           |  |                                  |                            |                           |              |
| 161,570                       | 289,242          | 150,000                   | <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.   | 150,000                          | 150,000                    | 150,000                   |              |
| <b>161,570</b>                | <b>289,242</b>   | <b>150,000</b>            | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>150,000</b>                   | <b>150,000</b>             | <b>150,000</b>            |              |
| <b>MISCELLANEOUS</b>          |                  |                           |  |                                  |                            |                           |              |
| 7,342                         | 4,578            | 2,900                     | <b>6310 Interest</b>   | 6,400                            | 6,400                      | 6,400                     |              |
| <b>7,342</b>                  | <b>4,578</b>     | <b>2,900</b>              | <b>TOTAL MISCELLANEOUS</b>   | <b>6,400</b>                     | <b>6,400</b>               | <b>6,400</b>              |              |
| <b>TRANSFERS IN</b>           |                  |                           |  |                                  |                            |                           |              |
| 0                             | 50,000           | 300,000                   | <b>6900-20 Transfers In - Street</b><br>Gas tax revenues used to fund Transportation Fund expenses that are not covered by the Oregon Federal Exchange funds and/or System Development Charges.  | 300,000                          | 300,000                    | 300,000                   |              |
| <b>0</b>                      | <b>50,000</b>    | <b>300,000</b>            | <b>TOTAL TRANSFERS IN</b>  | <b>300,000</b>                   | <b>300,000</b>             | <b>300,000</b>            |              |
| <b>2,093,080</b>              | <b>2,309,175</b> | <b>2,240,070</b>          | <b>TOTAL RESOURCES</b>   | <b>2,244,723</b>                 | <b>2,244,723</b>           | <b>2,258,723</b>          |              |

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**MATERIALS AND SERVICES**

|               |               |               |                |  |               |                 |               |
|---------------|---------------|---------------|----------------|--|---------------|-----------------|---------------|
| 18,996        | 35,629        | 30,000        | <b>7750</b>    | <b>Professional Services</b>   | 25,000        | 25,000          | 25,000        |
|               |               |               |                | <u>Description</u>   | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>  |
|               |               |               |                | Audit fee allocation   | 1             | 1,170           | 1,170         |
|               |               |               |                | Yamhill Parkway Committee support  | 1             | 18,000          | 18,000        |
|               |               |               |                | Miscellaneous consulting services  | 1             | 5,830           | 5,830         |
| 3,068         | 0             | 0             | <b>7760-10</b> | <b>Professional Svcs - Plan/Study - Transportation System Plan</b>         | 0             | 0               | 0             |
| 22,415        | 0             | 0             | <b>7770-35</b> | <b>Professional Services - Projects - Lafayette/Orchard Traffic Signal</b> | 0             | 0               | 0             |
| 2,916         | 0             | 0             | <b>7770-65</b> | <b>Professional Services - Projects - Curb Ramp Replacement</b>            | 0             | 0               | 0             |
| 5,509         | 0             | 10,000        | <b>7770-67</b> | <b>Professional Services - Projects - Street Resurfacing</b>               | 0             | 0               | 0             |
| <b>52,903</b> | <b>35,629</b> | <b>40,000</b> |                | <b><u>TOTAL MATERIALS AND SERVICES</u></b>                                 | <b>25,000</b> | <b>25,000</b>   | <b>25,000</b> |

**CAPITAL OUTLAY**

|                |                |                |                |  |                |                |                |
|----------------|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 180,453        | 0              | 0              | <b>9000-10</b> | <b>Traffic Signals - Lafayette &amp; Orchard Ave</b>   | 0              | 0              | 0              |
| 21,098         | 0              | 0              | <b>9000-15</b> | <b>Traffic Signals - 3rd &amp; Johnson Streets</b>   | 0              | 0              | 0              |
| 0              | 0              | 0              | <b>9020-05</b> | <b>Street Resurfacing - Seal Coating</b>   | 75,000         | 75,000         | 75,000         |
|                |                |                |                | Slurry seal application on various City streets, primarily using fund exchange resources.  |                |                |                |
| 466            | 510,243        | 600,000        | <b>9020-10</b> | <b>Street Resurfacing - Contract Overlays</b>  | 450,000        | 450,000        | 500,000        |
|                |                |                |                | Pavement overlay of various City streets, primarily using fund exchange resources.   |                |                |                |
| 0              | 0              | 10,000         | <b>9150-05</b> | <b>Developer Reimbursement - Storm Drainage</b>  | 0              | 0              | 0              |
|                |                |                |                | Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs. |                |                |                |
| <b>202,017</b> | <b>510,243</b> | <b>610,000</b> |                | <b><u>TOTAL CAPITAL OUTLAY</u></b>   | <b>525,000</b> | <b>525,000</b> | <b>575,000</b> |

**TRANSFERS OUT**

|                |                |                |                |   |               |               |               |
|----------------|----------------|----------------|----------------|---|---------------|---------------|---------------|
| 105,527        | 111,239        | 52,091         | <b>9700-01</b> | <b>Transfers Out - General Fund</b>   | 45,022        | 45,022        | 45,022        |
|                |                |                |                | Engineering, Administration, and Finance personnel services support.  |               |               |               |
| 300,000        | 300,000        | 251,444        | <b>9700-60</b> | <b>Transfers Out - Debt Service</b>   | 0             | 0             | 0             |
|                |                |                |                | Previously transportation SDC fees were transferred to the Debt Service Fund to partially offset debt service payments on the 1996 Transportation Bonds. Amount of SDCs available for debt service offset was calculated based on the amount of bond proceeds used for SDC qualifying projects. |               |               |               |
|                |                |                |                | Budget Note: Beginning in fiscal year 2012-13, no further SDCs may be used to offset debt service payments on the 1996 Transportation Bonds.  |               |               |               |
| <b>405,527</b> | <b>411,239</b> | <b>303,535</b> |                | <b><u>TOTAL TRANSFERS OUT</u></b>   | <b>45,022</b> | <b>45,022</b> | <b>45,022</b> |

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2010<br>ACTUAL                    | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |                            |                            |                           |
| 0                                 | 0                | 250,000                   | <b>9800 Contingencies</b><br>Budget Note: As budgeted, contingency is 100% undesignated carryover.   | 100,000                    | 100,000                    | 50,000                    |
| <b>0</b>                          | <b>0</b>         | <b>250,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>  | <b>100,000</b>             | <b>100,000</b>             | <b>50,000</b>             |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 1,400,796                         | 1,393,538        | 1,036,175                 | <b>9945-05 Designated End FB - Transport Fd - Transportation SDC</b><br>Designated system development charge (SDC) carryover at July 1, 2013; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC. | 1,484,637                  | 1,484,637                  | 1,499,647                 |
| 31,837                            | -41,474          | 360                       | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, includes the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.  | 65,064                     | 65,064                     | 64,054                    |
| <b>1,432,633</b>                  | <b>1,352,064</b> | <b>1,036,535</b>          | <b><u>TOTAL ENDING FUND BALANCE</u></b>  | <b>1,549,701</b>           | <b>1,549,701</b>           | <b>1,563,701</b>          |
| <b>2,093,080</b>                  | <b>2,309,175</b> | <b>2,240,070</b>          | <b><u>TOTAL REQUIREMENTS</u></b>   | <b>2,244,723</b>           | <b>2,244,723</b>           | <b>2,258,723</b>          |



Budget Document Report

**45 - TRANSPORTATION FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,093,080      | 2,309,175      | 2,240,070                 | <b>TOTAL RESOURCES</b>                          | 2,244,723                  | 2,244,723                  | 2,258,723                 |
| 2,093,080      | 2,309,175      | 2,240,070                 | <b>TOTAL REQUIREMENTS</b>                       | 2,244,723                  | 2,244,723                  | 2,258,723                 |



# **PARK DEVELOPMENT FUND**





# Park Development Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2012-13 proposed budget estimate for park SDC's is based on approximately 61 residential permits generating a total of about \$130,000. This is slightly higher than recent years as building activity seems to be inching upward.
- With all but one of the 2000 Park Improvement bond funded projects complete, park development activity will be slower than in recent years.
- Park Improvement Bond dollars remain budgeted in 2012-13 to acquire, design and construct a small neighborhood park in NW McMinnville. Ongoing efforts will continue to secure a potential park property adjacent to the recently completed Westside bicycle/pedestrian greenway corridor in the "Shadden Claim" neighborhood vicinity.
- \$35,000 has been budgeted in 2012-13 to replace the small pedestrian bridge in lower City Park. Additional asphalt pathways may also be added to provide improved access to picnic sites located across the creek in the same vicinity as the bridge.
- The 2012-13 proposed budget includes a \$100,000 transfer to the debt service Fund. This transfer reduces the amount of the tax levy needed for debt service payments for the Park Improvement Bond passed by voters in November 2000.

## Future Challenges and Opportunities

- With the strong support of citizens, the City is developing a progressive system of parks and open spaces that complement and enhance McMinnville's quality of life. The City should remain determined to meet the challenge of sustaining park maintenance staffing/funding levels commensurate with the facilities and park functions that serve the growing community.

- With the exception of the NW Neighborhood Park project discussed under "Budget Highlights" all Park Improvement Bond projects approved in November 2000 are completed.
- Continue to communicate with citizens regarding park project status and park development opportunities and continue to accept public input, leadership, and assistance for ongoing park development success in the future.
- Park SDC's alone will not support the continued growth of McMinnville's Park System as the community grows and new facilities are needed. The recent completion of all but one of the park bond projects approved in 2000 will essentially end the City's financial capacity to expand our park system at any relevant level without additional resources. While we have created a great park system foundation to serve our existing population, we will be hard pressed to "keep up" with a growing and changing community in the future unless we can successfully secure the same variety of funding opportunities we have enjoyed in the past.

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>123,930</b>    | <b>221,358</b>               | <b>133,100</b>                | <b>(88,258)</b>    |
| Materials & Services      | 38,438            | 190,748                      | 78,070                        | (112,678)          |
| Capital Outlay            | 953,970           | 726,000                      | 726,000                       | -                  |
| Transfers Out             | 157,676           | 149,090                      | 148,324                       | (766)              |
| <b>Total Expenditures</b> | <b>1,150,084</b>  | <b>1,065,838</b>             | <b>952,394</b>                | <b>(113,444)</b>   |
| Net Expenditures          | (1,026,154)       | (844,480)                    | (819,294)                     | (25,186)           |



## Park Development Fund

## Historical Highlights

- 1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1956** McMinnville Aquatic Center constructed.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979** From 1979 – 1981, old National Guard Armory at 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.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- 1990** Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.

# Park Development Fund

## Historical Highlights

**1993** Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

**1994** From 1994 – 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.

**1996** Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.



**1996** Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

**1998** City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.

**1999** Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.

**1999** *Parks, Recreation, and Open Space Master Plan* adopted by City Council

**1999** SW Community Park property purchased.

**2000** In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.

**2001** SW Community Park planning and design process begins -park bond project.

**2002** Thompson Park construction project begins in south McMinnville.

**2002** Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.

**2002** Bend-O-River mini-park in east McMinnville constructed.

**2003** Thompson Park construction complete; park opens in June.

**2003** Marsh Lane Extension and Dancer Park Expansion Project substantially complete.

**2003** Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

# Park Development Fund

## Historical Highlights

- 2004** From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004** Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004** In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 2005** Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.
- 2006** McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.
- 2007** McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.
- 2007** The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.
- 2007** The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.
- 2008** The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
- 2009** The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
- 2009** A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
- 2010** McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.

**2010** Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

**2010** Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

**2010** McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

**2011** "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.



Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**RESOURCES**

**BEGINNING FUND BALANCE**

|           |           |           |   |           |           |           |
|-----------|-----------|-----------|---|-----------|-----------|-----------|
| 4,357,308 | 2,204,243 | 1,176,048 | <b>4050-05</b> <b>Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds</b><br>Estimated July 1, 2012 designated carryover of 2001 Park Improvement Bond proceeds.                                       | 1,160,394 | 1,160,394 | 1,165,394 |
| 16,000    | 16,000    | 16,000    | <b>4050-25</b> <b>Designated Begin FB-Park Dev Fd - Heather Hollow</b><br>July 1, 2012 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park. | 16,000    | 16,000    | 16,000    |
| 20,265    | 14,574    | 13,757    | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.  | 6,466     | 6,466     | 6,466     |

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>4,393,574</b> | <b>2,234,817</b> | <b>1,205,805</b> | <b>TOTAL BEGINNING FUND BALANCE</b> | <b>1,182,860</b> | <b>1,182,860</b> | <b>1,187,860</b> |
|------------------|------------------|------------------|-------------------------------------|------------------|------------------|------------------|

**INTERGOVERNMENTAL**

|               |          |          |   |          |          |          |
|---------------|----------|----------|---|----------|----------|----------|
| 86,542        | 0        | 0        | <b>4770-20</b> <b>OR State Park &amp; Recreation Grant - Kiwanis Marine Park Renovation</b> | 0        | 0        | 0        |
| 0             | 0        | 0        | <b>4770-25</b> <b>OR State Park &amp; Recreation Grant - West Hills Park</b>                | 0        | 0        | 0        |
| 0             | 0        | 0        | <b>5010-50</b> <b>Yamhill County - Tice Park West Access</b>                                | 0        | 0        | 0        |
| <b>86,542</b> | <b>0</b> | <b>0</b> | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>0</b> | <b>0</b> | <b>0</b> |

**CHARGES FOR SERVICES**

|        |         |         |  |         |         |         |
|--------|---------|---------|--|---------|---------|---------|
| 95,310 | 114,372 | 105,000 | <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.<br><br>Budget Note: Current Park SDC is \$2,118 per residential unit. | 130,000 | 130,000 | 130,000 |
|--------|---------|---------|--|---------|---------|---------|

|               |                |                |                                   |                |                |                |
|---------------|----------------|----------------|-----------------------------------|----------------|----------------|----------------|
| <b>95,310</b> | <b>114,372</b> | <b>105,000</b> | <b>TOTAL CHARGES FOR SERVICES</b> | <b>130,000</b> | <b>130,000</b> | <b>130,000</b> |
|---------------|----------------|----------------|-----------------------------------|----------------|----------------|----------------|

**MISCELLANEOUS**

|        |       |       |   |       |       |       |
|--------|-------|-------|---|-------|-------|-------|
| 107    | 50    | 0     | <b>6310</b> <b>Interest</b><br>Interest earned on SDC, grant, intergovernmental, etc balances                   | 100   | 100   | 100   |
| 23,616 | 9,508 | 3,000 | <b>6310-30</b> <b>Interest - Bond</b><br>Interest earned on unexpended 2001 Park System Improvement Bond funds. | 3,000 | 3,000 | 3,000 |
| 0      | 0     | 0     | <b>6450-05</b> <b>Donations - Park Development - Discovery Meadows</b>  | 0     | 0     | 0     |



Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A                       | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 10,000                               | 0                | 0                         | 6450-20 Donations - Park Development - Kiwanis Marine Park Renovation | 0                          | 0                          | 0                         |
| 0                                    | 0                | 0                         | 6450-25 Donations - Park Development - Heather Hollow City Park       | 0                          | 0                          | 0                         |
| 2,494                                | 0                | 0                         | 6600 Other Income   | 0                          | 0                          | 0                         |
| <b>36,217</b>                        | <b>9,558</b>     | <b>3,000</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>                                     | <b>3,100</b>               | <b>3,100</b>               | <b>3,100</b>              |
| <b><u>OTHER FINANCING SOURCE</u></b> |                  |                           |   |                            |                            |                           |
| 0                                    | 0                | 113,358                   | 6820-10 Bond Proceeds - Premium                                       | 0                          | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>         | <b>113,358</b>            | <b><u>TOTAL OTHER FINANCING SOURCE</u></b>                            | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>4,611,642</b>                     | <b>2,358,748</b> | <b>1,427,163</b>          | <b><u>TOTAL RESOURCES</u></b>   | <b>1,315,960</b>           | <b>1,315,960</b>           | <b>1,320,960</b>          |

**50 - PARK DEVELOPMENT FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**MATERIALS AND SERVICES**

|   |               |                |   |               |               |               |
|---|---------------|----------------|---|---------------|---------------|---------------|
| 1,992   | 910           | 990            | <b>7750</b> Professional Services<br>Audit fee allocation   | 2,670         | 2,670         | 2,670         |
| 400   | 400           | 400            | <b>7750-57</b> Professional Services - Financing Administration   | 400           | 400           | 400           |
| 0   | 0             | 113,358        | <b>7750-63</b> Professional Services - Financing Issuance Cost  | 0             | 0             | 0             |
| 0   | 0             | 0              | <b>7770-15</b> Professional Services - Projects - Senior Center Parking   | 0             | 0             | 0             |
| 3,614   | 834           | 1,000          | <b>7770-18</b> Professional Services - Projects - Discovery Meadows   | 0             | 0             | 0             |
| 31,519  | 11,577        | 0              | <b>7770-21</b> Professional Services - Projects - BPA Pedestrian/Bikeway  | 0             | 0             | 0             |
| 39,287  | 16,671        | 0              | <b>7770-24</b> Professional Services - Projects - NE Neighborhood Park  | 0             | 0             | 0             |
| 0   | 0             | 65,000         | <b>7770-27</b> Professional Services - Projects - NW Neighborhood Park<br>Park design services for potential NW McMinnville Neighborhood Park, if property purchased. | 65,000        | 65,000        | 65,000        |
| Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding. |               |                |   |               |               |               |
| 6,838   | 0             | 0              | <b>7770-29</b> Professional Services - Projects - Dog Park  | 0             | 0             | 0             |
| 0   | 0             | 10,000         | <b>7770-30</b> Professional Services - Projects - City Park Renovations   | 10,000        | 10,000        | 10,000        |
| 18,832  | 5,950         | 0              | <b>7770-31</b> Professional Services - Projects - Kiwanis Marine Park<br>Renovation   | 0             | 0             | 0             |
| 35,477  | 2,097         | 0              | <b>7770-32</b> Professional Services - Projects - West Hills Neighborhood Park  | 0             | 0             | 0             |
| 5,205   | 0             | 0              | <b>7770-50</b> Professional Services - Projects - Tice Park West Access   | 0             | 0             | 0             |
| <b>143,164</b>  | <b>38,438</b> | <b>190,748</b> | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>78,070</b> | <b>78,070</b> | <b>78,070</b> |

**CAPITAL OUTLAY**

|   |         |         |  |         |         |         |
|---|---------|---------|--|---------|---------|---------|
| 0   | 0       | 375,000 | <b>9200-10</b> Park Acquisition - NW Neighborhood Park<br>Estimated purchase price of a yet to be determined 2.5 acre NW McMinnville Neighborhood Park site. | 375,000 | 375,000 | 375,000 |
| Budget Note: Acquisition funded by Park Improvement Bonds, although acquisition qualifies for 80% park SDC funding. |         |         |  |         |         |         |
| 225,275   | 0       | 0       | <b>9200-35</b> Park Acquisition - BPA Pedestrian/Bikeway   | 0       | 0       | 0       |
| 118   | 0       | 0       | <b>9250-05</b> Park Construction - Discovery Meadows   | 0       | 0       | 0       |
| 409,876   | 13,646  | 0       | <b>9250-10</b> Park Construction - BPA Pedestrian/Bike-Phase I & II  | 0       | 0       | 0       |
| 0   | 133,532 | 0       | <b>9250-11</b> Park Construction - BPA Pedestrian/Bike-Phase III   | 0       | 0       | 0       |
| 82,843  | 0       | 0       | <b>9250-16</b> Park Construction - Joe Dancer Park Parking   | 0       | 0       | 0       |

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 21,816           | 765,356        | 0                         | <b>9250-20 Park Construction - NE Neighborhood Park</b>  | 0                          | 0                          | 0                         |
| 0                | 0              | 300,000                   | <b>9250-25 Park Construction - NW Neighborhood Park</b><br>Construction of a NW McMinnville Neighborhood Park. This is a park bond funded project and remains contingent on a successful acquisition of a desired park property in this area.  | 300,000                    | 300,000                    | 300,000                   |
|                  |                |                           | Budget Note: Construction funded by Park Improvement Bonds, although construction qualifies for 80% park SDC funding.  |                            |                            |                           |
| 307,927          | 24,426         | 0                         | <b>9250-30 Park Construction - Dog Park</b>  | 0                          | 0                          | 0                         |
| 842,997          | 17,010         | 0                         | <b>9250-40 Park Construction - W Hills Neighborhood Park</b>   | 0                          | 0                          | 0                         |
| 110              | 0              | 35,000                    | <b>9300-15 Park Improvements - City Park Renovations</b><br>New foot bridge and handicap access pathways to picnic areas in Lower City Park.   | 35,000                     | 35,000                     | 35,000                    |
|                  |                |                           | Budget Note: Improvement funded 100% by Park Improvement Bonds.  |                            |                            |                           |
| 249,181          | 0              | 0                         | <b>9300-20 Park Improvements - Kiwanis Marine Park Renovation</b>  | 0                          | 0                          | 0                         |
| 0                | 0              | 16,000                    | <b>9300-25 Park Improvements - Heather Hollow City Park</b><br>For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs. | 16,000                     | 16,000                     | 16,000                    |
|                  |                |                           | Budget Note: Project funded 100% by donation.  |                            |                            |                           |
| <b>2,140,144</b> | <b>953,970</b> | <b>726,000</b>            | <b><u>TOTAL CAPITAL OUTLAY</u></b>   | <b>726,000</b>             | <b>726,000</b>             | <b>726,000</b>            |
|                  |                |                           | <b><u>TRANSFERS OUT</u></b>  |                            |                            |                           |
| 51,120           | 51,695         | 49,090                    | <b>9700-01 Transfers Out - General Fund</b><br>Parks & Recreation Administration, Administration, & Finance personnel services support.  | 48,324                     | 48,324                     | 48,324                    |
| 2,397            | 5,981          | 0                         | <b>9700-20 Transfers Out - Street</b>  | 0                          | 0                          | 0                         |
| 40,000           | 100,000        | 100,000                   | <b>9700-60 Transfers Out - Debt Service</b><br>Transfer of park system development charges (SDCs) to partially off-set debt service for the Park Improvement Bonds which "up-front" funded the SDC portion of projects built with bond funds.  | 100,000                    | 100,000                    | 100,000                   |
|                  |                |                           | Budget Note: Park SDCs available for property tax debt service off-set is proportionate to use of bond money for SDC percentage of bond projects; calculated when all bond proceeds & interest earnings have been spent.   |                            |                            |                           |
| <b>93,517</b>    | <b>157,676</b> | <b>149,090</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>  | <b>148,324</b>             | <b>148,324</b>             | <b>148,324</b>            |
|                  |                |                           | <b><u>CONTINGENCIES</u></b>  |                            |                            |                           |
| 0                | 0              | 361,325                   | <b>9800 Contingencies</b><br>Budget Note: As budgeted, contingency is \$360,069 Park Development Bonds and \$3,497 Undesignated Other balance.   | 363,566                    | 363,566                    | 368,566                   |
| <b>0</b>         | <b>0</b>       | <b>361,325</b>            | <b><u>TOTAL CONTINGENCIES</u></b>  | <b>363,566</b>             | <b>363,566</b>             | <b>368,566</b>            |

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2010<br>ACTUAL                    | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 2,203,696                         | 1,179,000        | 0                         | <b>9950-05 Designated End FB - Park Dev Fd - Park Development Bond Proceeds</b><br>All funds remaining at June 30, 2013 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent. | 0                          | 0                          | 0                         |
| 0                                 | 16,000           | 0                         | <b>9950-25 Designated End FB - Park Dev Fd - Heather Hollow</b>  | 0                          | 0                          | 0                         |
| 31,121                            | 13,664           | 0                         | <b>9999 Unappropriated Ending Fd Balance</b><br>All funds remaining at June 30, 2013 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.                                    | 0                          | 0                          | 0                         |
| <b>2,234,817</b>                  | <b>1,208,664</b> | <b>0</b>                  | <b><u>TOTAL ENDING FUND BALANCE</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>4,611,642</b>                  | <b>2,358,748</b> | <b>1,427,163</b>          | <b>TOTAL REQUIREMENTS</b>  | <b>1,315,960</b>           | <b>1,315,960</b>           | <b>1,320,960</b>          |

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 4,611,642      | 2,358,748      | 1,427,163                 | <b>TOTAL RESOURCES</b>  | 1,315,960                  | 1,315,960                  | 1,320,960                 |
| 4,611,642      | 2,358,748      | 1,427,163                 | <b>TOTAL REQUIREMENTS</b>   | 1,315,960                  | 1,315,960                  | 1,320,960                 |



## **DEBT SERVICE FUND**



- **Statement of Bonds and Loans Outstanding**



### Budget Highlights

#### Debt Service Current Property Taxes

- The amount of the debt service property tax levy is decreased by \$71,900 for the 2012-13 proposed budget compared to the 2011-12 fiscal year. This decrease is due to several factors: the estimated 1% increase in assessed value (AV); transfer of the \$42,337 remaining bond proceeds from the Public Safety Facilities Construction Fund; and the refunding of the 2001 Park Improvement bonds in 2011-12. The property tax levy rate for 2012-13 is projected to be \$0.6430 compared to \$0.6829 in 2011-12.

#### Refunding of 2001 Park Improvement System Bonds

- In October 2011, the City issued \$5,590,000 General Obligation Refunding Bonds. The bond proceeds were used to refund the Park System Improvement Bonds that were issued in 2001. The total present value savings from the refunding is approximately \$957,000 with an annual savings of approximately \$115,000. This annual savings will reduce the amount of taxes levied for debt service payments for the next ten years.

#### Transfers From Other Funds

- System development charges (SDCs) can be transferred to the Debt Service Fund to offset the related debt service tax levy up to the percentage of the bond proceeds that paid for constructing SDC qualifying projects. The SDC percentage is calculated after all bond proceeds and interest earned on the bond proceeds are spent. The percentage of SDC qualifying expenditures are calculated and that percentage is applied to the total bond principal and interest payments.

This dollar amount is the total amount of SDCs that can be transferred into the Debt Service Fund to offset the related debt service tax levy. Each bond issue and the associated SDC require a separate calculation.

#### Transfer from the Transportation Fund

- Since 1996 when the \$7,415,000 General Obligation Bonds for Transportation Projects were issued, transportation SDC revenues have been transferred from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy. As determined by the SDC qualifying calculation, all qualifying SDC revenues have been transferred. The 1996 Transportation Bonds were retired in 2006.

#### Transfer from the Park Development Fund

- Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. After all Park Development bond proceeds and interest are spent, a calculation will be completed to determine the total amount of park SDC revenues that can be used to reduce the related debt service tax levy.
- \$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2012-13.

#### Designated Ending Fund Balance (DEFB)

- DEFB's are used to meet debt service payments paid prior to the collection of current year property taxes in November; consequently, the prior year's debt service levy pays debt service payments due from July 1 through November 1.

## Future Challenges and Opportunities

- o Continue to monitor property tax collection rates. The estimated uncollectible rate of 8% has been sufficient in past years but collections rates may be affected by current economic conditions.
- o The City is facing a variety of capital needs that will need to be addressed in the future as the City’s population continues to grow. General Obligation bonds can be used to finance capital projects but must be approved by the voters. Current and future capital projects include:
  - o Aerial ladder truck and other vehicles for the Fire Department
  - o Transportation system improvements
  - o Fire sub-stations
  - o Downtown core infrastructure improvements
  - o Library expansion

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,902,228</b>  | <b>7,547,402</b>             | <b>1,475,637</b>              | <b>(6,071,765)</b> |
| Debt Service              | 1,712,340         | 1,786,955                    | 1,650,380                     | (136,575)          |
| Other Financing Uses      | -                 | 5,812,958                    | -                             | (5,812,958)        |
| <b>Total Expenditures</b> | <b>1,712,340</b>  | <b>7,599,913</b>             | <b>1,650,380</b>              | <b>(5,949,533)</b> |
| Net Expenditures          | 189,888           | (52,511)                     | (174,743)                     | 122,232            |





## Debt Service Fund

## Historical Highlights

|             |  |             |   |             |   |
|-------------|--|-------------|---|-------------|---|
| <b>1969</b> | Voters approve \$710,000 six-year sewage disposal general obligation bond issue.   | <b>1984</b> | Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.                                     | <b>1997</b> | 1997 refunding bonds issued to refund 1979 community center bonds and 1987 fire station bonds.  |
| <b>1975</b> | City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard. | <b>1986</b> | September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue. | <b>2002</b> | November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.  |
| <b>1978</b> | March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.  | <b>1989</b> | 1989 advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.  | <b>2006</b> | Voters approve 20-year \$13,120,000 general obligation public safety and courtroom/civic building bond issue. Bonds sold November 2006.   |
| <b>1978</b> | November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.   | <b>1995</b> | Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.                  | <b>2006</b> | Transportation 10-year bonds paid.  |
| <b>1980</b> | February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.  | <b>1996</b> | 1996 refunding bonds issued to refund 1989 advance refunding bonds, saving future debt service tax dollars. | <b>2007</b> | Fire Station 20-year bonds paid.  |
| <b>1982</b> | May 1982, voters approve a seven-year property tax serial levy to construct airport office building.   | <b>1996</b> | Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.    | <b>2011</b> | 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds, saving future debt service tax dollars  |
| <b>1982</b> | August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.                     |             |   | <b>2012</b> | Projects in Public Safety Facilities Construction Fund are complete. Remaining unspent bond proceeds transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds. |



## Statement of Bonds and Loans Outstanding 2012-2013 Proposed Budget

|   | Date of Issue | Date of Maturity | Amount of Issue      | Rate of Interest | Outstanding 6/30/2012 | Maturing 2012 - 2013 Principal | Maturing 2012 - 2013 Interest |
|---|---------------|------------------|----------------------|------------------|-----------------------|--------------------------------|-------------------------------|
| <b><u>GENERAL OBLIGATION BONDS</u></b>  |               |                  |                      |                  |                       |                                |                               |
| Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property tax revenue and debt service payments are accounted for in the Debt Service Fund. |               |                  |                      |                  |                       |                                |                               |
| <b>2006 Public Safety Civic Buildings Construction Bonds</b><br>Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.             | 11/14/2006    | 11/14/2026       | \$ 13,120,000        | 3.75 - 5.50%     | \$ 10,925,000         | \$ 525,000                     | \$ 444,975                    |
| <b>2001 Park Improvement Bonds</b><br>Bond proceeds used for land acquisition and park improvements or construction, as identified by the Parks Master Plan. These bonds were refunded in 2011.   | 8/1/2001      | 8/1/2021         | \$ 9,100,000         | 4.50 - 5.00%     | \$ -                  | \$ -                           | \$ -                          |
| <b>2011 Park Improvement Refunding Bonds</b><br>Bond proceeds used to refund 2001 Park Improvement Bonds.   | 10/6/2011     | 10/6/2021        | <u>\$ 5,590,000</u>  | 2.00 - 4.00%     | <u>\$ 5,590,000</u>   | <u>\$ 550,000</u>              | <u>\$ 130,400</u>             |
| TOTAL - General Obligation Bonds  |               |                  | \$ 27,810,000        |                  | \$ 16,515,000         | \$ 1,075,000                   | \$ 575,375                    |
| <b><u>SEWER BONDS</u></b>   |               |                  |                      |                  |                       |                                |                               |
| Sewer user fees are accounted for in the Wastewater Services Fund and transferred to the Wastewater Capital Fund. The Wastewater Capital Fund then pays the debt service payments.                |               |                  |                      |                  |                       |                                |                               |
| <b>Sewer Refunding Bonds</b><br>These bonds refunded the 1994 Sewer Revenue Bonds and 1993 Oregon Economic Community Development Department loan.   | 2/13/2004     | 2/13/2014        | <u>\$ 23,690,000</u> | 3.0 - 5.0%       | <u>\$ 5,610,000</u>   | <u>\$ 2,765,000</u>            | <u>\$ 175,413</u>             |
| TOTAL - Sewer Bonds   |               |                  | \$ 23,690,000        |                  | \$ 5,610,000          | \$ 2,765,000                   | \$ 175,413                    |
| <b>TOTAL DEBT:</b>  |               |                  | <u>\$ 51,500,000</u> |                  | <u>\$ 22,125,000</u>  | <u>\$ 3,840,000</u>            | <u>\$ 750,788</u>             |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**RESOURCES**

**BEGINNING FUND BALANCE**

|                  |                  |                  |   |                  |                  |                  |
|------------------|------------------|------------------|---|------------------|------------------|------------------|
| 410,000          | 430,000          | 450,000          | <b>4060-10</b><br><b>Designated Begin FB-Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1</b><br>2001 Park Improvement Bonds refunded October, 2011 with the 2011 Park Bond Refunding.   | 0                | 0                | 0                |
| 170,730          | 161,505          | 151,830          | <b>4060-15</b><br><b>Designated Begin FB-Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1</b><br>2011 Park Improvement Bonds refunded October, 2011 with the 2011 Park Bond Refunding.  | 0                | 0                | 0                |
| 460,000          | 480,000          | 500,000          | <b>4060-20</b><br><b>Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b><br>July 1, 2012 designated carryover from the 2011-2012 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2012 which is prior to receipt of 2012-2013 property taxes. | 525,000          | 525,000          | 525,000          |
| 0                | 168,000          | 239,710          | <b>4060-25</b><br><b>Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1</b><br>July 1, 2012 designated carryover from the 2011-2012 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2012 which is prior to receipt of 2012-2013 property taxes.   | 229,710          | 229,710          | 229,710          |
| 0                | 0                | 0                | <b>4060-32</b><br><b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b><br>July 1, 2012 designated carryover from the 2011-2012 fiscal year to pay 2011 Park Refunding Bond principal due August 1, 2012 which is prior to receipt of 2012-2013 property taxes.                         | 550,000          | 550,000          | 550,000          |
| 0                | 0                | 0                | <b>4060-33</b><br><b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b><br>July 1, 2012 designated carryover from the 2011-2012 fiscal year to pay 2011 Park Refunding Bond interest due August 1, 2012 which is prior to receipt of 2012-2013 property taxes.                           | 67,950           | 67,950           | 67,950           |
| 28,788           | 42,405           | 106,200          | <b>4090</b><br><b>Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.   | 189,900          | 189,900          | 189,900          |
| <b>1,069,518</b> | <b>1,281,910</b> | <b>1,447,740</b> | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>1,562,560</b> | <b>1,562,560</b> | <b>1,562,560</b> |

**PROPERTY TAXES**

|           |           |           |  |           |           |           |
|-----------|-----------|-----------|--|-----------|-----------|-----------|
| 1,528,032 | 1,415,175 | 1,345,000 | <b>4100-05</b><br><b>Property Taxes - Current</b><br>\$1,389,900 2012-2013 Debt Service Fund debt service property tax levy<br>(\$111,200) Less: Uncollectible taxes at 8%<br>\$1,278,700 2012-2013 Current Property Taxes | 1,278,700 | 1,278,700 | 1,278,700 |
| 50,637    | 83,652    | 35,000    | <b>4100-10</b><br><b>Property Taxes - Prior</b><br>Collections on delinquent property taxes due from prior year Debt Service Fund property tax levies.   | 50,000    | 50,000    | 50,000    |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2010<br>ACTUAL  | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>1,578,669</b>  | <b>1,498,827</b> | <b>1,380,000</b>          | <b>TOTAL PROPERTY TAXES</b>  | <b>1,328,700</b>           | <b>1,328,700</b>           | <b>1,328,700</b>          |
| <b>MISCELLANEOUS</b>  |                  |                           |  |                            |                            |                           |
| 3,763   | 3,401            | 3,000                     | <b>6310 Interest</b>   | 4,600                      | 4,600                      | 4,600                     |
| <b>3,763</b>  | <b>3,401</b>     | <b>3,000</b>              | <b>TOTAL MISCELLANEOUS</b>   | <b>4,600</b>               | <b>4,600</b>               | <b>4,600</b>              |
| <b>OTHER FINANCING SOURCE</b>   |                  |                           |  |                            |                            |                           |
| 0   | 0                | 5,590,000                 | <b>6820-05 Bond Proceeds - Par Amount</b><br>Par amount of 2011 Refunding Bonds issued in October 2011; proceeds were used to refund the 2001 Park Improvement Bonds.  | 0                          | 0                          | 0                         |
| 0   | 0                | 222,958                   | <b>6820-10 Bond Proceeds - Premium</b><br>Premium received for refunding bonds issued in October 2011; premium was used in refunding of the 2001 Park Improvement Bonds.   | 0                          | 0                          | 0                         |
| <b>0</b>  | <b>0</b>         | <b>5,812,958</b>          | <b>TOTAL OTHER FINANCING SOURCE</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS IN</b>   |                  |                           |  |                            |                            |                           |
| 0   | 0                | 0                         | <b>6900-40 Transfers In - Public Safety Facilities Const</b><br>Transfer of remaining resources from the Public Safety Facilities Construction Fund in excess of estimated arbitrage liability set aside in that Fund; final arbitrage rebate calculation in 2016. | 42,337                     | 42,337                     | 42,337                    |
| 300,000   | 300,000          | 251,444                   | <b>6900-45 Transfers In - Transportation</b><br>Transfer from Transportation Fund of system development charges (SDC) allocated to off-set property tax levy. As of fiscal year 2011-12, all qualifying SDC revenues have been transferred.                        | 0                          | 0                          | 0                         |
| 40,000  | 100,000          | 100,000                   | <b>6900-50 Transfers In - Park Development</b><br>Transfer from Park Development Fund of system development charges (SDC) to off-set property taxes levied to pay park improvement bond debt service.  | 100,000                    | 100,000                    | 100,000                   |
| Budget Note: Available amount of Park Devopment SDC's for property tax debt service is proportionate to the percentage use of original bond money on SDC Park Development projects. |                  |                           |  |                            |                            |                           |
| <b>340,000</b>  | <b>400,000</b>   | <b>351,444</b>            | <b>TOTAL TRANSFERS IN</b>  | <b>142,337</b>             | <b>142,337</b>             | <b>142,337</b>            |
| <b>2,991,950</b>  | <b>3,184,138</b> | <b>8,995,142</b>          | <b>TOTAL RESOURCES</b>   | <b>3,038,197</b>           | <b>3,038,197</b>           | <b>3,038,197</b>          |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>         |                  |                           |   |                            |                            |                           |
| <b>DEBT SERVICE</b>         |                  |                           |   |                            |                            |                           |
| 460,000                     | 480,000          | 500,000                   | <b>9460-05 2006 PS &amp; Court/Civic Bldg Bond - Principal - Aug 1</b><br>2006 Public Safety and Courtroom/Civic Building principal payment due August 1, 2012.                       | 525,000                    | 525,000                    | 525,000                   |
| 249,306                     | 239,706          | 229,710                   | <b>9460-10 2006 PS &amp; Court/Civic Bldg Bond - Interest - Feb 1</b><br>2006 Public Safety and Courtroom/Civic Building Bond interest payment due February 1, 2013.                  | 215,270                    | 215,270                    | 215,270                   |
| 258,506                     | 249,306          | 239,710                   | <b>9460-15 2006 PS &amp; Court/Civic Bldg Bond - Interest - Aug 1</b><br>2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2012.                    | 229,710                    | 229,710                    | 229,710                   |
| 410,000                     | 430,000          | 450,000                   | <b>9480-05 2001 Park Improvements Bond - Principal - Aug 1</b><br>2001 Park Improvement Bond refunded with 2011 Park Refunding Bond October, 2011.                                    | 0                          | 0                          | 0                         |
| 161,501                     | 151,826          | 141,705                   | <b>9480-10 2001 Park Improvements Bond - Interest - Feb 1</b><br>2001 Park Improvement Bond refunded with 2011 Park Refunding Bond October, 2011.                                     | 0                          | 0                          | 0                         |
| 170,726                     | 161,501          | 151,830                   | <b>9480-15 2001 Park Improvements Bond - Interest - Aug 1</b><br>2001 Park Improvement Bond refunded with 2011 Park Refunding Bond October, 2011.                                     | 0                          | 0                          | 0                         |
| 0                           | 0                | 0                         | <b>9485 2011 Park Bond Refunding</b>  | 0                          | 0                          | 0                         |
| 0                           | 0                | 0                         | <b>9485-05 2011 Park Bond Refunding - Principal - Aug 1</b><br>2011 Park Refunding Bond principal payment due August 1, 2012; 1st year of 10-year bond.                               | 550,000                    | 550,000                    | 550,000                   |
| 0                           | 0                | 0                         | <b>9485-10 2011 Park Bond Refunding - Interest - Feb 1</b><br>2011 Park Refunding Bond interest payment due February 1, 2013.   | 62,450                     | 62,450                     | 62,450                    |
| 0                           | 0                | 0                         | <b>9485-15 2011 Park Bond Refunding - Interest - Aug 1</b><br>2011 Park Refunding Bond interest payment due August 1, 2012.   | 67,950                     | 67,950                     | 67,950                    |
| 0                           | 0                | 74,000                    | <b>9490 Bond Refunding</b><br>Amount contributed by the City towards the refunding of the 2001 Park Improvement Bonds in the 2011-2012 fiscal year.                                   | 0                          | 0                          | 0                         |
| <b>1,710,040</b>            | <b>1,712,340</b> | <b>1,786,955</b>          | <b>TOTAL DEBT SERVICE</b>   | <b>1,650,380</b>           | <b>1,650,380</b>           | <b>1,650,380</b>          |
| <b>OTHER FINANCING USES</b> |                  |                           |   |                            |                            |                           |
| 0                           | 0                | 5,812,958                 | <b>9600 Bond Refunding</b><br>In fiscal year 2011-12, proceeds from 2011 Refunding Bonds were used to pay off outstanding principal and interest on the 2001 Park Improvement Bonds.. | 0                          | 0                          | 0                         |
| <b>0</b>                    | <b>0</b>         | <b>5,812,958</b>          | <b>TOTAL OTHER FINANCING USES</b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>ENDING FUND BALANCE</b>  |                  |                           |   |                            |                            |                           |
| 430,000                     | 450,000          | 470,000                   | <b>9960-10 Designated End FB - Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1</b><br>2001 Park Improvement Bonds refunded October 2011 with the 2011 Park Refunding Bond.                | 0                          | 0                          | 0                         |
| 161,505                     | 151,830          | 141,705                   | <b>9960-15 Designated End FB - Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1</b><br>2001 Park Improvement Bonds refunded October 2011 with the 2011 Park Refunding Bond.                 | 0                          | 0                          | 0                         |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 480,000          | 500,000          | 525,000                   | <b>9960-20 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b><br>July 1, 2013 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2013 which is prior to receipt of 2013-2014 property taxes. | 555,000                    | 555,000                    | 555,000                   |
| 168,000          | 239,710          | 229,710                   | <b>9960-25 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1</b><br>July 1, 2013 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2013 which is prior to receipt of 2013-2014 property taxes.   | 215,270                    | 215,270                    | 215,270                   |
| 0                | 0                | 0                         | <b>9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b><br>July 1, 2013 designated cash carryover for payment of the 2011 Park Refunding Bond principal due August 1, 2013 which is prior to 2013-2014 property tax receipts.                        | 515,000                    | 515,000                    | 515,000                   |
| 0                | 0                | 0                         | <b>9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b><br>July 1, 2013 designated cash carryover for payment of the 2011 Park Refunding Bond interest due August 1, 2013 which is prior to 2013-2014 property tax receipts.                          | 62,450                     | 62,450                     | 62,450                    |
| 42,405           | 130,258          | 28,814                    | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.   | 40,097                     | 40,097                     | 40,097                    |
| <b>1,281,910</b> | <b>1,471,798</b> | <b>1,395,229</b>          | <b>TOTAL ENDING FUND BALANCE</b>   | <b>1,387,817</b>           | <b>1,387,817</b>           | <b>1,387,817</b>          |
| <b>2,991,950</b> | <b>3,184,138</b> | <b>8,995,142</b>          | <b>TOTAL REQUIREMENTS</b>  | <b>3,038,197</b>           | <b>3,038,197</b>           | <b>3,038,197</b>          |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,991,950      | 3,184,138      | 8,995,142                 | <b>TOTAL RESOURCES</b>  | 3,038,197                  | 3,038,197                  | 3,038,197                 |
| 2,991,950      | 3,184,138      | 8,995,142                 | <b>TOTAL REQUIREMENTS</b>   | 3,038,197                  | 3,038,197                  | 3,038,197                 |



# **BUILDING FUND**





### Budget Highlights

- The continuing economic conditions, and corresponding lack of building activity, have substantially reduced the operating revenue for the Building Division and have necessitated several recent service level and staffing changes for the group. During 2011-2012:
  - One Building Inspector position was eliminated;
  - One Building Inspector position was reduced to part time (0.6 FTE); and
  - The Division's contribution (0.25 FTE) to one Permit Technician was eliminated.
- With these changes, the City does not have staff with the code certifications necessary to perform A-level (multi-family residential, commercial, and industrial) plumbing plan reviews or inspections. We have entered into an intergovernmental agreement with Yamhill County that will allow their Building personnel to perform that work for us (the reciprocal agreement will also allow us to provide inspection services and support to Yamhill County on an as needed basis).
- Given the reduced staffing levels, there will likely be other service level impacts. The remaining staff will be stretched thinner to cover all of the Division's needed services, and it will likely take a bit longer to turn around permits, plan reviews, and/or answers to code related questions. There will be times during staff absences (training, vacations and/or sick leave) where there may need to postpone inspections, and where other staff will scramble to provide the needed coverage.
- With these cost reduction measures, expected expenses for 2012-13 are in line with expected revenues. No transfer from the General Fund is included in the 2012-13 proposed budget (a \$50,000 transfer from the General Fund occurred in 2011-12).

### Core Services

#### Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

### Future Challenges and Opportunities

- Staff will continue to monitor revenues and expenses, and further staffing reductions will be implemented, if necessary. It should be noted that further staffing reductions may impact the Division's ability to provide the state mandated and approved services related to building code enforcement, and will impact the timing of inspection and plan review services provided to customers.



**50 new living units in 2011**  
736 in the last 6 years

# Building Fund

2011 – 2012 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>297,025</b>    | <b>325,100</b>               | <b>278,600</b>                | <b>(46,500)</b>    |
| Personnel Services        | 331,839           | 363,418                      | 192,348                       | (171,070)          |
| Materials & Services      | 28,985            | 53,498                       | 49,067                        | (4,431)            |
| Capital Outlay            | 761               | 3,032                        | 393                           | (2,639)            |
| Transfers Out             | 44,002            | 43,834                       | 26,093                        | (17,741)           |
| <b>Total Expenditures</b> | <b>405,587</b>    | <b>463,782</b>               | <b>267,901</b>                | <b>(195,881)</b>   |
| Net Expenditures          | (108,562)         | (138,682)                    | 10,699                        | (149,381)          |

## Full-Time Equivalent (FTE)

|                                | 2011-12<br>Adopted<br>Budget | Change               | 2012-13<br>Proposed<br>Budget |
|--------------------------------|------------------------------|----------------------|-------------------------------|
| <b>FTE Adopted Budget</b>      | <b>3.65</b>                  |                      |                               |
| Building Inspector III         |                              | (1.40)               |                               |
| Permit Technician - Comb Depts |                              | <u>(0.25)</u>        |                               |
| <b>FTE Proposed Budget</b>     |                              | <b><u>(1.65)</u></b> | <b>2.00</b>                   |



## Building Fund

## Historical Highlights

- |              |   |             |   |             |  |
|--------------|---|-------------|---|-------------|--|
| <b>1969</b>  | State of Oregon adopts the 1968 edition of the National Electrical Code.  | <b>1997</b> | Building Division management moved into the newly created Community Development Department with ultimate goal of a “one-stop” development center.   | <b>2009</b> | Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement.   |
| <b>1970s</b> | Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections. | <b>2000</b> | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.   | <b>2010</b> | As a cost saving measure, the Building Division instituted a policy of two furlough days per month for all personnel. Staff furlough days were eliminated in early 2011.   |
| <b>1988</b>  | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.                                       | <b>2002</b> | City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting.  | <b>2012</b> | General Fund transfer of \$50,000 to support Division activities.  |
| <b>1991</b>  | Building Division Advisory Board created with various stakeholders from the building community.                                     | <b>2005</b> | The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%. | <b>2012</b> | Due to continued downturn in construction industry, one inspector position eliminated; one inspector reduced to part-time; and Division support of one Permit Technician was eliminated. Transfer from General Fund to support Division activities not required. |
| <b>1994</b>  | Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff.             | <b>2006</b> | An additional inspector position filled.  | <b>2012</b> | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.  |
| <b>1995</b>  | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.                            | <b>2007</b> | Division moved to new Community Development Center.   |             |  |
| <b>1997</b>  | Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews.  |             |   |             |  |

# Building Fund

## 2012-2013 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>Permit Technician</u></b> | 1         | 328   | 49,068 |                         |        |
| General Fund                    |           |       |        |                         |        |
| Engineering (0.60 FTE)          |           |       |        | 20                      | 29,441 |
| Building Fund (0.40 FTE)        |           |       |        | 198                     | 19,627 |

Budget Document Report

**70 - BUILDING FUND**

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

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET |                                     | 2013<br>PROPOSED<br>BUDGET  | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |                |
|-------------------------------|----------------|---------------------------|-------------------------------------|---|----------------------------|---------------------------|----------------|
| <b>RESOURCES</b>              |                |                           |                                     |   |                            |                           |                |
| <b>BEGINNING FUND BALANCE</b> |                |                           |                                     |   |                            |                           |                |
| 410,698                       | 331,784        | 210,000                   | <b>4090</b>                         | <b>Beginning Fund Balance</b>   | 101,000                    | 101,000                   | 149,390        |
|                               |                |                           |                                     | Estimated July 1, 2012 carryover from the 2011-2012 fiscal year.                              |                            |                           |                |
| <b>410,698</b>                | <b>331,784</b> | <b>210,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b> |   | <b>101,000</b>             | <b>101,000</b>            | <b>149,390</b> |
| <b>LICENSES AND PERMITS</b>   |                |                           |                                     |   |                            |                           |                |
| 245,973                       | 203,646        | 190,000                   | <b>4400-05</b>                      | <b>Building Fees - Building Permit Fees</b>   | 200,000                    | 200,000                   | 200,000        |
|                               |                |                           |                                     | Building plan review and permit fees; fire and life safety plan review fees.                  |                            |                           |                |
| 43,398                        | 46,447         | 45,000                    | <b>4400-10</b>                      | <b>Building Fees - Mechanical Permit Fees</b>   | 35,000                     | 35,000                    | 35,000         |
|                               |                |                           |                                     | Mechanical plan review and permit fees.   |                            |                           |                |
| 43,408                        | 42,998         | 35,000                    | <b>4400-15</b>                      | <b>Building Fees - Plumbing Permit Fees</b>   | 39,250                     | 39,250                    | 39,250         |
|                               |                |                           |                                     | Plumbing plan review and permit fees.   |                            |                           |                |
| 1,545                         | 2,797          | 4,000                     | <b>4400-20</b>                      | <b>Building Fees - Mobile Home Permit Fees</b>  | 500                        | 500                       | 500            |
|                               |                |                           |                                     | Manufactured home setup permit fees including mobile home park plan review and permit fees.   |                            |                           |                |
| 55                            | 0              | 100                       | <b>4400-25</b>                      | <b>Building Fees - Miscellaneous Permit Fees</b>  | 0                          | 0                         | 0              |
|                               |                |                           |                                     | Miscellaneous Building Division charges including sidewalk, driveway, and re-inspection fees. |                            |                           |                |
| <b>334,380</b>                | <b>295,888</b> | <b>274,100</b>            | <b>TOTAL LICENSES AND PERMITS</b>   |   | <b>274,750</b>             | <b>274,750</b>            | <b>274,750</b> |
| <b>MISCELLANEOUS</b>          |                |                           |                                     |   |                            |                           |                |
| 1,619                         | 1,092          | 1,000                     | <b>6310</b>                         | <b>Interest</b>   | 700                        | 700                       | 700            |
| 0                             | 45             | 0                         | <b>6600-97</b>                      | <b>Other Income - Building</b>  | 0                          | 0                         | 0              |
| <b>1,619</b>                  | <b>1,137</b>   | <b>1,000</b>              | <b>TOTAL MISCELLANEOUS</b>          |   | <b>700</b>                 | <b>700</b>                | <b>700</b>     |
| <b>TRANSFERS IN</b>           |                |                           |                                     |   |                            |                           |                |
| 0                             | 0              | 50,000                    | <b>6900-01</b>                      | <b>Transfers In - General Fund</b>  | 0                          | 0                         | 0              |
| 0                             | 0              | 0                         | <b>6900-85</b>                      | <b>Transfers In - Insurance Services</b>  | 3,150                      | 3,150                     | 3,150          |
|                               |                |                           |                                     | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u>   |
|                               |                |                           |                                     | Insurance Services Fund reserve distribution  | 1                          | 3,150                     | 3,150          |
| <b>0</b>                      | <b>0</b>       | <b>50,000</b>             | <b>TOTAL TRANSFERS IN</b>           |   | <b>3,150</b>               | <b>3,150</b>              | <b>3,150</b>   |
| <b>746,696</b>                | <b>628,809</b> | <b>535,100</b>            | <b>TOTAL RESOURCES</b>              |   | <b>379,600</b>             | <b>379,600</b>            | <b>427,990</b> |

## 70 - BUILDING FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS****PERSONNEL SERVICES**

|                |                |                |   |                |                |                |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 235,742        | 226,896        | 244,311        | <b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b><br>Building Official - 1.00 FTE<br>Permit Technician - Eng / Bldg - 0.40 FTE | 92,435         | 92,435         | 92,435         |
| 0              | 0              | 0              | <b>7000-10</b> <b>Salaries &amp; Wages - Regular Part Time</b><br>Building Inspector III - 0.60 FTE   | 38,875         | 38,875         | 38,875         |
| 0              | 0              | 0              | <b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b>  | 0              | 0              | 0              |
| 0              | 0              | 300            | <b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>   | 200            | 200            | 200            |
| 13,669         | 13,216         | 15,167         | <b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>  | 8,153          | 8,153          | 8,153          |
| 3,197          | 3,091          | 3,547          | <b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>   | 1,908          | 1,908          | 1,908          |
| 46,983         | 47,373         | 58,999         | <b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>  | 26,370         | 26,370         | 26,370         |
| 35,867         | 36,310         | 35,372         | <b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>   | 21,296         | 21,296         | 21,296         |
| 232            | 230            | 231            | <b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>  | 117            | 117            | 117            |
| 1,312          | 1,314          | 1,336          | <b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>  | 734            | 734            | 734            |
| 3,375          | 3,324          | 4,049          | <b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>   | 2,201          | 2,201          | 2,201          |
| 84             | 84             | 106            | <b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>   | 59             | 59             | 59             |
| 0              | 0              | 0              | <b>7300-40</b> <b>Fringe Benefits - Unemployment</b>  | 0              | 0              | 0              |
| <b>340,460</b> | <b>331,839</b> | <b>363,418</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>192,348</b> | <b>192,348</b> | <b>192,348</b> |

**MATERIALS AND SERVICES**

|       |       |       |  |       |       |       |
|-------|-------|-------|--|-------|-------|-------|
| 157   | 0     | 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. | 250   | 250   | 250   |
| 141   | 34    | 200   | <b>7540</b> <b>Employee Development</b>  | 200   | 200   | 200   |
| 1,235 | 1,550 | 2,000 | <b>7550</b> <b>Travel &amp; Education</b><br>Training seminars and classes to maintain staff certifications, some of which are required by the State of Oregon.  | 1,500 | 1,500 | 1,500 |
| 861   | 1,128 | 1,700 | <b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b>  | 1,200 | 1,200 | 1,200 |
| 1,669 | 1,785 | 1,900 | <b>7600</b> <b>Electric &amp; Natural Gas</b><br>Division's share of Community Development Center's electricity expense, ~25%.   | 2,250 | 2,250 | 2,250 |
| 3,300 | 1,634 | 1,670 | <b>7610-05</b> <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 2,200 | 2,200 | 2,200 |
| 800   | 681   | 660   | <b>7610-10</b> <b>Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 1,000 | 1,000 | 1,000 |

Budget Document Report

70 - BUILDING FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 3,354          | 3,208          | 4,000                     | <b>7620</b>                                     | <b>Telecommunications</b>   |              | 3,400                      | 3,400                      | 3,400                     |
| 1,488          | 1,538          | 1,900                     | <b>7650</b>                                     | <b>Janitorial</b><br>Division's share of Community Development Center janitorial service and supplies cost, ~25%.   |              | 1,650                      | 1,650                      | 1,650                     |
| 3,275          | 3,757          | 4,000                     | <b>7660</b>                                     | <b>Materials &amp; Supplies</b><br>Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.   |              | 3,500                      | 3,500                      | 3,500                     |
| 843            | 28             | 500                       | <b>7720</b>                                     | <b>Repairs &amp; Maintenance</b><br>Repairs and maintenance of vehicles and office equipment.   |              | 500                        | 500                        | 500                       |
| 123            | 328            | 3,500                     | <b>7720-08</b>                                  | <b>Repairs &amp; Maintenance - Building Repairs</b><br>Division's share of Community Development Center's repairs and improvements, ~25%.   |              | 1,250                      | 1,250                      | 1,250                     |
| 764            | 718            | 1,700                     | <b>7720-10</b>                                  | <b>Repairs &amp; Maintenance - Building Maintenance</b><br>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%. |              | 1,450                      | 1,450                      | 1,450                     |
| 1,038          | 1,577          | 2,500                     | <b>7750</b>                                     | <b>Professional Services</b>  |              | 810                        | 810                        | 810                       |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation  | 1            | 760                        | 760                        |                           |
|                |                |                           |   | Section 125 administration fee  | 1            | 50                         | 50                         |                           |
| 1,155          | 1,208          | 2,500                     | <b>7750-33</b>                                  | <b>Professional Services - Contract Inspections</b><br>Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.  |              | 12,000                     | 12,000                     | 12,000                    |
| 798            | 1,525          | 2,000                     | <b>7750-36</b>                                  | <b>Professional Services - Contract Plan Review</b><br>Contract plan reviews and engineering services on commercial projects.   |              | 1,500                      | 1,500                      | 1,500                     |
| 1,205          | 1,186          | 1,550                     | <b>7790-20</b>                                  | <b>Maintenance &amp; Rental Contracts - Community Development Center</b><br>Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.   |              | 1,400                      | 1,400                      | 1,400                     |
| 0              | 0              | 0                         | <b>7800</b>                                     | <b>M &amp; S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 7,506          | 0              | 0                         | <b>7830-98</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 2,009          | 0              | 0                         | <b>7830-99</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0              | 3,308          | 7,148                     | <b>7840</b>                                     | <b>M &amp; S Computer Charges</b>   |              | 3,517                      | 3,517                      | 3,346                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department M&S costs shared city-wide  | 1            | 3,346                      | 3,346                      |                           |

Budget Document Report

**70 - BUILDING FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  |  |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 0              | 3,793          | 13,570                    | <b>7840-80</b>   | <b>M &amp; S Computer Charges - Building</b> |                 | 9,490                      | 9,490                      | 9,490                     |
|                |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Accela Permits Plus, 70% - shared with Engineering & Planning  | 1  | 7,490           | 7,490                      |                            |                           |
|                |                |                           | ESRI ArcIMS, 16% - shared with Plan, Bld, Eng, PW, WWS   | 1  | 2,000           | 2,000                      |                            |                           |
| <b>31,721</b>  | <b>28,985</b>  | <b>53,498</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |  |                 | <b>49,067</b>              | <b>49,067</b>              | <b>48,896</b>             |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>   |  |                 |                            |                            |                           |
| 0              | 761            | 3,032                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>       |                 | 393                        | 393                        | 393                       |
|                |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | IS Department capital outlay costs shared city-wide  | 1  | 393             | 393                        |                            |                           |
| 0              | 0              | 0                         | <b>8850</b>  | <b>Vehicles</b>                              |                 | 0                          | 0                          | 0                         |
| <b>0</b>       | <b>761</b>     | <b>3,032</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>   |  |                 | <b>393</b>                 | <b>393</b>                 | <b>393</b>                |
|                |                |                           | <b><u>TRANSFERS OUT</u></b>  |  |                 |                            |                            |                           |
| 31,996         | 33,139         | 32,325                    | <b>9700-01</b>   | <b>Transfers Out - General Fund</b>          |                 | 20,272                     | 20,272                     | 20,272                    |
|                |                |                           | Engineering, Administration, and Finance personnel services support.   |  |                 |                            |                            |                           |
| 10,736         | 10,863         | 11,509                    | <b>9700-80</b>   | <b>Transfers Out - Information Systems</b>   |                 | 5,821                      | 5,821                      | 5,821                     |
|                |                |                           | Information Services Fund for personnel services support.  |  |                 |                            |                            |                           |
| <b>42,732</b>  | <b>44,002</b>  | <b>43,834</b>             | <b><u>TOTAL TRANSFERS OUT</u></b>  |  |                 | <b>26,093</b>              | <b>26,093</b>              | <b>26,093</b>             |
|                |                |                           | <b><u>CONTINGENCIES</u></b>  |  |                 |                            |                            |                           |
| 0              | 0              | 60,000                    | <b>9800</b>  | <b>Contingencies</b>                         |                 | 75,000                     | 75,000                     | 75,000                    |
| <b>0</b>       | <b>0</b>       | <b>60,000</b>             | <b><u>TOTAL CONTINGENCIES</u></b>  |  |                 | <b>75,000</b>              | <b>75,000</b>              | <b>75,000</b>             |
|                |                |                           | <b><u>ENDING FUND BALANCE</u></b>  |  |                 |                            |                            |                           |
| 331,784        | 223,222        | 11,318                    | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>      |                 | 36,699                     | 36,699                     | 85,260                    |
|                |                |                           | Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations. |  |                 |                            |                            |                           |
| <b>331,784</b> | <b>223,222</b> | <b>11,318</b>             | <b><u>TOTAL ENDING FUND BALANCE</u></b>  |  |                 | <b>36,699</b>              | <b>36,699</b>              | <b>85,260</b>             |
| <b>746,697</b> | <b>628,809</b> | <b>535,100</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   |  |                 | <b>379,600</b>             | <b>379,600</b>             | <b>427,990</b>            |



Budget Document Report

**70 - BUILDING FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 746,696        | 628,809        | 535,100                   | <b>TOTAL RESOURCES</b>  | 379,600                    | 379,600                    | 427,990                   |
| 746,697        | 628,809        | 535,100                   | <b>TOTAL REQUIREMENTS</b>   | 379,600                    | 379,600                    | 427,990                   |

---



# **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>• Pump Stations</b>                       | <b>75-76</b>                     |
| <b>• Conveyance Systems</b>                  | <b>75-78</b>                     |
| <b>• Non-Departmental</b>                    | <b>75-99</b>                     |

### Budget Highlights

- Continue commitment to exceed environmental requirements, to protect water resources and to guard public health while providing vital utilities at reasonable rates.
- Wastewater Services Division budget proposal includes a simplified account structure for more effective planning and flexibility to respond to emergency repairs. Highlights of these changes are as follows:
  - The Pump Station section within the Wastewater Services Fund was merged into the Plant department. The separation of these funds had become obsolete and the joint accounts better allow for funding emergency repairs.
  - The Lab and Pretreatment sections were merged into one Environmental Services section in harmony with the organizational changes made last fiscal year.
  - The Lateral and Mainline designations within the Conveyance section were combined for both Repairs and Capital organizational sets. Professional Services – Smoke Testing was also merged into the regular Professional Services account.
- The Water Reclamation Facility (WRF) is now in its 17th-year of operation. In accordance with the Water Reclamation Facilities Plan, modifications to the Secondary Treatment Process have been completed and funding to begin design of the WRF plant expansion is included in this budget. This design includes an additional treatment train and modifications to the headworks.
 



I&E Construction working on the Secondary Treatment Modifications. This project raised the capacity from 22 to 32 million gallons per day through the Oxidation Ditches.
- The Transfer Out to Wastewater Capital includes funds for 2012-13 debt service payments and capital improvements as recommended by the 2011 Wastewater Services Financial Plan.
  - The Sanitary Sewer Conveyance Master Plan recommended continued repair, rehabilitation and replacement of aging sewer lines. This work is ongoing and includes rehabilitation work in the Downtown sanitary sewer basin. Further, flow monitoring and smoke testing to assess the state of these efforts is included.
  - The water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
    - New Toxics Regulations implemented by Oregon 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 TMDL strategy for the Yamhill River which could spawn temperature and additional nutrient regulation.
    - New permit negotiation and implementation.
  - Pretreatment Program revisions are nearing completion and will soon require public comment, ordinance modification and DEQ approval.
  - New Programs, Projects, or Equipment:
    - Riverside Pump Station drainage improvements.
    - Control System software and hardware upgrades including a newer version of Wonderware (SCADA) and a new server.
    - Rehabilitation of Cozine Woods Pump Station surface and concrete structures.
    - General Sewer System Repairs and Maintenance: This is designed to increase reliability, capacity and efficiency through inflow & infiltration (I&I) reduction.
    - Modification of Digester Foam Cutters to mitigate degradation due to submersion.
    - Additional push camera for enhanced emergency conveyance system response.

### Core Services

#### Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to EPA, DEQ and other regulatory agencies are achieved.

#### Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve NPDES permit requirements and protect the environment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.



Mechanic, Dave Allen, repairs basin de-watering valves. This vault is 36 ft. deep and contains 6 valves which drain plant process tanks.

- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.

#### Pretreatment

- Provide 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.

#### Laboratory

- Perform required laboratory analysis per the NPDES permit.
- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

#### Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff.
- Continue to maintain the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow inflow and infiltration (I&I) into the system.
- Replace sanitary sewer laterals from the sewer mainline to property line as needed.
- Utilize an asset management system to record sewer maintenance and condition and prioritize repairs.



Haworth Inc. constructs the Conveyance Building addition which will house the new Vac-con and excavation equipment.

### 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 Total Maximum Daily Load (TMDL) process with DEQ.
- Begin design of plant expansion recommended in the WRF Facilities Master Plan.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Employee development related to organizational changes anticipated within the division.
- Public outreach and education related to wastewater issues.

#### Plant / Pump Stations

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through the Energy Smart projects.



Leland Koester and Dave Gehring assist S&H Logging rehabilitating the Water Reclamation Facility bio-filter. The bio-filter uses naturally occurring bacteria to mitigate odors caused by Hydrogen Sulfide and other wastewater related gasses.

- Improvement to plant and pump station computer control systems, including replacement of the server and essential upgrades to Wonderware.
- Monitoring for progress with I&I issues and other improvements to the collections system.

- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventative maintenance and corrosion abatement on the aging WRF equipment and processes.

#### Environmental Services (combined Lab and Pretreatment)

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the Environmental Protection Agency (EPA) quality assurance program by continuing to score 100% on all test parameters.
- Continue Wastewater Services Laboratory internship program with Linfield College for the 8th year.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to the new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Provide revised Pretreatment Program procedures including an approved Sewer Use Ordinance and new local limits for Council adoption.

Drains to River outreach education working with Linfield students during "Make a Difference Day" held in October.

Karl Birky instructing students on application of "Drains to River" marker



- Continue public outreach and education on pretreatment topics including Storm Water catch basin labeling.

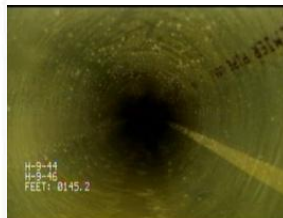
# Wastewater Services Fund

## 2012 – 2013 Proposed Budget --- Budget Summary

- Continue to coordinate with state drug take back programs to reduce the potential for water quality issues with disposed pharmaceuticals.
- Implementation of the Pretreatment Program updates once approved by council.

### 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.
- Perform software training for conveyance crew members.
- Maintain the sanitary sewer collection system in compliance with the National Pollutant Discharge Elimination System (NPDES) permit.
- Evaluate sanitary sewer cleaning and video inspection schedule and adjust to maintain appropriate level of service.
- Planning 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 requirements included in the new NPDES permit.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



The Conveyance team prepares a pipe patch using a new lining system instituted in 2011. With the “Logiball” repair system small sections of pipe can be rehabilitated using in-house staff and resources.

### Department Cost Summary

|                           | 2010-11          | 2011-12          | 2012-13          | Budget Variance    |
|---------------------------|------------------|------------------|------------------|--------------------|
|                           | Actual           | Amended Budget   | Proposed Budget  |                    |
| <b>Revenue</b>            | <b>7,969,631</b> | <b>8,133,426</b> | <b>8,340,876</b> | <b>207,450</b>     |
| Personnel Services        | 1,500,271        | 1,704,427        | 1,653,694        | (50,733)           |
| Materials & Services      | 1,174,440        | 1,390,884        | 1,510,649        | 119,765            |
| Capital Outlay            | 583,460          | 437,825          | 134,385          | (303,440)          |
| Transfers Out             | 4,120,184        | 6,000,142        | 4,876,973        | (1,123,169)        |
| <b>Total Expenditures</b> | <b>7,378,355</b> | <b>9,533,278</b> | <b>8,175,701</b> | <b>(1,357,577)</b> |
| Net Expenditures          | 591,276          | (1,399,852)      | 165,175          | (1,565,027)        |

### Full-Time Equivalents (FTE)

|                            | 2011-12      |        | 2012-13      |
|----------------------------|--------------|--------|--------------|
|                            | Adopted      | Change | Proposed     |
|                            | Budget       |        | Budget       |
| <b>FTE Adopted Budget</b>  | <b>20.46</b> |        |              |
| No changes                 |              | -      |              |
| <b>FTE Proposed Budget</b> |              |        | <b>20.46</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.

# Wastewater Services Fund

## 2012-2013 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                                       |  | Employees |       | Salary                  | Page        |
| Section  |  |           |       |                         | Amount      |
| <b><u>SS &amp; SD Maintenance Supervisor</u></b> |  | 1         | 338   | 64,690                  |             |
| Street Fund (0.10 FTE)                           |  |           |       |                         | 169 6,469   |
| Wastewater Services Fund                         |  |           |       |                         |             |
| Conveyance Systems                               |  |           |       |                         |             |
| Sanitary (0.90 FTE)                              |  |           |       |                         | 216 58,221  |
| <b><u>Senior Utility Worker - WRF</u></b>        |  | 1         | 330   | 51,516                  |             |
| Street Fund (0.10 FTE)                           |  |           |       |                         | 169 5,152   |
| Wastewater Services Fund                         |  |           |       |                         |             |
| Conveyance Systems                               |  |           |       |                         |             |
| Sanitary (0.90 FTE)                              |  |           |       |                         | 216 46,364  |
| <b><u>Mechanic - Public Works</u></b>            |  | 1         | 326   | 49,251                  |             |
| General Fund                                     |  |           |       |                         |             |
| Park Maintenance (0.45 FTE)                      |  |           |       |                         | 143 22,163  |
| Street Fund (0.45 FTE)                           |  |           |       |                         | 169 22,163  |
| Wastewater Services Fund                         |  |           |       |                         |             |
| Administration (0.10 FTE)                        |  |           |       |                         | 204 4,925   |
| <b><u>Utility Worker II - WRF</u></b>            |  | 4         | 326   | 184,137                 |             |
| Street Fund (0.40 FTE)                           |  |           |       |                         | 169 18,413  |
| Wastewater Services Fund                         |  |           |       |                         |             |
| Conveyance Systems                               |  |           |       |                         |             |
| Sanitary (3.60 FTE)                              |  |           |       |                         | 216 165,724 |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                  |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</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 balance at July 1, 2012. | 1,000,000                  | 1,000,000                  | 1,000,000                 |
| 1,913,644                     | 2,085,380        | 2,543,000                 | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.   | 1,442,000                  | 1,442,000                  | 1,446,000                 |
| <b>2,913,644</b>              | <b>3,085,380</b> | <b>3,543,000</b>          | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>2,442,000</b>           | <b>2,442,000</b>           | <b>2,446,000</b>          |
| <b>2,913,644</b>              | <b>3,085,380</b> | <b>3,543,000</b>          | <b>TOTAL RESOURCES</b>  | <b>2,442,000</b>           | <b>2,442,000</b>           | <b>2,446,000</b>          |



# **ADMINISTRATION**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>     |                |                           |   |                            |                            |                           |
| <b>MISCELLANEOUS</b> |                |                           |   |                            |                            |                           |
| 0                    | 0              | 0                         | 6600-05 Other Income - Workers' Comp Reimbursement              | 0                          | 0                          | 0                         |
| <b>0</b>             | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL MISCELLANEOUS</u></b>                               | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>0</b>             | <b>0</b>       | <b>0</b>                  | <b><i>TOTAL RESOURCES</i></b>                                   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

## 75 - WASTEWATER SERVICES FUND

|                |                |                           |   |                            |                            |                           |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

### REQUIREMENTS

#### PERSONNEL SERVICES

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 136,161        | 143,156        | 125,253        | <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 | 129,397        | 129,397        | 129,397        |
| 13,980         | 13,921         | 20,000         | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Wastewater Services - 0.96 FTE   | 20,100         | 20,100         | 20,100         |
| 149            | 194            | 1,001          | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 1,001          | 1,001          | 1,001          |
| 8,833          | 9,232          | 9,068          | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 9,330          | 9,330          | 9,330          |
| 2,066          | 2,159          | 2,122          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 2,182          | 2,182          | 2,182          |
| 27,167         | 28,677         | 29,107         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 30,352         | 30,352         | 30,352         |
| 21,623         | 22,633         | 26,252         | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 26,252         | 26,252         | 26,252         |
| 132            | 130            | 132            | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 132            | 132            | 132            |
| 733            | 671            | 688            | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 710            | 710            | 710            |
| 4,956          | 4,440          | 4,018          | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 4,836          | 4,836          | 4,836          |
| 74             | 75             | 89             | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 89             | 89             | 89             |
| 0              | 0              | 0              | <b>7300-40 Fringe Benefits - Unemployment</b>  | 0              | 0              | 0              |
| <b>215,874</b> | <b>225,287</b> | <b>217,730</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>224,381</b> | <b>224,381</b> | <b>224,381</b> |

#### MATERIALS AND SERVICES

| 519                                | 1,282        | 1,000           | <b>7530 Safety Training/OSHA</b><br>Safety meetings, training films, posters, and handouts, etc.   | 1,100              | 1,100        | 1,100           |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
|------------------------------------|--------------|-----------------|--|--------------------|--------------|-----------------|--------------|--------------------------------|---|-------|-------|------------------------------------|---|-------|-------|----------------|---|-------|-------|--------------------|---|-------|-------|----------------------------|---|-------|-------|--|--|--|
| 723                                | 181          | 800             | <b>7540 Employee Development</b>   | 800                | 800          | 800             |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| 12,254                             | 11,533       | 14,850          | <b>7550 Travel &amp; Education</b><br>Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.  | 14,850             | 14,850       | 14,850          |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
|                                    |              |                 | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Environmental Services Section</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,500</td> </tr> <tr> <td>Operations and Maintenance Section</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,500</td> </tr> <tr> <td>Administration</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,500</td> </tr> <tr> <td>Conveyance Section</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,500</td> </tr> <tr> <td>Combined division training</td> <td style="text-align: center;">1</td> <td style="text-align: right;">4,850</td> <td style="text-align: right;">4,850</td> </tr> </tbody> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Environmental Services Section | 1 | 2,500 | 2,500 | Operations and Maintenance Section | 1 | 2,500 | 2,500 | Administration | 1 | 2,500 | 2,500 | Conveyance Section | 1 | 2,500 | 2,500 | Combined division training | 1 | 4,850 | 4,850 |  |  |  |
| <u>Description</u>                 | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>   |                    |              |                 |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| Environmental Services Section     | 1            | 2,500           | 2,500  |                    |              |                 |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| Operations and Maintenance Section | 1            | 2,500           | 2,500  |                    |              |                 |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| Administration                     | 1            | 2,500           | 2,500  |                    |              |                 |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| Conveyance Section                 | 1            | 2,500           | 2,500  |                    |              |                 |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| Combined division training         | 1            | 4,850           | 4,850  |                    |              |                 |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |
| 36,500                             | 24,170       | 25,150          | <b>7610-05 Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 35,900             | 35,900       | 35,900          |              |                                |   |       |       |                                    |   |       |       |                |   |       |       |                    |   |       |       |                            |   |       |       |  |  |  |

## 75 - WASTEWATER SERVICES FUND

| 2010<br>ACTUAL                                    | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
|---|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|--------------|---|---|--------|--------|----------------------|---|-------|-------|-------------------------|---|-------|-------|---|---|-------|-------|--------------------------|---|-------|-------|---|---|-----|-----|--------------------------------|---|-------|-------|----------------------------------|---|--------|--------|------------------------------|---|-------|-------|--------------------------------------|---|-----|-----|-------------------|---|-------|-------|----------------------------|---|-------|-------|--|--|--|
| 39,000  | 23,437         | 22,920                    | <b>7610-10 Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 37,900                     | 37,900                     | 37,900                    |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| 18,155  | 17,118         | 20,000                    | <b>7620 Telecommunications</b><br>Telephone and fax usage, pagers, and Nextel communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.   | 22,000                     | 22,000                     | 22,000                    |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| 7,073   | 6,905          | 7,500                     | <b>7650 Janitorial</b><br>WRF Administration and Headworks building janitorial charges.   | 7,500                      | 7,500                      | 7,500                     |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
|   |                |                           | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Janitorial services contract</td> <td style="text-align: right;">1</td> <td style="text-align: right;">5,700</td> <td style="text-align: right;">5,700</td> </tr> <tr> <td>Janitorial supplies</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,800</td> <td style="text-align: right;">1,800</td> </tr> </tbody> </table>  | <u>Description</u>         | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u> | Janitorial services contract                | 1 | 5,700  | 5,700  | Janitorial supplies  | 1 | 1,800 | 1,800 |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| <u>Description</u>                                | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>  |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Janitorial services contract                      | 1              | 5,700                     | 5,700   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Janitorial supplies                               | 1              | 1,800                     | 1,800   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| 26,459  | 21,015         | 36,000                    | <b>7660 Materials &amp; Supplies</b><br>Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.  | 33,000                     | 33,000                     | 33,000                    |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| 8,493   | 3,391          | 7,500                     | <b>7740-05 Rental Property Repair &amp; Maint - Building</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 7,650                      | 7,650                      | 7,650                     |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
|   |                |                           | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Insurance - liability</td> <td style="text-align: right;">1</td> <td style="text-align: right;">100</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Insurance - property</td> <td style="text-align: right;">1</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Property taxes</td> <td style="text-align: right;">1</td> <td style="text-align: right;">2,200</td> <td style="text-align: right;">2,200</td> </tr> <tr> <td>Miscellaneous repair, maintenance, etc.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">4,850</td> <td style="text-align: right;">4,850</td> </tr> </tbody> </table>   | <u>Description</u>         | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u> | Insurance - liability                       | 1 | 100    | 100    | Insurance - property | 1 | 500   | 500   | Property taxes          | 1 | 2,200 | 2,200 | Miscellaneous repair, maintenance, etc. | 1 | 4,850 | 4,850 |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| <u>Description</u>                                | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>  |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Insurance - liability                             | 1              | 100                       | 100   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Insurance - property                              | 1              | 500                       | 500   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Property taxes                                    | 1              | 2,200                     | 2,200   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Miscellaneous repair, maintenance, etc.           | 1              | 4,850                     | 4,850   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| 44,195  | 60,229         | 80,807                    | <b>7750 Professional Services</b><br>Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.   | 76,237                     | 76,237                     | 76,237                    |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
|   |                |                           | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Permit consulting including toxics and TMDL</td> <td style="text-align: right;">1</td> <td style="text-align: right;">30,000</td> <td style="text-align: right;">30,000</td> </tr> <tr> <td>Audit fee allocation</td> <td style="text-align: right;">1</td> <td style="text-align: right;">6,160</td> <td style="text-align: right;">6,160</td> </tr> <tr> <td>Pretreatment assistance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Section 125 administration fee</td> <td style="text-align: right;">1</td> <td style="text-align: right;">60</td> <td style="text-align: right;">60</td> </tr> <tr> <td>Wastewater rate brochure</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,600</td> <td style="text-align: right;">3,600</td> </tr> <tr> <td>Water &amp; Light Department annual sewer billing fee</td> <td style="text-align: right;">1</td> <td style="text-align: right;">600</td> <td style="text-align: right;">600</td> </tr> <tr> <td>Environmental legal assistance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Wastewater facilities consulting</td> <td style="text-align: right;">1</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Energy efficiency consulting</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> <tr> <td>Northwest Biosolids Association dues</td> <td style="text-align: right;">1</td> <td style="text-align: right;">657</td> <td style="text-align: right;">657</td> </tr> <tr> <td>ACWA program fees</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> <tr> <td>ACWA annual membership fee</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,160</td> <td style="text-align: right;">1,160</td> </tr> </tbody> </table> | <u>Description</u>         | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u> | Permit consulting including toxics and TMDL | 1 | 30,000 | 30,000 | Audit fee allocation | 1 | 6,160 | 6,160 | Pretreatment assistance | 1 | 5,000 | 5,000 | Section 125 administration fee          | 1 | 60    | 60    | Wastewater rate brochure | 1 | 3,600 | 3,600 | Water & Light Department annual sewer billing fee | 1 | 600 | 600 | Environmental legal assistance | 1 | 5,000 | 5,000 | Wastewater facilities consulting | 1 | 20,000 | 20,000 | Energy efficiency consulting | 1 | 2,000 | 2,000 | Northwest Biosolids Association dues | 1 | 657 | 657 | ACWA program fees | 1 | 2,000 | 2,000 | ACWA annual membership fee | 1 | 1,160 | 1,160 |  |  |  |
| <u>Description</u>                                | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>  |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Permit consulting including toxics and TMDL       | 1              | 30,000                    | 30,000  |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Audit fee allocation                              | 1              | 6,160                     | 6,160   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Pretreatment assistance                           | 1              | 5,000                     | 5,000   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Section 125 administration fee                    | 1              | 60                        | 60  |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Wastewater rate brochure                          | 1              | 3,600                     | 3,600   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Water & Light Department annual sewer billing fee | 1              | 600                       | 600   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Environmental legal assistance                    | 1              | 5,000                     | 5,000   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Wastewater facilities consulting                  | 1              | 20,000                    | 20,000  |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Energy efficiency consulting                      | 1              | 2,000                     | 2,000   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| Northwest Biosolids Association dues              | 1              | 657                       | 657   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| ACWA program fees                                 | 1              | 2,000                     | 2,000   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |
| ACWA annual membership fee                        | 1              | 1,160                     | 1,160   |                            |                            |                           |              |   |   |        |        |                      |   |       |       |                         |   |       |       |   |   |       |       |                          |   |       |       |   |   |     |     |                                |   |       |       |                                  |   |        |        |                              |   |       |       |                                      |   |     |     |                   |   |       |       |                            |   |       |       |  |  |  |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 23,192         | 24,854         | 30,450                    | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>  |              | 30,670                     | 30,670                     | 30,670                    |
|                |                |                           |   | 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 with Shangri La   | 1            | 19,200                     | 19,200                     |                           |
|                |                |                           |   | Elevator maintenance contract  | 1            | 1,840                      | 1,840                      |                           |
|                |                |                           |   | Fire alarm system contract   | 1            | 4,030                      | 4,030                      |                           |
|                |                |                           |   | Fire extinguisher and backflow preventer certification   | 1            | 2,600                      | 2,600                      |                           |
|                |                |                           |   | Landscaping contract additions   | 1            | 3,000                      | 3,000                      |                           |
| 21,700         | 0              | 0                         | <b>7830-98</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>  |              | 0                          | 0                          | 0                         |
| 12,639         | 0              | 0                         | <b>7830-99</b>  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>                               |              | 0                          | 0                          | 0                         |
| 0              | 31,988         | 25,757                    | <b>7840</b>   | <b>M &amp; S Computer Charges</b>  |              | 21,315                     | 21,315                     | 20,282                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department M&S costs shared city-wide   | 1            | 20,282                     | 20,282                     |                           |
| 0              | 4,239          | 20,080                    | <b>7840-85</b>  | <b>M &amp; S Computer Charges - WWS</b>  |              | 58,550                     | 58,550                     | 58,550                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Workstation replacements   | 2            | 1,500                      | 3,000                      |                           |
|                |                |                           |   | WWS Control Server   | 1            | 10,000                     | 10,000                     |                           |
|                |                |                           |   | Wonderware software license  | 1            | 34,000                     | 34,000                     |                           |
|                |                |                           |   | MP2 maintenance management software  | 1            | 2,200                      | 2,200                      |                           |
|                |                |                           |   | Rockwell, control system software  | 1            | 4,500                      | 4,500                      |                           |
|                |                |                           |   | ESRI ArcIMS, 16% - shared with Plan, Bldg, Eng, PW   | 1            | 2,000                      | 2,000                      |                           |
|                |                |                           |   | Hansen Sewer database - 25% shared w/EN,ST,PM  | 1            | 2,850                      | 2,850                      |                           |
| 37,698         | 30,220         | 32,650                    | <b>8260</b>   | <b>Permit &amp; Basin Council Fees</b>   |              | 35,362                     | 35,362                     | 35,362                    |
|                |                |                           |   | State and federal agency fees and permits.   |              |                            |                            |                           |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Oregon DEQ National Pollutant Discharge Elim (NPDES) permit fee  | 1            | 12,500                     | 12,500                     |                           |
|                |                |                           |   | Federal USGS monitor site fee - Yamhill River  | 1            | 8,430                      | 8,430                      |                           |
|                |                |                           |   | Oregon DEQ population base fee   | 1            | 4,172                      | 4,172                      |                           |
|                |                |                           |   | Oregon DEQ pretreatment program fees   | 1            | 3,240                      | 3,240                      |                           |
|                |                |                           |   | Oregon DEQ certification program fee   | 1            | 1,400                      | 1,400                      |                           |
|                |                |                           |   | Oregon DEQ plan review fee   | 1            | 1,500                      | 1,500                      |                           |
|                |                |                           |   | Oregon DEQ hazardous substance fee   | 1            | 800                        | 800                        |                           |
|                |                |                           |   | Oregon Department of Consumer Services compressor fee  | 1            | 500                        | 500                        |                           |
|                |                |                           |   | Oregon DEQ stormwater program fee  | 1            | 820                        | 820                        |                           |
|                |                |                           |   | Greater Yamhill Watershed Council related support  | 1            | 2,000                      | 2,000                      |                           |
| <b>288,600</b> | <b>260,561</b> | <b>325,464</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                             |  |              | <b>382,834</b>             | <b>382,834</b>             | <b>381,801</b>            |



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :01 - ADMINISTRATION<br>Section :N/A<br>Program :N/A |  |                 |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|--|-----------------|--------------|----------------------------|----------------------------|---------------------------|
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |   |  |                 |              |                            |                            |                           |
| 0                            | 4,230          | 10,925                    | <b>8750</b>   | <b>Capital Outlay Computer Charges</b> |                 |              | 2,385                      | 2,385                      | 2,385                     |
|                              |                |                           | <u>Description</u>  | <u>Units</u>                           | <u>Amt/Unit</u> | <u>Total</u> |                            |                            |                           |
|                              |                |                           | IS Department capital outlay costs shared city-wide             | 1                                      | 2,385           | 2,385        |                            |                            |                           |
| 11,777                       | 20,424         | 225,000                   | <b>8800</b>   | <b>Building Improvements</b>           |                 |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8850</b>   | <b>Vehicles</b>                        |                 |              | 0                          | 0                          | 0                         |
| <b>11,777</b>                | <b>24,654</b>  | <b>235,925</b>            | <b><u>TOTAL CAPITAL OUTLAY</u></b>                              |  |                 |              | <b>2,385</b>               | <b>2,385</b>               | <b>2,385</b>              |
| <b>516,251</b>               | <b>510,503</b> | <b>779,119</b>            | <b><u>TOTAL REQUIREMENTS</u></b>                                |  |                 |              | <b>609,600</b>             | <b>609,600</b>             | <b>608,567</b>            |



**PLANT**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :72 - PLANT<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |                |                |                |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 360,073        | 360,900        | 431,990        | <b>7000-05</b> <b>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 - 1.00 FTE<br>Senior Mechanic - 1.00 FTE<br>Mechanic - 2.00 FTE | 430,386        | 430,386        | 430,386        |
| 9,710          | 9,803          | 10,000         | <b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>  | 9,999          | 9,999          | 9,999          |
| 21,249         | 21,293         | 27,403         | <b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>   | 27,303         | 27,303         | 27,303         |
| 4,969          | 4,980          | 6,408          | <b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>  | 6,384          | 6,384          | 6,384          |
| 64,512         | 72,446         | 102,235        | <b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 95,169         | 95,169         | 95,169         |
| 84,767         | 83,457         | 105,752        | <b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>  | 93,854         | 93,854         | 93,854         |
| 436            | 431            | 504            | <b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>   | 504            | 504            | 504            |
| 2,048          | 2,006          | 2,382          | <b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>   | 2,372          | 2,372          | 2,372          |
| 15,022         | 13,753         | 15,336         | <b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 17,571         | 17,571         | 17,571         |
| 173            | 173            | 232            | <b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>  | 232            | 232            | 232            |
| <b>562,958</b> | <b>569,242</b> | <b>702,242</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>683,774</b> | <b>683,774</b> | <b>683,774</b> |

**MATERIALS AND SERVICES**

|         |         |         |  |         |         |         |
|---------|---------|---------|--|---------|---------|---------|
| 0       | 85      | 0       | <b>7550</b> <b>Travel &amp; Education</b>  | 0       | 0       | 0       |
| 4,390   | 6,756   | 5,500   | <b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b><br>Gas and diesel - vehicles, rolling stock and generators.  | 5,775   | 5,775   | 5,775   |
| 198,337 | 222,049 | 240,000 | <b>7600</b> <b>Electric &amp; Natural Gas</b><br>Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations.<br><br>Budget Note: Beginning in fiscal year 2012-13, this account includes the energy costs for the plant and pump stations. Previously power for the pump stations was in 75-76-7600. | 365,000 | 365,000 | 365,000 |
| 0       | 0       | 0       | <b>7660</b> <b>Materials &amp; Supplies</b>  | 0       | 0       | 0       |

## 75 - WASTEWATER SERVICES FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :72 - PLANT<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 77,233         | 86,880         | 80,000                    | <b>7690 Chemicals</b>  | 88,000                     | 88,000                     | 88,000                    |
|                |                |                           | Various chemicals used at the Water Reclamation Facility.  |                            |                            |                           |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Aluminum compounds   | 1                          | 50,000                     | 50,000                    |
|                |                |                           | Polymers   | 1                          | 13,000                     | 13,000                    |
|                |                |                           | Sodium hypochlorite  | 1                          | 9,000                      | 9,000                     |
|                |                |                           | Alkalinity compounds   | 1                          | 16,000                     | 16,000                    |
| 22,033         | 26,611         | 33,000                    | <b>7720-04 Repairs &amp; Maintenance - Supplies</b>  | 36,000                     | 36,000                     | 36,000                    |
|                |                |                           | Supplies related to the Water Reclamation Facility and pump stations.                                    |                            |                            |                           |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Tools  | 1                          | 4,500                      | 4,500                     |
|                |                |                           | Landscape - barkdust, irrigation, etc.   | 1                          | 4,000                      | 4,000                     |
|                |                |                           | Operations lab supplies - gloves, analyticals  | 1                          | 3,500                      | 3,500                     |
|                |                |                           | Fasteners, belts, seals, filters, etc.   | 1                          | 11,500                     | 11,500                    |
|                |                |                           | Lubricants - oil, grease   | 1                          | 5,000                      | 5,000                     |
|                |                |                           | Materials for equipment rehabilitation   | 1                          | 5,000                      | 5,000                     |
|                |                |                           | Electrical components  | 1                          | 1,500                      | 1,500                     |
|                |                |                           | Pump parts and accessories   | 1                          | 1,000                      | 1,000                     |
| 77,437         | 126,668        | 150,000                   | <b>7720-06 Repairs &amp; Maintenance - Equipment</b>   | 210,000                    | 210,000                    | 210,000                   |
|                |                |                           | 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                          | 5,000                      | 5,000                     |
|                |                |                           | Building and structure repairs   | 1                          | 10,000                     | 10,000                    |
|                |                |                           | Electrical systems   | 1                          | 15,000                     | 15,000                    |
|                |                |                           | HVAC systems   | 1                          | 13,000                     | 13,000                    |
|                |                |                           | Mechanical equipment repairs and replacement   | 1                          | 70,000                     | 70,000                    |
|                |                |                           | Ultraviolet disinfection system  | 1                          | 10,000                     | 10,000                    |
|                |                |                           | Coating and rehabilitation on plant process tanks  | 1                          | 18,000                     | 18,000                    |
|                |                |                           | ATAD foam controllers  | 1                          | 8,000                      | 8,000                     |
|                |                |                           | Northeast pump replacement   | 1                          | 35,000                     | 35,000                    |
|                |                |                           | Landscaping and irrigation   | 1                          | 1,000                      | 1,000                     |
|                |                |                           | Cozine Woods Pump Station surface and drainage rehabilitation  | 1                          | 15,000                     | 15,000                    |
| 1,975          | 2,850          | 5,000                     | <b>7720-14 Repairs &amp; Maintenance - Vehicles</b>  | 4,500                      | 4,500                      | 4,500                     |
|                |                |                           | Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.                    |                            |                            |                           |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Wear items - batteries, tires, etc.  | 1                          | 1,500                      | 1,500                     |
|                |                |                           | Mechanical repairs   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Preventative maintenance   | 1                          | 1,000                      | 1,000                     |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :72 - PLANT<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 126                          | 126              | 130                       | <b>7750</b>  | <b>Professional Services</b>   |              | 190                        | 190                        | 190                       |
|                              |                  |                           |  | Section 125 administration fee   |              |                            |                            |                           |
| 110,029                      | 112,105          | 130,000                   | <b>7780-25</b>   | <b>Contract Services - Biosolids</b>   |              | 128,000                    | 128,000                    | 128,000                   |
|                              |                  |                           |  | Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs. |              |                            |                            |                           |
|                              |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                  |                           |  | Hauling and application  | 1            | 125,000                    | 125,000                    |                           |
|                              |                  |                           |  | Site management  | 1            | 3,000                      | 3,000                      |                           |
| 6,967                        | 6,831            | 0                         | <b>7790-15</b>   | <b>Maintenance &amp; Rental Contracts - Software Maintenance</b>   |              | 0                          | 0                          | 0                         |
|                              |                  |                           |  | Budget Note: Beginning in fiscal year 2011-2012 software maintenance costs are budgeted in the IS Fund.                |              |                            |                            |                           |
| 4,467                        | 4,656            | 5,000                     | <b>7800</b>  | <b>M &amp; S Equipment</b>   |              | 4,000                      | 4,000                      | 4,000                     |
|                              |                  |                           |  | Equipment necessary for plant and pump station operations and maintenance.   |              |                            |                            |                           |
|                              |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                  |                           |  | Riverside pump station drainage project  | 1            | 4,000                      | 4,000                      |                           |
| 1,007                        | 0                | 0                         | <b>7800-55</b>   | <b>M &amp; S Equipment - Lab</b>   |              | 0                          | 0                          | 0                         |
| 1,974                        | 4,465            | 5,000                     | <b>7800-57</b>   | <b>M &amp; S Equipment - Computers</b>   |              | 2,000                      | 2,000                      | 2,000                     |
|                              |                  |                           |  | Water Reclamation Facility control system computers and associated equipment & software.                               |              |                            |                            |                           |
| <b>505,975</b>               | <b>600,082</b>   | <b>653,630</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                    |  |              | <b>843,465</b>             | <b>843,465</b>             | <b>843,465</b>            |
| <b><u>CAPITAL OUTLAY</u></b> |                  |                           |  |  |              |                            |                            |                           |
| 46,250                       | 40,062           | 25,000                    | <b>8710</b>  | <b>Equipment</b>   |              | 60,000                     | 60,000                     | 60,000                    |
|                              |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                  |                           |  | Replace two variable frequency drives at Raw Sewage Pump Station   | 2            | 30,000                     | 60,000                     |                           |
| 40,200                       | 4,540            | 0                         | <b>8800</b>  | <b>Building Improvements</b>   |              | 0                          | 0                          | 0                         |
| 0                            | 10,656           | 0                         | <b>8850</b>  | <b>Vehicles</b>  |              | 0                          | 0                          | 0                         |
| <b>86,450</b>                | <b>55,258</b>    | <b>25,000</b>             | <b>TOTAL CAPITAL OUTLAY</b>                            |  |              | <b>60,000</b>              | <b>60,000</b>              | <b>60,000</b>             |
| <b>1,155,384</b>             | <b>1,224,581</b> | <b>1,380,872</b>          | <b>TOTAL REQUIREMENTS</b>                              |  |              | <b>1,587,239</b>           | <b>1,587,239</b>           | <b>1,587,239</b>          |

---



# **ENVIRONMENTAL SERVICES**

---



## **Organization Set – Sections**

- **Laboratory**
- **Pretreatment**

## **Organization Set #**

**75-74-310**  
**75-74-315**

**As of fiscal year 2012-2013, Laboratory and Pretreatment were consolidated in the Environmental Services organization set.**

## 75 - WASTEWATER SERVICES FUND

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :74 - ENVIRONMENTAL SERVICES<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

### REQUIREMENTS

#### PERSONNEL SERVICES

|          |          |          |  |                |                |                |
|----------|----------|----------|--|----------------|----------------|----------------|
| 0        | 0        | 0        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Supervisor - Environmental Services - 1.00 FTE<br>Environmental Technician II - 1.00 FTE<br>Senior Laboratory Technician - 1.00 FTE<br>Laboratory Technician - 1.00 FTE | 217,168        | 217,168        | 217,168        |
| 0        | 0        | 0        | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 5,999          | 5,999          | 5,999          |
| 0        | 0        | 0        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 13,836         | 13,836         | 13,836         |
| 0        | 0        | 0        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 3,235          | 3,235          | 3,235          |
| 0        | 0        | 0        | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 38,626         | 38,626         | 38,626         |
| 0        | 0        | 0        | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 34,960         | 34,960         | 34,960         |
| 0        | 0        | 0        | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 252            | 252            | 252            |
| 0        | 0        | 0        | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 1,210          | 1,210          | 1,210          |
| 0        | 0        | 0        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 6,778          | 6,778          | 6,778          |
| 0        | 0        | 0        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 116            | 116            | 116            |
| <b>0</b> | <b>0</b> | <b>0</b> | <b><u>TOTAL PERSONNEL SERVICES</u></b>   | <b>322,180</b> | <b>322,180</b> | <b>322,180</b> |

#### MATERIALS AND SERVICES

| 0   | 0            | 0               | <b>7660 Materials &amp; Supplies</b><br>Materials and supplies to support permit, pretreatment, and laboratory work and activities. | 25,500 | 25,500 | 25,500 |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
|---|--------------|-----------------|---|--------|--------|--------|--------------------|--------------|-----------------|--------------|--|--|--|--|---|-------|-------|--|--|--|-----------------------------|---|-------|-------|--|--|--|--------------|---|-------|-------|--|--|--|--|---|-------|-------|--|--|--|----------------------|---|-----|-----|--|--|--|--------------------------|---|-----|-----|--|--|--|
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <td colspan="3"></td> </tr> </thead> <tbody> <tr> <td>Pretreatment monitoring materials and supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">2,500</td> <td colspan="3"></td> </tr> <tr> <td>Outreach education supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">4,100</td> <td style="text-align: right;">4,100</td> <td colspan="3"></td> </tr> <tr> <td>Lab supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">9,500</td> <td style="text-align: right;">9,500</td> <td colspan="3"></td> </tr> <tr> <td>Lab equipment maintenance and supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">8,300</td> <td style="text-align: right;">8,300</td> <td colspan="3"></td> </tr> <tr> <td>Quality control kits</td> <td style="text-align: center;">1</td> <td style="text-align: right;">600</td> <td style="text-align: right;">600</td> <td colspan="3"></td> </tr> <tr> <td>Hazardous waste disposal</td> <td style="text-align: center;">1</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> <td colspan="3"></td> </tr> </tbody> </table> |              |                 |   |        |        |        | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | Pretreatment monitoring materials and supplies | 1 | 2,500 | 2,500 |  |  |  | Outreach education supplies | 1 | 4,100 | 4,100 |  |  |  | Lab supplies | 1 | 9,500 | 9,500 |  |  |  | Lab equipment maintenance and supplies | 1 | 8,300 | 8,300 |  |  |  | Quality control kits | 1 | 600 | 600 |  |  |  | Hazardous waste disposal | 1 | 500 | 500 |  |  |  |
| <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>  |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| Pretreatment monitoring materials and supplies  | 1            | 2,500           | 2,500   |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| Outreach education supplies   | 1            | 4,100           | 4,100   |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| Lab supplies  | 1            | 9,500           | 9,500   |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| Lab equipment maintenance and supplies  | 1            | 8,300           | 8,300   |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| Quality control kits  | 1            | 600             | 600   |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| Hazardous waste disposal  | 1            | 500             | 500   |        |        |        |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |
| 0   | 0            | 0               | <b>7750 Professional Services</b>   | 0      | 0      | 0      |                    |              |                 |              |  |  |  |  |   |       |       |  |  |  |                             |   |       |       |  |  |  |              |   |       |       |  |  |  |  |   |       |       |  |  |  |                      |   |     |     |  |  |  |                          |   |     |     |  |  |  |

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL                                      | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :74 - ENVIRONMENTAL SERVICES<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------|----------------------------|---|--------|--------|---------------------------------------|---|--------|--------|---|---|--------|--------|-----------------------------------|---|-------|-------|--|--|--|
| 0   | 0              | 0                         | <b>7780-30 Contract Services - Lab</b><br>Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.   | 48,000                     | 48,000                     | 48,000                    |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
|   |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Permit compliance analysis</td> <td>1</td> <td>13,000</td> <td>13,000</td> </tr> <tr> <td>Industrial user and facility sampling</td> <td>1</td> <td>21,000</td> <td>21,000</td> </tr> <tr> <td>Analysis related to TMDL, toxics and permit renewal</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> <tr> <td>Non-routine pretreatment sampling</td> <td>1</td> <td>4,000</td> <td>4,000</td> </tr> </tbody> </table> | Description                | Units                      | Amt/Unit                  | Total | Permit compliance analysis | 1 | 13,000 | 13,000 | Industrial user and facility sampling | 1 | 21,000 | 21,000 | Analysis related to TMDL, toxics and permit renewal | 1 | 10,000 | 10,000 | Non-routine pretreatment sampling | 1 | 4,000 | 4,000 |  |  |  |
| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| Permit compliance analysis                          | 1              | 13,000                    | 13,000   |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| Industrial user and facility sampling               | 1              | 21,000                    | 21,000   |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| Analysis related to TMDL, toxics and permit renewal | 1              | 10,000                    | 10,000   |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| Non-routine pretreatment sampling                   | 1              | 4,000                     | 4,000  |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| 0   | 0              | 0                         | <b>7800 M &amp; S Equipment</b><br>Replacement and upgrade of laboratory and pretreatment equipment.   | 7,000                      | 7,000                      | 7,000                     |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| <b>0</b>  | <b>0</b>       | <b>0</b>                  | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>80,500</b>              | <b>80,500</b>              | <b>80,500</b>             |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| <b><u>CAPITAL OUTLAY</u></b>                        |                |                           |  |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| 0   | 0              | 0                         | <b>8710 Equipment</b><br>The spectrophotometer is used to analyze for pollutants such as phosphorus and ammonia, as required by the discharge permit. In addition, this unit will allow for phosphorus analyses to be performed by Operations staff for process control.   | 10,000                     | 10,000                     | 10,000                    |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
|   |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Replace spectrophotometer</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> </tbody> </table>   | Description                | Units                      | Amt/Unit                  | Total | Replace spectrophotometer  | 1 | 10,000 | 10,000 |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| Replace spectrophotometer                           | 1              | 10,000                    | 10,000   |                            |                            |                           |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| <b>0</b>  | <b>0</b>       | <b>0</b>                  | <b>TOTAL CAPITAL OUTLAY</b>  | <b>10,000</b>              | <b>10,000</b>              | <b>10,000</b>             |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |
| <b>0</b>  | <b>0</b>       | <b>0</b>                  | <b>TOTAL REQUIREMENTS</b>  | <b>412,680</b>             | <b>412,680</b>             | <b>412,680</b>            |       |                            |   |        |        |                                       |   |        |        |   |   |        |        |                                   |   |       |       |  |  |  |



**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :74 - ENVIRONMENTAL SERVICES<br>Section :310 - LABORATORY<br>Program :N/A |   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |   |                            |                            |                           |
| <b><u>PERSONNEL SERVICES</u></b>     |                |                           |  |   |                            |                            |                           |
| 112,095                              | 106,601        | 105,087                   | <b>7000-05</b>   | Salaries & Wages - Regular Full Time              | 0                          | 0                          | 0                         |
| 1,565                                | 827            | 2,999                     | <b>7000-20</b>   | Salaries & Wages - Overtime                       | 0                          | 0                          | 0                         |
| 7,161                                | 6,815          | 6,702                     | <b>7300-05</b>   | Fringe Benefits - FICA - Social Security          | 0                          | 0                          | 0                         |
| 1,675                                | 1,594          | 1,567                     | <b>7300-06</b>   | Fringe Benefits - FICA - Medicare                 | 0                          | 0                          | 0                         |
| 21,627                               | 20,132         | 23,205                    | <b>7300-15</b>   | Fringe Benefits - PERS - OPSRP - IAP              | 0                          | 0                          | 0                         |
| 15,131                               | 14,612         | 17,480                    | <b>7300-20</b>   | Fringe Benefits - Medical Insurance               | 0                          | 0                          | 0                         |
| 126                                  | 118            | 127                       | <b>7300-25</b>   | Fringe Benefits - Life Insurance                  | 0                          | 0                          | 0                         |
| 613                                  | 559            | 584                       | <b>7300-30</b>   | Fringe Benefits - Long Term Disability            | 0                          | 0                          | 0                         |
| 1,858                                | 2,154          | 3,267                     | <b>7300-35</b>   | Fringe Benefits - Workers' Compensation Insurance | 0                          | 0                          | 0                         |
| 51                                   | 51             | 30                        | <b>7300-37</b>   | Fringe Benefits - Workers' Benefit Fund           | 0                          | 0                          | 0                         |
| <b>161,902</b>                       | <b>153,462</b> | <b>161,048</b>            | <b><u>TOTAL PERSONNEL SERVICES</u></b>   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |   |                            |                            |                           |
| 42                                   | 21             | 50                        | <b>7750</b>  | Professional Services                             | 0                          | 0                          | 0                         |
| 10,098                               | 11,287         | 12,500                    | <b>7780-30</b>   | Contract Services - Lab                           | 0                          | 0                          | 0                         |
| 1,725                                | 3,129          | 6,200                     | <b>7800</b>  | M & S Equipment                                   | 0                          | 0                          | 0                         |
| 17,550                               | 13,084         | 18,000                    | <b>8250</b>  | Lab Expense                                       | 0                          | 0                          | 0                         |
| <b>29,415</b>                        | <b>27,520</b>  | <b>36,750</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b>         |                |                           |  |   |                            |                            |                           |
| 8,160                                | 0              | 6,800                     | <b>8710</b>  | Equipment   | 0                          | 0                          | 0                         |
| <b>8,160</b>                         | <b>0</b>       | <b>6,800</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>199,477</b>                       | <b>180,982</b> | <b>204,598</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :74 - ENVIRONMENTAL SERVICES<br>Section :315 - PRETREATMENT<br>Program :N/A |   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |   |                            |                            |                           |
| <b><u>PERSONNEL SERVICES</u></b>     |                |                           |  |   |                            |                            |                           |
| 114,000                              | 105,306        | 118,873                   | <b>7000-05</b>   | Salaries & Wages - Regular Full Time              | 0                          | 0                          | 0                         |
| 3,176                                | 2,620          | 4,000                     | <b>7000-20</b>   | Salaries & Wages - Overtime                       | 0                          | 0                          | 0                         |
| 6,925                                | 6,357          | 7,619                     | <b>7300-05</b>   | Fringe Benefits - FICA - Social Security          | 0                          | 0                          | 0                         |
| 1,620                                | 1,487          | 1,782                     | <b>7300-06</b>   | Fringe Benefits - FICA - Medicare                 | 0                          | 0                          | 0                         |
| 23,353                               | 21,510         | 29,638                    | <b>7300-15</b>   | Fringe Benefits - PERS - OPSRP - IAP              | 0                          | 0                          | 0                         |
| 18,928                               | 18,251         | 19,394                    | <b>7300-20</b>   | Fringe Benefits - Medical Insurance               | 0                          | 0                          | 0                         |
| 126                                  | 116            | 127                       | <b>7300-25</b>   | Fringe Benefits - Life Insurance                  | 0                          | 0                          | 0                         |
| 628                                  | 580            | 652                       | <b>7300-30</b>   | Fringe Benefits - Long Term Disability            | 0                          | 0                          | 0                         |
| 4,604                                | 3,711          | 4,265                     | <b>7300-35</b>   | Fringe Benefits - Workers' Compensation Insurance | 0                          | 0                          | 0                         |
| 50                                   | 43             | 59                        | <b>7300-37</b>   | Fringe Benefits - Workers' Benefit Fund           | 0                          | 0                          | 0                         |
| <b>173,411</b>                       | <b>159,980</b> | <b>186,409</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                                    | 2,558          | 2,500                     | <b>7660</b>  | Materials & Supplies                              | 0                          | 0                          | 0                         |
| 19,919                               | 24,411         | 35,000                    | <b>7780-30</b>   | Contract Services - Lab                           | 0                          | 0                          | 0                         |
| 2,495                                | 1,237          | 3,200                     | <b>7800</b>  | M & S Equipment                                   | 0                          | 0                          | 0                         |
| 1,489                                | 1,107          | 1,000                     | <b>8250</b>  | Lab Expense                                       | 0                          | 0                          | 0                         |
| <b>23,903</b>                        | <b>29,314</b>  | <b>41,700</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>197,313</b>                       | <b>189,294</b> | <b>228,109</b>            | <b><u>TOTAL REQUIREMENTS</u></b>   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |



## **PUMP STATIONS**



**As of fiscal year 2012-2013, Pump Stations was consolidated with the Plant organization set.**

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL                       | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :76 - PUMP STATIONS<br>Section :N/A<br>Program :N/A |                                   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                                   |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                                   |                            |                            |                           |
| 102,876                              | 122,297        | 124,100                   | <b>7600</b>  | Electric & Natural Gas            | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>7690</b>  | Chemicals                         | 0                          | 0                          | 0                         |
| 3,088                                | 2,806          | 5,000                     | <b>7720-04</b>   | Repairs & Maintenance - Supplies  | 0                          | 0                          | 0                         |
| 24,139                               | 38,485         | 50,000                    | <b>7720-06</b>   | Repairs & Maintenance - Equipment | 0                          | 0                          | 0                         |
| 0                                    | 3,198          | 4,200                     | <b>7800-56</b>   | M & S Equipment - Pump Stations   | 0                          | 0                          | 0                         |
| <b>130,103</b>                       | <b>166,785</b> | <b>183,300</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>                     |                                   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b>         |                |                           |  |                                   |                            |                            |                           |
| 6,900                                | 31,428         | 55,000                    | <b>8710</b>  | Equipment                         | 0                          | 0                          | 0                         |
| <b>6,900</b>                         | <b>31,428</b>  | <b>55,000</b>             | <b><u>TOTAL CAPITAL OUTLAY</u></b>                             |                                   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>137,003</b>                       | <b>198,213</b> | <b>238,300</b>            | <b><u>TOTAL REQUIREMENTS</u></b>                               |                                   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |



# **CONVEYANCE SYSTEMS**



## **Organization Set – Sections**

- **Sanitary**

## **Organization Set #**

**75-78-320**

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :78 - CONVEYANCE SYSTEMS<br>Section :320 - SANITARY<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 249,717                       | 257,286        | 268,413                   | <b>7000-05 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   | 270,309                    | 270,309                    | 270,309                   |
| 1,631                         | 2,579          | 5,000                     | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 5,001                      | 5,001                      | 5,001                     |
| 14,808                        | 15,302         | 16,953                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 17,069                     | 17,069                     | 17,069                    |
| 3,463                         | 3,579          | 3,965                     | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 3,992                      | 3,992                      | 3,992                     |
| 48,906                        | 50,529         | 64,448                    | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 63,154                     | 63,154                     | 63,154                    |
| 42,634                        | 43,601         | 55,066                    | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 44,354                     | 44,354                     | 44,354                    |
| 336                           | 339            | 336                       | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 316                        | 316                        | 316                       |
| 1,367                         | 1,406          | 1,470                     | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 1,480                      | 1,480                      | 1,480                     |
| 15,507                        | 17,541         | 21,191                    | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 17,528                     | 17,528                     | 17,528                    |
| 136                           | 137            | 156                       | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 156                        | 156                        | 156                       |
| <b>378,504</b>                | <b>392,300</b> | <b>436,998</b>            | <b>TOTAL PERSONNEL SERVICES</b>  | <b>423,359</b>             | <b>423,359</b>             | <b>423,359</b>            |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 14,575                        | 17,708         | 16,000                    | <b>7590 Fuel - Vehicle &amp; Equipment</b>   | 22,800                     | 22,800                     | 22,800                    |
| 665                           | 699            | 1,000                     | <b>7600 Electric &amp; Natural Gas</b><br>Electric costs associated with Conveyance building.  | 2,000                      | 2,000                      | 2,000                     |
| 18,725                        | 12,919         | 20,000                    | <b>7720-04 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.   | 20,000                     | 20,000                     | 20,000                    |
| 17,726                        | 14,049         | 12,000                    | <b>7720-06 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.   | 25,000                     | 25,000                     | 25,000                    |
| 17,540                        | 11,377         | 15,000                    | <b>7720-14 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.  | 15,000                     | 15,000                     | 15,000                    |
| 62,189                        | 12,063         | 25,000                    | <b>7720-36 Repairs &amp; Maintenance - Sanitary Sewer Mainline</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. | 100,000                    | 100,000                    | 100,000                   |
| 10,563                        | 13,379         | 8,000                     | <b>7720-38 Repairs &amp; Maintenance - Sanitary Sewer Lateral</b><br>Budget Note: Beginning in 2012-13, these expenses are included in account 75-78-320-7720-36.  | 0                          | 0                          | 0                         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :78 - CONVEYANCE SYSTEMS<br>Section :320 - SANITARY<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,310                        | 38             | 28,040                    | <b>7750</b>  | <b>Professional Services</b>   |              | 14,050                     | 14,050                     | 14,050                    |
|                              |                |                           |  | Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services. |              |                            |                            |                           |
|                              |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |  | Section 125 administration fee   | 1            | 50                         | 50                         |                           |
|                              |                |                           |  | Consulting services for inflow and infiltration assessment   | 1            | 14,000                     | 14,000                     |                           |
| 10,278                       | 0              | 15,000                    | <b>7750-45</b>   | <b>Professional Services - Smoke Testing</b>   |              | 0                          | 0                          | 0                         |
| 7,730                        | 7,946          | 10,000                    | <b>7800</b>  | <b>M &amp; S Equipment</b>   |              | 5,000                      | 5,000                      | 5,000                     |
|                              |                |                           |  | Conveyance maintenance equipment.  |              |                            |                            |                           |
| <b>163,301</b>               | <b>90,179</b>  | <b>150,040</b>            | <b>TOTAL MATERIALS AND SERVICES</b>  |  |              | <b>203,850</b>             | <b>203,850</b>             | <b>203,850</b>            |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |  |  |              |                            |                            |                           |
| 68,878                       | 57,051         | 10,100                    | <b>8710</b>  | <b>Equipment</b>   |              | 12,000                     | 12,000                     | 12,000                    |
|                              |                |                           |  | Conveyance maintenance, repair and replacement equipment.  |              |                            |                            |                           |
|                              |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |  | Self leveling push camera  | 1            | 12,000                     | 12,000                     |                           |
| 0                            | 351,554        | 0                         | <b>8850</b>  | <b>Vehicles</b>  |              | 0                          | 0                          | 0                         |
| 260,713                      | 38,556         | 55,000                    | <b>9110-05</b>   | <b>Sanitary Sewer Replacements - Mainline</b>  |              | 50,000                     | 50,000                     | 50,000                    |
|                              |                |                           |  | Preservation repair and replacement of sewer system mainlines and manholes.  |              |                            |                            |                           |
| 78,077                       | 24,959         | 50,000                    | <b>9110-10</b>   | <b>Sanitary Sewer Replacements - Lateral</b>   |              | 0                          | 0                          | 0                         |
|                              |                |                           |  | Budget Note: Beginning in fiscal year 2012-13, these expenses are included in account 75-78 -320-9110-05.  |              |                            |                            |                           |
| <b>407,669</b>               | <b>472,120</b> | <b>115,100</b>            | <b>TOTAL CAPITAL OUTLAY</b>  |  |              | <b>62,000</b>              | <b>62,000</b>              | <b>62,000</b>             |
| <b>949,474</b>               | <b>954,598</b> | <b>702,138</b>            | <b>TOTAL REQUIREMENTS</b>  |  |              | <b>689,209</b>             | <b>689,209</b>             | <b>689,209</b>            |



**NON-DEPARTMENTAL**





Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :99 - NON-DEPARTMENTAL<br>Section :N/A<br>Program :N/A |   |  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--|------------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>   |                  |                           |   |   |  |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>   |                  |                           |   |   |  |                            |                            |                           |
| 25,033   | 0                | 0                         | <b>5070-03</b>  | <b>Water &amp; Light - Energy Efficiency Incentive</b>  | 0  | 0                          | 0                          | 0                         |
| <b>25,033</b>  | <b>0</b>         | <b>0</b>                  | <b>TOTAL INTERGOVERNMENTAL</b>                                    |   |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>  |                  |                           |   |   |  |                            |                            |                           |
| 12,350   | 12,298           | 12,300                    | <b>5400-40</b>  | <b>Property Rentals - House</b><br>Riverside Drive house rental income.                               | 12,300                                       | 12,300                     | 12,300                     | 12,300                    |
| 7,429  | 6,935            | 6,926                     | <b>5400-45</b>  | <b>Property Rentals - Farm</b><br>Farm land lease on Water Reclamation Facility property.             | 6,926  | 6,926                      | 6,926                      | 6,926                     |
| 7,804,463  | 7,900,562        | 8,060,000                 | <b>5520</b>   | <b>Sewer User Charges</b><br>Monthly sewer charges based on water consumption and discharge loading.  | 8,250,000                                    | 8,250,000                  | 8,250,000                  | 8,250,000                 |
| Budget Note: Increase reflects a 2.8% rate increase effective July 1, 2012 as included in the adopted 2011 Wastewater System Financial Plan. |                  |                           |   |   |  |                            |                            |                           |
| 44,425   | 40,292           | 46,500                    | <b>5530</b>   | <b>Septage Fees</b><br>Dumping fees collected from haulers for septic tank and portable toilet waste. | 42,000                                       | 42,000                     | 42,000                     | 42,000                    |
| <b>7,868,667</b>   | <b>7,960,086</b> | <b>8,125,726</b>          | <b>TOTAL CHARGES FOR SERVICES</b>                                 |   |  | <b>8,311,226</b>           | <b>8,311,226</b>           | <b>8,311,226</b>          |
| <b>MISCELLANEOUS</b>   |                  |                           |   |   |  |                            |                            |                           |
| 8,732  | 8,384            | 6,700                     | <b>6310</b>   | <b>Interest</b>   | 11,200                                       | 11,200                     | 11,200                     | 11,200                    |
| 1,878  | 1,161            | 1,000                     | <b>6600</b>   | <b>Other Income</b>   | 1,500  | 1,500                      | 1,500                      | 1,500                     |
| <b>10,610</b>  | <b>9,545</b>     | <b>7,700</b>              | <b>TOTAL MISCELLANEOUS</b>  |   |  | <b>12,700</b>              | <b>12,700</b>              | <b>12,700</b>             |
| <b>TRANSFERS IN</b>  |                  |                           |   |   |  |                            |                            |                           |
| 0  | 0                | 0                         | <b>6900-85</b>  | <b>Transfers In - Insurance Services</b>  | 16,950                                       | 16,950                     | 16,950                     | 16,950                    |
|  |                  |                           |   |   | <u>Description</u>                           | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|  |                  |                           |   |   | Insurance Services Fund reserve distribution | 1                          | 16,950                     | 16,950                    |
| <b>0</b>   | <b>0</b>         | <b>0</b>                  | <b>TOTAL TRANSFERS IN</b>   |   |  | <b>16,950</b>              | <b>16,950</b>              | <b>16,950</b>             |
| <b>7,904,310</b>   | <b>7,969,631</b> | <b>8,133,426</b>          | <b>TOTAL RESOURCES</b>  |   |  | <b>8,340,876</b>           | <b>8,340,876</b>           | <b>8,340,876</b>          |

## Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2010<br>ACTUAL             | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :99 - NON-DEPARTMENTAL<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>        |                  |                           |   |                            |                            |                           |
| <b>TRANSFERS OUT</b>       |                  |                           |   |                            |                            |                           |
| 196,687                    | 203,445          | 224,628                   | <b>9700-01 Transfers Out - General Fund</b><br>Engineering, Administration, and Finance personnel services support.   | 217,148                    | 217,148                    | 217,148                   |
| 4,353,150                  | 3,888,564        | 5,745,430                 | <b>9700-77 Transfers Out - Wastewater Capital</b><br>Transfer to Wastewater Capital Fund for debt service and wastewater system capital improvements per the 2011 Wastewater System (WWS) Financial Plan. | 4,626,400                  | 4,626,400                  | 4,626,400                 |
| 27,835                     | 28,175           | 30,084                    | <b>9700-80 Transfers Out - Information Systems</b><br>Information Systems and Services Fund personnel services support.   | 33,425                     | 33,425                     | 33,425                    |
| <b>4,577,672</b>           | <b>4,120,184</b> | <b>6,000,142</b>          | <b>TOTAL TRANSFERS OUT</b>  | <b>4,876,973</b>           | <b>4,876,973</b>           | <b>4,876,973</b>          |
| <b>CONTINGENCIES</b>       |                  |                           |   |                            |                            |                           |
| 0                          | 0                | 300,000                   | <b>9800 Contingencies</b>   | 300,000                    | 300,000                    | 300,000                   |
| <b>0</b>                   | <b>0</b>         | <b>300,000</b>            | <b>TOTAL CONTINGENCIES</b>  | <b>300,000</b>             | <b>300,000</b>             | <b>300,000</b>            |
| <b>ENDING FUND BALANCE</b> |                  |                           |   |                            |                            |                           |
| 1,000,000                  | 1,000,000        | 1,000,000                 | <b>9975-05 Designated End FB - WW Svc Fd - Sewer A/R</b><br>Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2013.                                     | 1,000,000                  | 1,000,000                  | 1,000,000                 |
| 2,085,380                  | 2,676,656        | 843,148                   | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations.                  | 1,307,175                  | 1,307,175                  | 1,312,208                 |
| <b>3,085,380</b>           | <b>3,676,656</b> | <b>1,843,148</b>          | <b>TOTAL ENDING FUND BALANCE</b>  | <b>2,307,175</b>           | <b>2,307,175</b>           | <b>2,312,208</b>          |
| <b>7,663,052</b>           | <b>7,796,840</b> | <b>8,143,290</b>          | <b>TOTAL REQUIREMENTS</b>   | <b>7,484,148</b>           | <b>7,484,148</b>           | <b>7,489,181</b>          |

**75 - WASTEWATER SERVICES FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 10,817,954     | 11,055,012     | 11,676,426                | <b>TOTAL RESOURCES</b>                          | 10,782,876                 | 10,782,876                 | 10,786,876                |
| 10,817,954     | 11,055,012     | 11,676,426                | <b>TOTAL REQUIREMENTS</b>                       | 10,782,876                 | 10,782,876                 | 10,786,876                |



# **WASTEWATER CAPITAL FUND**



- **Statement of Bonds and Loans Outstanding**



### Budget Highlights

- \$2,710,000 – Completion of the downtown infiltration and inflow (I&I) project during 2012, and design work for the planned 2013 I&I project. Based on findings in the master planning effort, I&I related rehabilitation projects are still a vital component in controlling overflows and help limit the size and scope of needed capacity improvements at the treatment plant.
- \$2,750,000 – Begin design/construction of the Wastewater Reclamation Facilities (WRF) secondary treatment expansion and modifications per the updated Water Reclamation Facilities Master Plan.
- \$4,626,400 – Transfer in from Wastewater Services Fund. Includes 2012-13 debt service funds for 2004 Sewer Revenue Refunding Bonds; and ratepayer contribution for capital needs per the 2011 Wastewater Services Financial Plan.

### Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue evaluating projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.
- Provide for stability in rate structures by sound financial planning which meets capital construction needs.

### Future Challenges and Opportunities

- Compliance with Oregon Revised Statutes relative to expenditure of system development charges (SDCs).
- Financial planning to meet the needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>4,343,145</b>  | <b>6,161,830</b>             | <b>5,089,800</b>              | <b>(1,072,030)</b> |
| Materials & Services      | 245,248           | 2,915,400                    | 2,945,400                     | 30,000             |
| Capital Outlay            | 2,215,895         | 2,334,873                    | 2,570,000                     | 235,127            |
| Debt Service              | 2,938,563         | 2,935,814                    | 2,940,414                     | 4,600              |
| Transfers Out             | 147,202           | 161,095                      | 184,015                       | 22,920             |
| <b>Total Expenditures</b> | <b>5,546,908</b>  | <b>8,347,182</b>             | <b>8,639,829</b>              | <b>292,647</b>     |
| Net Expenditures          | (1,203,763)       | (2,185,352)                  | (3,550,029)                   | 1,364,677          |



Work on the Downtown Basin I&I reduction project began in March of 2012.



## Wastewater Capital Fund

### Historical Highlights

- |  |  |  |
|--|--|--|
| <p><b>1969</b> Voters approve \$710,000 six-year sewage disposal general obligation bond issue.</p>  |  |  |
| <p><b>1987</b> Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.</p>  | <p><b>1994</b> January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.</p> | <p><b>2000</b> July 2000, \$3,590,000 State of Oregon Bond Bank Water/Wastewater 10-Year Loan to continue funding significant sewer system improvements.</p>       |
| <p><b>1992</b> April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.</p> | <p><b>1994</b> February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.</p>  | <p><b>2000</b> Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.</p>                   |
| <p><b>1992</b> August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.</p>                 | <p><b>1995</b> New Water Reclamation Facility and Raw Sewage Pump Station complete.</p>  | <p><b>2001</b> Evans Street Sewer Reconstruction Project complete.</p>   |
| <p><b>1993</b> December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.</p>  | <p><b>1996</b> Major repair and replacement of Cozine Trunk Line and Pump Station complete.</p>  | <p><b>2002</b> High School Basin Sewer Reconstruction Project complete.</p>  |
|  |  | <p><b>2003</b> Three Mile Lane Pump Station #1 Replacement Project complete.</p>   |
|  |  | <p><b>2004</b> February 2004, \$23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.</p> |

# 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.



The 2012 Downtown Basin I&I project includes the repair and rehabilitation of approximately 2.15 miles of existing sanitary sewer lines, and the installation of nearly 1.0 mile of new separate storm drainage lines.



## Statement of Bonds and Loans Outstanding 2012-2013 Proposed Budget

|   | Date of Issue | Date of Maturity | Amount of Issue      | Rate of Interest | Outstanding 6/30/2012 | Maturing 2012 - 2013 Principal | Maturing 2012 - 2013 Interest |
|---|---------------|------------------|----------------------|------------------|-----------------------|--------------------------------|-------------------------------|
| <b><u>GENERAL OBLIGATION BONDS</u></b>  |               |                  |                      |                  |                       |                                |                               |
| Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property tax revenue and debt service payments are accounted for in the Debt Service Fund. |               |                  |                      |                  |                       |                                |                               |
| <b>2006 Public Safety Civic Buildings Construction Bonds</b><br>Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.             | 11/14/2006    | 11/14/2026       | \$ 13,120,000        | 3.75 - 5.50%     | \$ 10,925,000         | \$ 525,000                     | \$ 444,975                    |
| <b>2001 Park Improvement Bonds</b><br>Bond proceeds used for land acquisition and park improvements or construction, as identified by the Parks Master Plan. These bonds were refunded in 2011.   | 8/1/2001      | 8/1/2021         | \$ 9,100,000         | 4.50 - 5.00%     | \$ -                  | \$ -                           | \$ -                          |
| <b>2011 Park Improvement Refunding Bonds</b><br>Bond proceeds used to refund 2001 Park Improvement Bonds.   | 10/6/2011     | 10/6/2021        | <u>\$ 5,590,000</u>  | 2.00 - 4.00%     | <u>\$ 5,590,000</u>   | <u>\$ 550,000</u>              | <u>\$ 130,400</u>             |
| TOTAL - General Obligation Bonds  |               |                  | \$ 27,810,000        |                  | \$ 16,515,000         | \$ 1,075,000                   | \$ 575,375                    |
| <b><u>SEWER BONDS</u></b>   |               |                  |                      |                  |                       |                                |                               |
| Sewer user fees are accounted for in the Wastewater Services Fund and transferred to the Wastewater Capital Fund. The Wastewater Capital Fund then pays the debt service payments.                |               |                  |                      |                  |                       |                                |                               |
| <b>Sewer Refunding Bonds</b><br>These bonds refunded the 1994 Sewer Revenue Bonds and 1993 Oregon Economic Community Development Department loan.   | 2/13/2004     | 2/13/2014        | <u>\$ 23,690,000</u> | 3.0 - 5.0%       | <u>\$ 5,610,000</u>   | <u>\$ 2,765,000</u>            | <u>\$ 175,413</u>             |
| TOTAL - Sewer Bonds   |               |                  | \$ 23,690,000        |                  | \$ 5,610,000          | \$ 2,765,000                   | \$ 175,413                    |
| <b>TOTAL DEBT:</b>  |               |                  | <u>\$ 51,500,000</u> |                  | <u>\$ 22,125,000</u>  | <u>\$ 3,840,000</u>            | <u>\$ 750,788</u>             |



Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL    | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|--|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>   |                   |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b>  |                   |                           |   |                            |                            |                           |
| 275,000  | 0                 | 0                         | <b>4077-05 Designated Begin FB-WW Cap Fd - OECDD W/WWF Loan</b>   | 0                          | 0                          | 0                         |
| 1,225,000  | 1,225,000         | 1,225,000                 | <b>4077-10 Designated Begin FB-WW Cap Fd - 2004 RB Refunding</b><br>Designated cash carryover for 2004 Sewer Revenue Refunding Bonds:<br>1,120,000 5 months saved toward February 1, 2013 annual principal<br>105,000 5 months saved toward August 1, 2012 semi-annual interest                       | 1,225,000                  | 1,225,000                  | 1,225,000                 |
| 3,591,000  | 4,381,000         | 5,168,000                 | <b>4077-15 Designated Begin FB-WW Cap Fd - WW Capital Reserve</b><br>The 2011 Financial Plan update recommended use of the existing \$5,168,000 capital reserve to fund improvements through 2014-2015. Any remaining reserve funds are included in Beginning Fund Balance for fiscal year 2012-2013. | 0                          | 0                          | 0                         |
| 10,530,471   | 9,813,508         | 7,513,004                 | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.   | 14,984,907                 | 14,984,907                 | 14,677,507                |
| Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements over 10-years ago could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available. This continues to be the case and will be for the foreseeable future. |                   |                           |   |                            |                            |                           |
| <b>15,621,471</b>  | <b>15,419,508</b> | <b>13,906,004</b>         | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>16,209,907</b>          | <b>16,209,907</b>          | <b>15,902,507</b>         |
| <b>CHARGES FOR SERVICES</b>  |                   |                           |   |                            |                            |                           |
| 374,218  | 328,615           | 300,000                   | <b>5500 System Development Charges</b><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.   | 300,000                    | 300,000                    | 300,000                   |
| 0  | 0                 | 0                         | <b>5505 SDC: NE Trunk</b>   | 0                          | 0                          | 0                         |
| <b>374,218</b>   | <b>328,615</b>    | <b>300,000</b>            | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>300,000</b>             | <b>300,000</b>             | <b>300,000</b>            |
| <b>MISCELLANEOUS</b>   |                   |                           |   |                            |                            |                           |
| 73,607   | 53,766            | 45,900                    | <b>6310 Interest</b>  | 81,200                     | 81,200                     | 81,200                    |
| 0  | 0                 | 0                         | <b>6500-05 Private Sewer Lateral - Loan Repayment</b><br>Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.   | 10,000                     | 10,000                     | 10,000                    |
| -550   | 2,200             | 500                       | <b>6500-10 Private Sewer Lateral - Penalty</b><br>Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.  | 2,200                      | 2,200                      | 2,200                     |
| 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 Other Income</b>  | 0                          | 0                          | 0                         |
| <b>73,057</b>  | <b>55,966</b>     | <b>46,400</b>             | <b>TOTAL MISCELLANEOUS</b>  | <b>93,400</b>              | <b>93,400</b>              | <b>93,400</b>             |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2010<br>ACTUAL             | 2011<br>ACTUAL    | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------------------|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b><u>TRANSFERS IN</u></b> |                   |                           |   |                            |                            |                           |
| 70,000                     | 70,000            | 70,000                    | <b>6900-25 Transfers In - Airport</b><br>4th year repayment of interfund "loan" to Airport Maintenance Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations. | 70,000                     | 70,000                     | 70,000                    |
| 4,353,150                  | 3,888,564         | 5,745,430                 | <b>6900-75 Transfers In - Wastewater Services</b><br>Transfer from the Wastewater Services Fund for debt service and capital improvements per the 2011 Wastewater System (WWS) Financial Plan.  | 4,626,400                  | 4,626,400                  | 4,626,400                 |
| <b>4,423,150</b>           | <b>3,958,564</b>  | <b>5,815,430</b>          | <b><u>TOTAL TRANSFERS IN</u></b>  | <b>4,696,400</b>           | <b>4,696,400</b>           | <b>4,696,400</b>          |
| <b>20,491,897</b>          | <b>19,762,654</b> | <b>20,067,834</b>         | <b><i>TOTAL RESOURCES</i></b>   | <b>21,299,707</b>          | <b>21,299,707</b>          | <b>20,992,307</b>         |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**MATERIALS AND SERVICES**

|                |                |                  |  |  |                  |                  |                  |
|----------------|----------------|------------------|--|--|------------------|------------------|------------------|
| 21,818         | 21,291         | 20,000           | <b>7750</b>                                | <b>Professional Services</b>   | 25,000           | 25,000           | 25,000           |
|                |                |                  |  | <u>Description</u>   | <u>Units</u>     | <u>Amt/Unit</u>  | <u>Total</u>     |
|                |                |                  |  | Audit fee allocation   | 1                | 14,290           | 14,290           |
|                |                |                  |  | Miscellaneous professional services  | 1                | 10,710           | 10,710           |
| 400            | 400            | 400              | <b>7750-57</b>                             | <b>Professional Services - Financing Administration</b>  | 400              | 400              | 400              |
| 15,851         | 0              | 0                | <b>7760-25</b>                             | <b>Professional Svcs - Plan/Study - Collection System Facility Plan</b>  | 0                | 0                | 0                |
| 26,357         | 0              | 0                | <b>7760-30</b>                             | <b>Professional Svcs - Plan/Study - WRF Expansion Predesign</b>  | 0                | 0                | 0                |
| 0              | 101,175        | 2,770,000        | <b>7770-37</b>                             | <b>Professional Services - Projects - WRF Expansion Design</b>   | 2,750,000        | 2,750,000        | 2,750,000        |
|                |                |                  |  | Engineering services for the design of the expansion of the Water Reclamation Facility.  |                  |                  |                  |
| 177,476        | 113,057        | 120,000          | <b>7770-57</b>                             | <b>Professional Services - Projects - I&amp;I Reduction Design</b>   | 155,000          | 155,000          | 144,700          |
|                |                |                  |  | Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.                       |                  |                  |                  |
| 7,004          | 9,325          | 5,000            | <b>8230</b>                                | <b>Private Sewer Lateral Repair Incentive</b>  | 5,000            | 5,000            | 5,000            |
|                |                |                  |  | Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect. |                  |                  |                  |
| 0              | 0              | 0                | <b>8240-10</b>                             | <b>Private Sewer Lateral Loans - Low Income Loans</b>  | 10,000           | 10,000           | 10,000           |
|                |                |                  |  | "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.                     |                  |                  |                  |
| <b>248,905</b> | <b>245,248</b> | <b>2,915,400</b> | <b><u>TOTAL MATERIALS AND SERVICES</u></b> |  | <b>2,945,400</b> | <b>2,945,400</b> | <b>2,935,100</b> |

**CAPITAL OUTLAY**

|                  |                  |                  |                                    |   |                  |                  |                  |
|------------------|------------------|------------------|------------------------------------|---|------------------|------------------|------------------|
| 1,282,644        | 2,149,717        | 2,229,373        | <b>9120-25</b>                     | <b>Sewer Construction - I&amp;I Reduction Projects</b>  | 2,555,000        | 2,555,000        | 2,220,000        |
|                  |                  |                  |                                    | Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).  |                  |                  |                  |
| 0                | 66,178           | 80,500           | <b>9120-35</b>                     | <b>Sewer Construction - Secondary Treatment Modification</b>  | 0                | 0                | 0                |
| 0                | 0                | 25,000           | <b>9150-10</b>                     | <b>Developer Reimbursement - Sanitary Sewer</b>   | 15,000           | 15,000           | 15,000           |
|                  |                  |                  |                                    | Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city. |                  |                  |                  |
| <b>1,282,644</b> | <b>2,215,895</b> | <b>2,334,873</b> | <b><u>TOTAL CAPITAL OUTLAY</u></b> |   | <b>2,570,000</b> | <b>2,570,000</b> | <b>2,235,000</b> |

**DEBT SERVICE**

|         |   |   |                |  |   |   |   |
|---------|---|---|----------------|--|---|---|---|
| 444,727 | 0 | 0 | <b>9500-05</b> | <b>2000 Water/Wastewater Fund Loan - Principal - Dec 1</b>   | 0 | 0 | 0 |
|         |   |   |                | Budget Note: Oregon Economic and Community Development Department (OECDD) Water/Wastewater Fund (W/WWF) Loan repaid December 2010. |   |   |   |
| 23,348  | 0 | 0 | <b>9500-10</b> | <b>2000 Water/Wastewater Fund Loan - Interest - Dec 1</b>  | 0 | 0 | 0 |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2010<br>ACTUAL                    | 2011<br>ACTUAL    | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,430,000                         | 2,555,000         | 2,680,000                 | <b>9510-05 2004 Sewer Refunding Bond - Principal - Feb 1</b><br>2004 Sewer Refunding Bond annual principal replaces 1994 Sewer Revenue Bond and 1993 OECDD Special Public Works Fund (SPWF) Loan principal payments.  | 2,765,000                  | 2,765,000                  | 2,765,000                 |
| 252,531                           | 191,781           | 127,907                   | <b>9510-10 2004 Sewer Refunding Bond - Interest - Aug 1</b><br>2004 Sewer Refunding Bond semi-annual interest replaces 1994 Sewer Revenue Bond and 1993 OECDD SPWF Loan interest payments.  | 87,707                     | 87,707                     | 87,707                    |
| 252,531                           | 191,781           | 127,907                   | <b>9510-15 2004 Sewer Refunding Bond - Interest - Feb 1</b><br>2004 Sewer Refunding Bond semi-annual interest replaces 1994 Sewer Revenue Bond and 1993 OECDD SPWF Loan interest payments.  | 87,707                     | 87,707                     | 87,707                    |
| <b>3,403,138</b>                  | <b>2,938,563</b>  | <b>2,935,814</b>          | <b><u>TOTAL DEBT SERVICE</u></b>  | <b>2,940,414</b>           | <b>2,940,414</b>           | <b>2,940,414</b>          |
| <b><u>TRANSFERS OUT</u></b>       |                   |                           |   |                            |                            |                           |
| 137,701                           | 147,202           | 161,095                   | <b>9700-01 Transfers Out - General Fund</b><br>Engineering, Administration, and Finance personnel services support.   | 184,015                    | 184,015                    | 184,015                   |
| 0                                 | 0                 | 0                         | <b>9700-25 Transfers Out - Airport Maintenance</b>  | 0                          | 0                          | 0                         |
| <b>137,701</b>                    | <b>147,202</b>    | <b>161,095</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>   | <b>184,015</b>             | <b>184,015</b>             | <b>184,015</b>            |
| <b><u>CONTINGENCIES</u></b>       |                   |                           |   |                            |                            |                           |
| 0                                 | 0                 | 500,000                   | <b>9800 Contingencies</b>   | 500,000                    | 500,000                    | 500,000                   |
| <b>0</b>                          | <b>0</b>          | <b>500,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>   | <b>500,000</b>             | <b>500,000</b>             | <b>500,000</b>            |
| <b><u>ENDING FUND BALANCE</u></b> |                   |                           |   |                            |                            |                           |
| 1,225,000                         | 1,225,000         | 1,225,000                 | <b>9977-10 Designated End FB - WW Cap Fd - 2004 RB Refunding</b><br>Designated cash carryover for 2004 Sewer Refunding Bonds:<br>1,120,000 5 months saved toward February 1, 2014 annual principal<br>105,000 5 months saved toward August 1, 2013 semi-annual interest   | 1,225,000                  | 1,225,000                  | 1,225,000                 |
| 4,381,000                         | 5,168,000         | 0                         | <b>9977-15 Designated End FB - WW Cap Fd - Wastewater Capital Reserve</b><br>The 2011 Financial Plan update recommended use of the existing \$5,168,000 capital reserve to fund improvements through 2014-2015. At June 30, 2013 all remaining reserve funds are included in Unappropriated Ending Fund Balance.  | 0                          | 0                          | 0                         |
| 9,813,508                         | 7,822,746         | 9,995,652                 | <b>9999 Unappropriated Ending Fd Balance</b><br>Budget Note: The 2004 Financial Plan recommended the City build a \$7.5 million capital construction reserve by 2014. Reserve was funded with sewer rate increases and savings resulting from refunding bonds issued in 2004. At June 30, 2011, the reserve was \$5,168,000.<br>Undesignated carryover for July 1, 2013, includes the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations. | 10,934,878                 | 10,934,878                 | 10,972,778                |
| <b>15,419,508</b>                 | <b>14,215,746</b> | <b>11,220,652</b>         | <b><u>TOTAL ENDING FUND BALANCE</u></b>   | <b>12,159,878</b>          | <b>12,159,878</b>          | <b>12,197,778</b>         |
| <b>20,491,896</b>                 | <b>19,762,654</b> | <b>20,067,834</b>         | <b><u>TOTAL REQUIREMENTS</u></b>  | <b>21,299,707</b>          | <b>21,299,707</b>          | <b>20,992,307</b>         |

## 77 - WASTEWATER CAPITAL FUND

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 20,491,897     | 19,762,654     | 20,067,834                | <b>TOTAL RESOURCES</b>  | 21,299,707                 | 21,299,707                 | 20,992,307                |
| 20,491,896     | 19,762,654     | 20,067,834                | <b>TOTAL REQUIREMENTS</b>   | 21,299,707                 | 21,299,707                 | 20,992,307                |



# **AMBULANCE FUND**





### Budget Highlights

- The City's ambulance service continues to face significant challenges, both financial and operational. To address several of these challenges, changes were implemented in 2011-12 with the objective of improving the ambulance service model. Improvements have been substantial due to these changes. Additional changes are reflected in the 2012-13 proposed budget.
- The primary financial challenge for the ambulance service is the gap between the cost of operations and reimbursement for transports. This gap continues to widen, primarily due to inadequate reimbursements from Medicare (federal) and Medicaid (state), which increases the amount of subsidy needed from the General Fund.
- The impact of Medicare and Medicaid reimbursements is significant because approximately 74% of the City's total transports are Medicare or Medicaid accounts. That percentage was 67% in 2009. This shift in payors negatively impacts transport fee revenue, as Medicare and Medicaid reimburse the City only about 25% of the total amount charged. While the percentage of Medicare accounts has remained fairly consistent, the trend has been a shift from commercial insurance to Medicaid. Commercial insurance payors generally reimburse the City for about 84% of the total amount charged compared to 25% for Medicaid. The City will continue to discuss funding strategies that will reduce reliance on the General Fund.
- Operationally, staffing changes implemented in 2011-12 have reduced response times in the north end of the City from arriving on scene in under 6 minutes 49% of the time to 91% of the time. Adding the new substation, in addition to other structural changes within the organization, is allowing the Department to meet the minimum Ambulance Service Area response requirements.
- The 2012-13 proposed budget continues staffing changes with the transition of 6 part time plus positions to 6 full time firefighter EMT (Emergency Medical Technician) positions. This will allow the Department to put the final piece in place for the improved 24 hour service level.
- Transitioning part time positions to full time positions also addresses internal challenges by reducing turnover issues inherent with part time positions. Reducing the turnover rate significantly reduces training time and costs for the Department.
- The cost of converting these positions from part time to full time will be partially offset by increased transport fee revenue, including revenue from recaptured night calls, which are currently being given to mutual aid departments. Recaptured calls should yield net revenue of approximately \$220,000. The 2012-13 proposed budget also includes rate increases of \$1 per mile, \$100 per transport, and \$200 per transport for non-residents. These rate increases should yield net revenue of approximately \$75,000.
- Costs of converting firefighter EMT positions to full time will also be offset by reduction in two other full time Fire and Ambulance positions. The Fire Prevention Specialist position will be reduced from full time to 32 hours per week. The Administrative Specialist position previously shared between Fire and Ambulance has been reduced from full time to 20 hours per week.
- The 2012-13 proposed budget reflects a significant change in budgeting for transport fee revenue and write off expense. Because Medicare and Medicaid reimbursement does not increase when the City increases transport fee rates, write off expense for Medicaid and Medicare accounts continues to grow with each rate increase, giving a distorted picture of revenues and expenses. The 2012-13 budget reflects that, for Medicare and Medicaid accounts, only reimbursed, or "allowed" amounts are recorded as transport fee revenue. "Non-allowed" which contractually the City cannot collect, are *not* recorded as write off expense. For all other accounts (e.g., insurance and self-pay) there is no change to budgeting for revenue and write off expense.

# Ambulance Fund

## 2012 – 2013 Proposed Budget --- Budget Summary

- The addition of the Emergency Medical Services Division Chief position has significantly improved the quality of the ambulance service by developing a comprehensive quality assurance program that has not only improved medical service to the citizens but has also improved ambulance billing efficiencies.

### Core Services

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

### Future Challenges and Opportunities

- Address the challenge of the sustainability of the ambulance service given that user fee revenue does not cover the cost of providing ambulance service.
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support.
- Improve department public service to both internal and external customers.
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement.
- Implement Quality Assurance Program.
- Continue conducting self-assessment using the risk analysis and Standard of Coverage document for the Fire Department. This process will help meet community and council expectations for measuring existing service levels and planning for improvement.
- Implement goals and objectives of Self Assessment.

- Identify future staffing needs to accommodate increasing call volume.
- Evaluate response needs of entire Ambulance Service Area.
- Continue to improve partnerships with outlying rescue agencies.
- Develop partnerships to meet and maintain requirements of the McMinnville Ambulance Department.

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>5,579,561</b>  | <b>7,471,550</b>             | <b>4,559,950</b>              | <b>(2,911,600)</b> |
| Personnel Services        | 1,936,066         | 2,459,266                    | 2,705,794                     | 246,528            |
| Materials & Services      | 3,099,761         | 4,363,472                    | 1,567,679                     | (2,795,793)        |
| Capital Outlay            | 10,358            | 182,287                      | 20,300                        | (161,987)          |
| Transfers Out             | 229,206           | 248,450                      | 259,495                       | 11,045             |
| <b>Total Expenditures</b> | <b>5,275,391</b>  | <b>7,253,475</b>             | <b>4,553,268</b>              | <b>(2,700,207)</b> |
| Net Expenditures          | 304,170           | 218,075                      | 6,682                         | 211,393            |

### Full-Time Equivalents (FTE)

|                                   | 2011-12<br>Adopted<br>Budget | Change      | 2012-13<br>Proposed<br>Budget |
|-----------------------------------|------------------------------|-------------|-------------------------------|
| <b>FTE Adopted Budget</b>         | <b>20.72</b>                 |             |                               |
| Fire Mechanic / Firefighter / EMT |                              | 0.15        |                               |
| Firefighter / EMT                 |                              | 3.90        |                               |
| Firefighter / Paramedic - PT+     |                              | (2.22)      |                               |
| Administrative Specialist II      |                              | (0.15)      |                               |
| <b>FTE Proposed Budget</b>        |                              | <b>1.68</b> | <b>22.40</b>                  |





## Ambulance Fund

## Historical Highlights

|             |   |             |  |             |  |
|-------------|---|-------------|--|-------------|--|
| <b>1928</b> | McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.  | <b>1987</b> | Ambulance subscription sold for the first time at \$35 per household – FireMed.  | <b>2004</b> | First Fire Fund property tax transfer to support ambulance operations - \$50,000.  |
| <b>1950</b> | A typical ambulance transport cost ~\$2.50.   | <b>1996</b> | Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.  | <b>2004</b> | Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.  |
| <b>1971</b> | First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.                    | <b>1997</b> | Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day. | <b>2004</b> | Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005. |
| <b>1979</b> | First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.  | <b>2001</b> | Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital to care facilities and also to provide service to doctor appointments.          | <b>2005</b> | Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.  |
| <b>1982</b> | Fire Department's first state certified paramedic hired.  | <b>2002</b> | Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.  | <b>2005</b> | Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.   |
| <b>1983</b> | Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response. |             |  |             |  |

# Ambulance Fund

## Historical Highlights

- 2005** First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.
- 2006** Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.
- 2006** Field Data program implemented. Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.
- 2007** Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.
- 2007** Continuance of the Fire Fund property tax transfer to subsidize EMS service operations - \$300,000.
- 2007** Average 27% rate increase to help offset increasing property tax subsidy.

- 2008** Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.
- 2009** Transfer from General Fund to subsidize ambulance operations \$500,000
- 2009** Self Assessment process identifies emergency response challenges for the EMS service.
- 2009** Improved Advanced Life Support (ALS) rescue response by training more volunteer ALS responders.
- 2009** Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.
- 2010** City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS.

- 2011** City Council adopts new EMS delivery model and approves implementation of phase one. 1<sup>st</sup> phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.
- 2011** Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,500.
- 2012** Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.
- 2013** Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.



# Ambulance Fund

## 2012-2013 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 | Salary  | Range                   | Page | Amount  |
| <b><u>Fire Chief</u></b>               | 1         | 106,176 |                         |      |         |
| General Fund                           |           |         |                         |      |         |
| Fire                                   |           |         |                         |      |         |
| Administration & Operations (0.75 FTE) |           |         |                         | 72   | 79,632  |
| Ambulance Fund (0.25 FTE)              |           |         |                         | 228  | 26,544  |
| <b><u>Assistant Fire Chief</u></b>     | 1         | 96,452  |                         |      |         |
| General Fund                           |           |         |                         |      |         |
| Fire                                   |           |         |                         |      |         |
| Administration & Operations (0.50 FTE) |           |         |                         | 72   | 48,226  |
| Ambulance Fund (0.50 FTE)              |           |         |                         | 228  | 48,226  |
| <b><u>Fire Captain</u></b>             | 3         | 266,312 |                         |      |         |
| General Fund                           |           |         |                         |      |         |
| Fire                                   |           |         |                         |      |         |
| Administration & Operations (1.05 FTE) |           |         |                         | 72   | 93,209  |
| Ambulance Fund (1.95 FTE)              |           |         |                         | 228  | 173,103 |
| <b><u>Fire Lieutenant</u></b>          | 3         | 233,712 |                         |      |         |
| General Fund                           |           |         |                         |      |         |
| Fire                                   |           |         |                         |      |         |
| Administration & Operations (1.05 FTE) |           |         |                         | 72   | 81,799  |
| Ambulance Fund (1.95 FTE)              |           |         |                         | 228  | 151,913 |

| <u>Position Description</u>                     |           |           |                         |      |         |
|---|-----------|-----------|-------------------------|------|---------|
| Fund  | Number of | Total     | <u>Detailed Summary</u> |      |         |
| Department                                      | Employees | Salary    | Range                   | Page | Amount  |
| <b><u>Fire Mechanic / Firefighter / EMT</u></b> | 1         | 79,037    |                         |      |         |
| General Fund                                    |           |           |                         |      |         |
| Fire  |           |           |                         |      |         |
| Administration & Operations (0.35 FTE)          |           |           |                         | 72   | 27,663  |
| Ambulance Fund (0.65 FTE)                       |           |           |                         | 228  | 51,374  |
| <b><u>Firefighter / Paramedic</u></b>           | 17        | 1,182,570 |                         |      |         |
| General Fund                                    |           |           |                         |      |         |
| Fire  |           |           |                         |      |         |
| Administration & Operations (5.95 FTE)          |           |           |                         | 72   | 413,900 |
| Ambulance Fund (11.05 FTE)                      |           |           |                         | 228  | 768,670 |
| <b><u>Firefighter / EMT</u></b>                 | 6         | 289,492   |                         |      |         |
| General Fund                                    |           |           |                         |      |         |
| Fire  |           |           |                         |      |         |
| Administration & Operations (2.10 FTE)          |           |           |                         | 72   | 101,321 |
| Ambulance Fund (3.90 FTE)                       |           |           |                         | 228  | 188,171 |
| <b><u>Office Manager</u></b>                    | 1         | 38,844    |                         |      |         |
| General Fund                                    |           |           |                         |      |         |
| Fire  |           |           |                         |      |         |
| Administration & Operations (0.35 FTE)          |           |           |                         | 72   | 13,595  |
| Ambulance Fund (0.65 FTE)                       |           |           |                         | 228  | 25,249  |

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                  |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                  |                           |   |                            |                            |                           |
| 859,145                       | 830,266          | 950,000                   | <b>4079-05 Designated Begin FB-Ambulance Fd - EMS A/R</b><br>Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1, 2012.  | 450,000                    | 450,000                    | 550,000                   |
| 624,650                       | 842,231          | 762,000                   | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.   | 574,160                    | 574,160                    | 498,725                   |
| <b>1,483,795</b>              | <b>1,672,497</b> | <b>1,712,000</b>          | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>1,024,160</b>           | <b>1,024,160</b>           | <b>1,048,725</b>          |
| <b>INTERGOVERNMENTAL</b>      |                  |                           |   |                            |                            |                           |
| 0                             | 0                | 0                         | <b>4840-05 OR Conflagration Reimbursement - Personnel</b>   | 0                          | 0                          | 0                         |
| 0                             | 0                | 0                         | <b>4840-10 OR Conflagration Reimbursement - Equipment</b>   | 0                          | 0                          | 0                         |
| 8,273                         | 0                | 0                         | <b>5070-03 Water &amp; Light - Energy Efficiency Incentive</b>  | 0                          | 0                          | 0                         |
| <b>8,273</b>                  | <b>0</b>         | <b>0</b>                  | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>   |                  |                           |   |                            |                            |                           |
| 4,601,673                     | 5,299,902        | 7,015,500                 | <b>5700 Transport Fees</b><br>Beginning in 2012-13, tfor Medicare and Medicaid accounts, ransport fee revenue will include only "allowed" amounts. All other accounts will reflect the full amount of charges for the transport base rate and mileage. Revenue also reflects additional recaptured calls due to staffing changes and rate increases of \$1 per mile,\$100 per transport, and \$200 per transport for non-residents. | 3,811,400                  | 3,811,400                  | 3,811,400                 |
| 99,090                        | 96,590           | 132,000                   | <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.   | 130,000                    | 130,000                    | 130,000                   |
| <b>4,700,763</b>              | <b>5,396,492</b> | <b>7,147,500</b>          | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>3,941,400</b>           | <b>3,941,400</b>           | <b>3,941,400</b>          |
| <b>MISCELLANEOUS</b>          |                  |                           |   |                            |                            |                           |
| 3,929                         | 2,843            | 2,300                     | <b>6310 Interest</b>  | 3,800                      | 3,800                      | 3,800                     |
| 673                           | 0                | 750                       | <b>6460 Donations - Ambulance</b><br>Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.   | 750                        | 750                        | 750                       |
| 7,279                         | 6,952            | 3,000                     | <b>6600 Other Income</b>  | 3,000                      | 3,000                      | 3,000                     |
| 0                             | 3,327            | 0                         | <b>6600-05 Other Income - Workers' Comp Reimbursement</b>   | 0                          | 0                          | 0                         |
| 19,315                        | 19,947           | 18,000                    | <b>6610 Collections - EMS</b><br>Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.  | 18,000                     | 18,000                     | 18,000                    |

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
|--|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|--------------------|--------------|-----------------|--------------|--|--|--|--|---|--------|--------|--|--|--|
| <b>31,195</b>  | <b>33,069</b>    | <b>24,050</b>             | <b>TOTAL MISCELLANEOUS</b>  | <b>25,550</b>              | <b>25,550</b>              | <b>25,550</b>             |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| <b>TRANSFERS IN</b>  |                  |                           |   |                            |                            |                           |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| 500,000  | 150,000          | 300,000                   | <b>6900-01 Transfers In - General Fund</b><br>General Fund transfer is necessary due to inadequate reimbursement from Medicaid and Medicare for emergency services provided by the City. Transfer increase is due to Ambulance operational changes. | 575,000                    | 575,000                    | 575,000                   |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| 15,667   | 0                | 0                         | <b>6900-85 Transfers In - Insurance Services</b>  | 18,000                     | 18,000                     | 18,000                    |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Insurance Services Fund reserve distribution</td> <td style="text-align: center;">1</td> <td style="text-align: center;">18,000</td> <td style="text-align: center;">18,000</td> <td colspan="3"></td> </tr> </tbody> </table> |                  |                           |   |                            |                            |                           | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | Insurance Services Fund reserve distribution | 1 | 18,000 | 18,000 |  |  |  |
| <u>Description</u>   | <u>Units</u>     | <u>Amt/Unit</u>           | <u>Total</u>  |                            |                            |                           |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| Insurance Services Fund reserve distribution   | 1                | 18,000                    | 18,000  |                            |                            |                           |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| <b>515,667</b>   | <b>150,000</b>   | <b>300,000</b>            | <b>TOTAL TRANSFERS IN</b>   | <b>593,000</b>             | <b>593,000</b>             | <b>593,000</b>            |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |
| <b>6,739,693</b>   | <b>7,252,057</b> | <b>9,183,550</b>          | <b>TOTAL RESOURCES</b>  | <b>5,584,110</b>           | <b>5,584,110</b>           | <b>5,608,675</b>          |                    |              |                 |              |  |  |  |  |   |        |        |  |  |  |

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                  |                  |                  |  |                  |                  |                  |
|------------------|------------------|------------------|--|------------------|------------------|------------------|
| 889,338          | 902,655          | 1,315,597        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Fire Chief - 0.25 FTE<br>Assistant Fire Chief - 0.50 FTE<br>EMS Division Chief - 1.00 FTE<br>Fire Captain - 65% - 1.95 FTE<br>Fire Lieutenant - 65% - 1.95 FTE<br>Fire Mechanic / Firefighter / EMT - 65% - 0.65 FTE<br>Firefighter / Paramedic - 65% - 11.05 FTE<br>Firefighter / EMT - 65% - 3.90 FTE<br>Office Manager - 0.65 FTE<br>Administrative Specialist II - 0.50 FTE<br><br>Budget Note: Increase reflects the conversion of 6 part time plus to 6 full time firefighter EMT positions to improve ambulance service. | 1,536,070        | 1,536,070        | 1,536,070        |
| 184,435          | 213,667          | 134,570          | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Part time plus positions converted to full time to support the increased service model.   | 0                | 0                | 0                |
| 0                | 24,158           | 0                | <b>7000-15 Salaries &amp; Wages - Temporary</b>  | 0                | 0                | 0                |
| 48,694           | 36,464           | 40,000           | <b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b><br>Support for McMinnville Fire Volunteer Association (MFVA) program that reimburses volunteers for participation on a "point-per-event" basis, helps off-set volunteers' costs for clothing, gasoline, training, etc.   | 40,000           | 40,000           | 40,000           |
| 134,139          | 149,546          | 104,000          | <b>7000-20 Salaries &amp; Wages - Overtime</b><br>Increase in overtime due to change in ambulance service model.   | 185,250          | 185,250          | 185,250          |
| 76,000           | 79,936           | 98,838           | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 104,534          | 104,534          | 104,534          |
| 17,774           | 18,695           | 23,118           | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 25,538           | 25,538           | 25,538           |
| 238,869          | 251,963          | 368,291          | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 405,444          | 405,444          | 405,444          |
| 176,896          | 205,292          | 294,200          | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 324,752          | 324,752          | 334,589          |
| 1,490            | 1,775            | 2,265            | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 2,640            | 2,640            | 2,640            |
| 5,138            | 5,307            | 7,334            | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 7,840            | 7,840            | 7,840            |
| 32,311           | 41,100           | 65,724           | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 68,835           | 68,835           | 68,835           |
| 620              | 631              | 821              | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 893              | 893              | 893              |
| 996              | 4,877            | 4,508            | <b>7300-40 Fringe Benefits - Unemployment</b>  | 3,998            | 3,998            | 3,998            |
| <b>1,806,699</b> | <b>1,936,066</b> | <b>2,459,266</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>2,705,794</b> | <b>2,705,794</b> | <b>2,715,631</b> |

**MATERIALS AND SERVICES**

|       |     |     |                              |       |       |       |
|-------|-----|-----|------------------------------|-------|-------|-------|
| 1,012 | 940 | 510 | <b>7500 Credit Card Fees</b> | 2,000 | 2,000 | 2,000 |
|-------|-----|-----|------------------------------|-------|-------|-------|

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL                                  | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET  | 2013<br>ADOPTED<br>BUDGET |
|---|----------------|---------------------------|----------------------------|---|---------------------------|
| Department :N/A<br>Section :N/A<br>Program :N/A |                |                           |                            |   |                           |
| 592   | 152            | 800                       | <b>7540</b>                | <b>Employee Development</b>   | 900                       |
| 14,918  | 19,769         | 25,000                    | <b>7550</b>                | <b>Travel &amp; Education</b><br>Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided. | 25,000                    |
| 24,721  | 29,727         | 32,000                    | <b>7590</b>                | <b>Fuel - Vehicle &amp; Equipment</b>   | 32,000                    |
| 5,922   | 6,002          | 7,000                     | <b>7600</b>                | <b>Electric &amp; Natural Gas</b>   | 7,000                     |
| 6,200   | 3,881          | 3,330                     | <b>7610-05</b>             | <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 4,700                     |
| 5,800   | 4,633          | 4,200                     | <b>7610-10</b>             | <b>Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 5,900                     |
| 22,608  | 22,893         | 28,000                    | <b>7620</b>                | <b>Telecommunications</b>   | 27,000                    |
| 11,774  | 10,356         | 12,500                    | <b>7630-05</b>             | <b>Uniforms - Employee</b><br>Uniforms for career, volunteer, and part-time personnel which complies with Oregon OSHA safety standards.   | 12,500                    |
| 1,498   | 426            | 200                       | <b>7640</b>                | <b>Laundry</b>  | 200                       |
| 1,988   | 2,112          | 3,000                     | <b>7650</b>                | <b>Janitorial</b><br>Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.  | 2,500                     |
| 22,810  | 27,747         | 30,000                    | <b>7660</b>                | <b>Materials &amp; Supplies</b>   | 30,000                    |
| 6,387   | 6,534          | 8,000                     | <b>7660-15</b>             | <b>Materials &amp; Supplies - Postage</b>   | 8,000                     |
| 89,765  | 99,241         | 104,000                   | <b>7660-45</b>             | <b>Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>  | 110,000                   |
| 1,036   | 1,261          | 1,000                     | <b>7660-55</b>             | <b>Materials &amp; Supplies - Oxygen</b>  | 1,000                     |
| 736   | 0              | 750                       | <b>7680</b>                | <b>Materials &amp; Supplies - Donations</b><br>Material and supplies funded through revenue account 6460, Donations-Ambulance.  | 750                       |
| 0   | 0              | 0                         | <b>7720</b>                | <b>Repairs &amp; Maintenance</b>  | 0                         |
| 430   | 0              | 0                         | <b>7720-06</b>             | <b>Repairs &amp; Maintenance - Equipment</b>  | 0                         |
| 11,049  | 6,968          | 5,000                     | <b>7720-08</b>             | <b>Repairs &amp; Maintenance - Building Repairs</b>   | 10,000                    |
| 27,066  | 19,026         | 30,000                    | <b>7720-14</b>             | <b>Repairs &amp; Maintenance - Vehicles</b>   | 30,000                    |
| 2,456   | 5,660          | 1,000                     | <b>7720-16</b>             | <b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>   | 1,500                     |
| 0   | 0              | 36,000                    | <b>7735</b>                | <b>Rental Property</b><br>NE Substation rental property; includes rent and utilities.   | 36,000                    |

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 9,685          | 9,315          | 15,400                    | <b>7750</b>                                     | <b>Professional Services</b>  |              | 15,400                     | 15,400                     | 15,400                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation  | 1            | 5,410                      | 5,410                      |                           |
|                |                |                           |   | Section 125 administration fee  | 1            | 200                        | 200                        |                           |
|                |                |                           |   | Medical Director contract   | 1            | 3,000                      | 3,000                      |                           |
|                |                |                           |   | Labor negotiation arbitrator shared 35% w/fire  | 1            | 1,350                      | 1,350                      |                           |
|                |                |                           |   | Contract for Critical Incident Stress   | 1            | 5,440                      | 5,440                      |                           |
| 0              | 0              | 0                         | <b>7770-60</b>                                  | <b>Professional Services - Projects - Radio System</b>  |              | 0                          | 0                          | 0                         |
| 10,166         | 11,815         | 13,000                    | <b>7790</b>                                     | <b>Maintenance &amp; Rental Contracts</b>   |              | 15,000                     | 15,000                     | 15,000                    |
|                |                |                           |   | Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts. |              |                            |                            |                           |
| 3,182          | 6,477          | 12,800                    | <b>7800</b>                                     | <b>M &amp; S Equipment</b>  |              | 9,000                      | 9,000                      | 9,000                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Interoperable radio equipment 50% shared w/fire   | 1            | 5,000                      | 5,000                      |                           |
|                |                |                           |   | CPR training equipment AED trainer  | 1            | 2,000                      | 2,000                      |                           |
|                |                |                           |   | Aerial disinfection unit  | 1            | 2,000                      | 2,000                      |                           |
| 1,501          | 509            | 4,000                     | <b>7800-09</b>                                  | <b>M &amp; S Equipment - Radios</b>   |              | 10,000                     | 10,000                     | 10,000                    |
|                |                |                           |   | Replacement radios, as needed.  |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>7810</b>                                     | <b>M &amp; S Equipment - Donations</b>  |              | 0                          | 0                          | 0                         |
| 32,531         | 0              | 0                         | <b>7830-98</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 0                          | 0                          | 0                         |
| 10,901         | 0              | 0                         | <b>7830-99</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 0                          | 0                          | 0                         |
| 0              | 354            | 12,879                    | <b>7840</b>                                     | <b>M &amp; S Computer Charges</b>   |              | 13,855                     | 13,855                     | 13,183                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | IS Department M&S costs shared city-wide  | 1            | 13,183                     | 13,183                     |                           |



Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 21,618         | 32,103                    | <b>7840-95</b>                                  | <b>M &amp; S Computer Charges - Ambulance</b>  |              | 35,474                     | 35,474                     | 38,974                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Semi-rugged computers, chart writing   | 4            | 1,700                      | 6,800                      |                           |
|                |                |                           |   | Replacement printers   | 3            | 550                        | 1,650                      |                           |
|                |                |                           |   | Warranty extensions, workstations, 2 year  | 2            | 200                        | 400                        |                           |
|                |                |                           |   | Workstation replacement, 65% - shared with Fire  | 2            | 975                        | 1,950                      |                           |
|                |                |                           |   | Solid state drives, 65% - shared with Fire   | 3            | 65                         | 195                        |                           |
|                |                |                           |   | Warranty extensions, workstations, 65% - shared with Fire  | 2            | 102                        | 204                        |                           |
|                |                |                           |   | Ambulance billing software / field data  | 1            | 13,000                     | 13,000                     |                           |
|                |                |                           |   | GeoComm mapping software maintenance   | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |   | Ivans - Ambulance billing services   | 1            | 300                        | 300                        |                           |
|                |                |                           |   | Netmotion MDT communications, 25% - shared with Fire and Police  | 1            | 1,000                      | 1,000                      |                           |
|                |                |                           |   | VisionAir renewal, 65% - shared with Fire  | 1            | 8,775                      | 8,775                      |                           |
|                |                |                           |   | MDT hardware maintenance - 25%, shared with Police & Fire  | 1            | 3,500                      | 3,500                      |                           |
| 1,441          | 240            | 0                         | <b>7850</b>                                     | <b>M &amp; S Building Improvements</b>   |              | 0                          | 0                          | 0                         |
| 16,698         | 2,767          | 5,000                     | <b>8070</b>                                     | <b>FireMed Promotion</b>   |              | 5,000                      | 5,000                      | 5,000                     |
| 6,273          | 0              | 0                         | <b>8100</b>                                     | <b>Intern Program</b>  |              | 0                          | 0                          | 0                         |
| 23,367         | 2,257          | 18,000                    | <b>8270-05</b>                                  | <b>Revenue Adjustments - Bad-Debt Writeoffs</b>  |              | 50,000                     | 50,000                     | 50,000                    |
|                |                |                           |   | Account balance writeoffs for accounts deemed totally uncollectible; for example, due to bankruptcy, death without estate, or undeliverable invoices. Write offs are recorded as expense.  |              |                            |                            |                           |
| 1,642,135      | 1,769,113      | 2,760,000                 | <b>8270-10</b>                                  | <b>Revenue Adjustments - Medicare Assign - Nonallowed</b>  |              | 25,000                     | 25,000                     | 25,000                    |
|                |                |                           |   | Beginning in 2012-2013, for Medicare accounts, non-allowed amounts will no be recorded as expense; contractually the City cannot collect the non-allowed amount from insurance companies or patient. Amount budgeted for 2012-13 reflects write offs for charges occurring prior to 2012-13. |              |                            |                            |                           |
| 383,503        | 462,592        | 762,000                   | <b>8270-15</b>                                  | <b>Revenue Adjustments - Medicaid Writeoffs</b>  |              | 10,000                     | 10,000                     | 10,000                    |
|                |                |                           |   | Beginning in 2012-2013, Medicaid non-allowed amounts are not recorded as expense; contractually the City cannot collect the non-allowed amount from insurance companies or the patient. Amount budgeted for 2012-13 reflects write offs for charges occurring prior to 2012-13.              |              |                            |                            |                           |
| 81,936         | 73,906         | 71,000                    | <b>8270-20</b>                                  | <b>Revenue Adjustments - Firemed Writeoffs</b>   |              | 160,000                    | 160,000                    | 160,000                   |
|                |                |                           |   | FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.  |              |                            |                            |                           |
| 269,767        | 441,743        | 538,000                   | <b>8270-25</b>                                  | <b>Revenue Adjustments - Turned To Collections</b>   |              | 750,000                    | 750,000                    | 750,000                   |
|                |                |                           |   | Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.   |              |                            |                            |                           |

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL                    | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  |  |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 25,464                            | 29,729           | 75,000                    | <b>8270-30</b>   | <b>Revenue Adjustments - Public Agency Writeoffs</b> |                 | 122,000                    | 122,000                    | 122,000                   |
|                                   |                  |                           | Discounts provided to Yamhill County Jail, Yamhill County Detention Center, and Yamhill County Hospice. Also includes write offs taken automatically by the Veterans Administration. Write offs are recorded as expense. |  |                 |                            |                            |                           |
| <b>2,777,317</b>                  | <b>3,099,761</b> | <b>4,651,472</b>          | <b>TOTAL MATERIALS AND SERVICES</b>  |  |                 | <b>1,567,679</b>           | <b>1,567,679</b>           | <b>1,570,507</b>          |
| <b><u>CAPITAL OUTLAY</u></b>      |                  |                           |  |  |                 |                            |                            |                           |
| 0                                 | 0                | 12,000                    | <b>8710</b>  | <b>Equipment</b>                                     |                 | 0                          | 0                          | 0                         |
| 55,431                            | 0                | 0                         | <b>8710-22</b>   | <b>Equipment - EMS Defibrillators</b>                |                 | 0                          | 0                          | 0                         |
| 0                                 | 0                | 0                         | <b>8740</b>  | <b>Computer Equipment - IS Fund</b>                  |                 | 0                          | 0                          | 0                         |
| 0                                 | 2,030            | 5,463                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>               |                 | 1,550                      | 1,550                      | 1,550                     |
|                                   |                  |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           | IS Department capital outlay costs shared city-wide  | 1  | 1,550           | 1,550                      |                            |                           |
| 35,810                            | 8,328            | 1,824                     | <b>8800</b>  | <b>Building Improvements</b>                         |                 | 0                          | 0                          | 0                         |
| 165,073                           | 0                | 175,000                   | <b>8850</b>  | <b>Vehicles</b>                                      |                 | 18,750                     | 18,750                     | 18,750                    |
|                                   |                  |                           | Replace command vehicle - 50% shared with Fire   |  |                 |                            |                            |                           |
| <b>256,313</b>                    | <b>10,358</b>    | <b>194,287</b>            | <b>TOTAL CAPITAL OUTLAY</b>  |  |                 | <b>20,300</b>              | <b>20,300</b>              | <b>20,300</b>             |
| <b><u>TRANSFERS OUT</u></b>       |                  |                           |  |  |                 |                            |                            |                           |
| 141,886                           | 142,972          | 150,941                   | <b>9700-01</b>   | <b>Transfers Out - General Fund</b>                  |                 | 156,677                    | 156,677                    | 156,677                   |
|                                   |                  |                           | Transfer to General Fund for personnel services Administration and Finance support. This transfer includes approximately 1.00 FTE for A/R Billing Coordinator and 0.75 FTE for A/R Billing Specialist.                   |  |                 |                            |                            |                           |
| 60,040                            | 61,000           | 70,800                    | <b>9700-15</b>   | <b>Transfers Out - Emergency Communications</b>      |                 | 72,900                     | 72,900                     | 72,900                    |
|                                   |                  |                           | Transfer to Emergency Communications Fund for ambulance dispatch emergency communication services provided by Yamhill Communications Agency (YCOM).  |  |                 |                            |                            |                           |
| 24,941                            | 25,234           | 26,709                    | <b>9700-80</b>   | <b>Transfers Out - Information Systems</b>           |                 | 29,918                     | 29,918                     | 29,918                    |
|                                   |                  |                           | Transfer to Information Systems and Services Fund for personnel services support.  |  |                 |                            |                            |                           |
| <b>226,867</b>                    | <b>229,206</b>   | <b>248,450</b>            | <b>TOTAL TRANSFERS OUT</b>   |  |                 | <b>259,495</b>             | <b>259,495</b>             | <b>259,495</b>            |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |  |                 |                            |                            |                           |
| 0                                 | 0                | 0                         | <b>9800</b>  | <b>Contingencies</b>                                 |                 | 300,000                    | 300,000                    | 300,000                   |
| <b>0</b>                          | <b>0</b>         | <b>0</b>                  | <b>TOTAL CONTINGENCIES</b>   |  |                 | <b>300,000</b>             | <b>300,000</b>             | <b>300,000</b>            |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |  |                 |                            |                            |                           |
| 830,266                           | 1,305,514        | 1,015,000                 | <b>9979-05</b>   | <b>Designated End FB - Ambulance - EMS A/R</b>       |                 | 450,000                    | 450,000                    | 450,000                   |
|                                   |                  |                           | Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30, 2013.  |  |                 |                            |                            |                           |

Budget Document Report

**79 - AMBULANCE FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 842,231          | 671,153          | 615,075                   | <b>9999 Unappropriated Ending Fd Balance</b><br>Estimated designated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2012-2013 operations | 280,842                    | 280,842                    | 292,742                   |
| <b>1,672,497</b> | <b>1,976,667</b> | <b>1,630,075</b>          | <b>TOTAL ENDING FUND BALANCE</b>  | <b>730,842</b>             | <b>730,842</b>             | <b>742,742</b>            |
| <b>6,739,693</b> | <b>7,252,057</b> | <b>9,183,550</b>          | <b>TOTAL REQUIREMENTS</b>   | <b>5,584,110</b>           | <b>5,584,110</b>           | <b>5,608,675</b>          |

Budget Document Report

**79 - AMBULANCE FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 6,739,693      | 7,252,057      | 9,183,550                 | <b>TOTAL RESOURCES</b>  | 5,584,110                  | 5,584,110                  | 5,608,675                 |
| 6,739,693      | 7,252,057      | 9,183,550                 | <b>TOTAL REQUIREMENTS</b>   | 5,584,110                  | 5,584,110                  | 5,608,675                 |



# **INFORMATION SYSTEMS & SERVICES FUND**



- **FY 2012-2013 Budgeted Computer Equipment – By Department**



# Information Systems & Services Fund

2012 – 2013 Proposed Budget --- Budget Summary

## Budget Highlights

- No proposed changes in personnel.

## New Programs, Projects, or Equipment:

- Continuation of virtual server philosophy. Reduces hardware and associated costs overall. 70% of all servers are now virtual machines.
- Continued support of ERP financial system advanced features, hardware, network, systems analysis, and other technical services as needed.
- Budget developed with the following priority items:
  - System and network security.
  - License compliance, and maintenance of compliance.
  - Continuity of Operations (COOP), restoration of service interruption.
- Replacement of 21 desktop computers and 3 Mobile Computing Terminals (MCT) comprising approximately 8.7% of total. Continue to redeploy machines when possible.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create “failover” systems which will ensure continued city operations in the event of a disaster.

- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. Operating departments reimburse the IS Department for actual IS costs.

## Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

## Future Challenges and Opportunities

- Partner with the Finance Department for advanced feature implementation of the ERP financial system, as well as expanding the functionality of the system throughout the City.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Further enhance and expand the City website. Ensure that information is consistently updated and that all training requirements are completed.
- Support for the “consumerization” of IS Services and applications. The use of I pads, smartphones, and other devices in our business setting.
- Advanced, wide range implementation of a “paperless” environment – including digital document management.

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>707,831</b>    | <b>887,145</b>               | <b>845,262</b>                | <b>(41,883)</b>    |
| Personnel Services        | 275,406           | 287,727                      | 291,048                       | 3,321              |
| Materials & Services      | 447,300           | 478,865                      | 512,633                       | 33,768             |
| Capital Outlay            | 52,789            | 134,952                      | 52,830                        | (82,122)           |
| <b>Total Expenditures</b> | <b>775,495</b>    | <b>901,544</b>               | <b>856,511</b>                | <b>(45,033)</b>    |
| Net Expenditures          | (67,664)          | (14,399)                     | (11,249)                      | (3,150)            |

### Full-Time Equivalents (FTE)

|                            | 2011-12           |        | 2012-13            |
|----------------------------|-------------------|--------|--------------------|
|                            | Adopted<br>Budget | Change | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>  | <b>3.00</b>       |        |                    |
| No change                  |                   | -      |                    |
| <b>FTE Proposed Budget</b> |                   |        | <b>3.00</b>        |



## Information Systems & Services Fund

### Historical Highlights

|             |  |             |  |             |   |
|-------------|--|-------------|--|-------------|---|
| <b>1993</b> | City's first Information Systems Manager hired.  | <b>2003</b> | Partnership formed with Yamhill County for management of IS services; City director position eliminated.                                 | <b>2006</b> | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.                               |
| <b>1995</b> | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | <b>2004</b> | Physical location of IS Department moved from Fire Station to Community Center.  | <b>2007</b> | Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system. |
| <b>1995</b> | First system administrative specialist hired to help with expanding City IS needs.   | <b>2005</b> | Completed move of all City telephones back onto City-County telephone system.  | <b>2008</b> | Supported the project of moving all communications for the City to the new Public Safety Building.                          |
| <b>1996</b> | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins!   | <b>2006</b> | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | <b>2009</b> | Began implementation of redundant server strategy for “hot” site backup for City applications.                              |
| <b>1998</b> | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | <b>2006</b> | Completion of new computer equipment room with backup generator in Community Center.   | <b>2010</b> | Began utilizing virtual server technology and moved to Storage Area Network devices.  |
| <b>2001</b> | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | <b>2006</b> | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | <b>2011</b> | Development of an IS strategic plan.<br><br>Fully implemented electronic ticketing software for Police Department.          |
| <b>2002</b> | IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. |             |  |             |   |



Information Systems & Services Fund --- Computer Equipment - By Department

2012-2013 Proposed Budget

| <u>Fund - Department</u>          | <u>Computer Equipment</u>             | <u>\$s</u> | <u>Department Total</u> | <u>Notes</u>                                 |
|-----------------------------------|---------------------------------------|------------|-------------------------|--|
| <b>Administration</b>             | Workstation - 1                       | 1,500      |                         |  |
|                                   | Extended warranty                     | 125        |                         | For workstation                              |
|                                   |                                       |            | <u>1,625</u>            |  |
| <b>Finance/Accounting</b>         | Printer maintenance                   | 250        |                         | Lexmark                                      |
|                                   |                                       |            | <u>250</u>              |  |
| <b>Engineering</b>                | Workstation - 1                       | 1,800      |                         | Replacement with dual monitors               |
|                                   | Maintenance                           | 600        |                         | Plotter                                      |
|                                   |                                       |            | <u>2,400</u>            |  |
| <b>Planning</b>                   | Workstation - 1                       | 1,500      |                         | Replacement with dual monitors               |
|                                   | Extended warranty                     | 600        |                         | Printer                                      |
|                                   |                                       |            | <u>2,100</u>            |  |
| <b>Police</b>                     | Workstations - 3                      | 4,500      |                         | Replacements                                 |
|                                   | Warranty extensions - 8               | 1,000      |                         | For workstations                             |
|                                   | Mobile data computer touchscreens - 3 | 5,985      |                         | Replacements                                 |
|                                   | Data911 Mobile data computers - 3     | 22,830     |                         | Replacement - capital outlay                 |
|                                   |                                       |            | <u>34,315</u>           |  |
| <b>Municipal Court</b>            | Warranty extensions - 5               | 625        |                         | For workstations                             |
|                                   |                                       |            | <u>625</u>              |  |
| <b>Fire</b>                       | Workstations - 2                      | 1,050      |                         | Replacements - shared 65% with Ambulance     |
|                                   | Solid state drives - 3                | 105        |                         | New - shared 65% with Ambulance              |
|                                   | Warranty extensions - 2               | 110        |                         | For workstations - shared 65% with Ambulance |
|                                   |                                       |            | <u>1,265</u>            |  |
| <b>Park &amp; Rec Aquatic Ctr</b> | Workstations - 1                      | 1,500      |                         | Replacement                                  |
|                                   | Warranty extensions - 3               | 375        |                         | For workstations                             |
|                                   | Video cards - 2                       | 350        |                         | Additional monitor support                   |
|                                   |                                       |            | <u>2,225</u>            |  |
| <b>Park &amp; Rec Comm Ctr</b>    | Warranty extension                    | 125        |                         | For workstation                              |
|                                   |                                       |            | <u>125</u>              |  |

Information Systems & Services Fund --- Computer Equipment - By Department

2012-2013 Proposed Budget

| <u>Fund - Department</u>             | <u>Computer Equipment</u> | <u>\$s</u> | <u>Department Total</u> | <u>Notes</u>                            |
|--------------------------------------|---------------------------|------------|-------------------------|---|
| <b>Park &amp; Rec KOB</b>            | Warranty extension        | 125        |                         | For workstation                         |
|                                      |                           |            | <u>125</u>              |   |
| <b>Park &amp; Rec Rec Sports</b>     |                           |            | <u>0</u>                |   |
| <b>Park &amp; Rec, Senior Center</b> | Warranty extensions - 2   | 250        |                         | For workstations                        |
|                                      |                           |            | <u>250</u>              |   |
| <b>Park &amp; Rec Pk. Maint.</b>     | Arcview license           | 600        |                         | Extension 0.5                           |
|                                      | Software license          | 2,500      |                         | Hansen - Park module                    |
|                                      |                           |            | <u>3,100</u>            |   |
| <b>Library</b>                       | Workstations - 2          | 3,000      |                         | Replacements per plan                   |
|                                      | Warranty extensions - 2   | 400        |                         | For workstations, 2 year                |
|                                      | Warranty extensions - 8   | 1,000      |                         | For workstations, 1 year                |
|                                      |                           |            | <u>4,400</u>            |   |
| <b>Street</b>                        | Workstation               | 1,500      |                         | Replacement                             |
|                                      | Arcview license           | 1,800      |                         | Extension 1.5                           |
|                                      | Software license          | 2,500      |                         | Hansen - Street module                  |
|                                      | Warranty extensions - 1   | 125        |                         | For workstation                         |
|                                      |                           |            | <u>5,925</u>            |   |
| <b>Wastewater Services</b>           | Workstations - 2          | 3,000      |                         | Replacement                             |
|                                      | Server                    | 10,000     |                         | WWS Control system                      |
|                                      | Software license          | 34,000     |                         | Wonderware                              |
|                                      |                           |            | <u>47,000</u>           |   |
| <b>Ambulance</b>                     | Semi-Rugged computers     | 6,800      |                         | Chart writing                           |
|                                      | Printers - 3              | 1,650      |                         | Replacements                            |
|                                      | Warranty extensions - 2   | 400        |                         | For workstations                        |
|                                      | Workstations - 2          | 1,950      |                         | Replacements - shared 635% with Fire    |
|                                      | Solid state drives - 3    | 195        |                         | New - shared 35% with Fire              |
|                                      | Warranty extensions - 2   | 204        |                         | For workstations - shared 35% with Fire |
|                                      |                           |            | <u>11,199</u>           |   |
|                                      |                           |            | <u><b>Total</b></u>     |   |
|                                      |                           |            | <u><b>116,929</b></u>   |   |

## 80 - INFORMATION SYSTEMS &amp; SERVICES FUND

| 2010<br>ACTUAL  | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|---|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>  |                |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b>   |                |                           |   |                            |                            |                           |
| 8,900   | 4,300          | 0                         | <b>4080-03</b> Designated Begin FB-Info Sys Fd - Police   | 0                          | 0                          | 0                         |
| 3,600   | 4,550          | 0                         | <b>4080-05</b> Designated Begin FB-Info Sys Fd - Municipal Court  | 0                          | 0                          | 0                         |
| 1,550   | 3,550          | 0                         | <b>4080-07</b> Designated Begin FB-Info Sys Fd - Engineering  | 0                          | 0                          | 0                         |
| 750   | 0              | 0                         | <b>4080-09</b> Designated Begin FB-Info Sys Fd - Planning   | 0                          | 0                          | 0                         |
| 1,500   | 600            | 0                         | <b>4080-10</b> Designated Begin FB-Info Sys Fd - Park Maintenance   | 0                          | 0                          | 0                         |
| 14,000  | 10,200         | 0                         | <b>4080-12</b> Designated Begin FB-Info Sys Fd - Fire   | 0                          | 0                          | 0                         |
| 79,000  | 55,000         | 55,000                    | <b>4080-15</b> Designated Begin FB-Info Sys Fd - Financial System Reserve<br>July 1, 2012 carryover reserved for future City financial system software improvements.  | 55,000                     | 55,000                     | 55,000                    |
| Budget Note: In 2007, the City purchased a new financial system, Logos.Net. The purchase was paid for with funds which were reserved in previous years specifically for the purchase of a financial system. |                |                           |   |                            |                            |                           |
| 9,450   | 6,000          | 0                         | <b>4080-17</b> Designated Begin FB-Info Sys Fd - Library  | 0                          | 0                          | 0                         |
| 2,100   | 0              | 0                         | <b>4080-19</b> Designated Begin FB-Info Sys Fd - Wastewater Services  | 0                          | 0                          | 0                         |
| 20,000  | 0              | 0                         | <b>4080-27</b> Designated Begin FB-Info Sys Fd - Aquatic Center   | 0                          | 0                          | 0                         |
| 350   | 0              | 0                         | <b>4080-34</b> Designated Begin FB-Info Sys Fd - Senior Center  | 0                          | 0                          | 0                         |
| 5,800   | 4,900          | 0                         | <b>4080-35</b> Designated Begin FB-Info Sys Fd - Street Fund  | 0                          | 0                          | 0                         |
| 1,800   | 2,450          | 0                         | <b>4080-40</b> Designated Begin FB-Info Sys Fd - Building Division  | 0                          | 0                          | 0                         |
| 26,000  | 28,000         | 0                         | <b>4080-45</b> Designated Begin FB-Info Sys Fd - Ambulance  | 0                          | 0                          | 0                         |
| 68,811  | 80,552         | 94,000                    | <b>4090</b> Beginning Fund Balance<br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.   | 79,000                     | 79,000                     | 79,000                    |
| <b>243,611</b>  | <b>200,102</b> | <b>149,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>134,000</b>             | <b>134,000</b>             | <b>134,000</b>            |
| <b>CHARGES FOR SERVICES</b>   |                |                           |   |                            |                            |                           |
| 317,429   | 351,634        | 451,247                   | <b>6000-01</b> Charges for Equipment & Services - General Fund<br>Budget Note: Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs. | 385,327                    | 385,327                    | 384,933                   |
| 11,615  | 11,585         | 16,614                    | <b>6000-20</b> Charges for Equipment & Services - Street Fund   | 18,607                     | 18,607                     | 18,375                    |
| 9,515   | 7,862          | 23,749                    | <b>6000-70</b> Charges for Equipment & Services - Building Fund   | 13,400                     | 13,400                     | 13,229                    |
| 34,339  | 40,456         | 56,763                    | <b>6000-75</b> Charges for Equipment & Services - Wastewater Services Fund  | 82,250                     | 82,250                     | 81,217                    |
| 43,432  | 24,002         | 50,444                    | <b>6000-79</b> Charges for Equipment & Services - Ambulance Fund  | 50,879                     | 50,879                     | 53,707                    |
| <b>416,330</b>  | <b>435,539</b> | <b>598,817</b>            | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>550,463</b>             | <b>550,463</b>             | <b>551,461</b>            |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| <b><u>MISCELLANEOUS</u></b> |                |                           |   |   |                 |                            |                            |                           |
| 944                         | 653            | 600                       | <b>6310</b>                                     | <b>Interest</b>   |                 | 800                        | 800                        | 800                       |
| 4,243                       | 62             | 0                         | <b>6600</b>                                     | <b>Other Income</b>   |                 | 0                          | 0                          | 0                         |
| <b>5,187</b>                | <b>715</b>     | <b>600</b>                | <b><u>TOTAL MISCELLANEOUS</u></b>               |   |                 | <b>800</b>                 | <b>800</b>                 | <b>800</b>                |
| <b><u>TRANSFERS IN</u></b>  |                |                           |   |   |                 |                            |                            |                           |
| 199,528                     | 201,873        | 213,671                   | <b>6900-01</b>                                  | <b>Transfers In - General Fund</b><br>Transfer from General Fund for personnel services support.                    |                 | 216,063                    | 216,063                    | 216,063                   |
| 5,368                       | 5,432          | 5,755                     | <b>6900-20</b>                                  | <b>Transfers In - Street</b><br>Transfer from Street Fund for personnel services support.                           |                 | 5,821                      | 5,821                      | 5,821                     |
| 10,736                      | 10,863         | 11,509                    | <b>6900-70</b>                                  | <b>Transfers In - Building</b><br>Transfer from Building Fund for personnel services support.                       |                 | 5,821                      | 5,821                      | 5,821                     |
| 27,835                      | 28,175         | 30,084                    | <b>6900-75</b>                                  | <b>Transfers In - Wastewater Services</b><br>Transfer from Wastewater Services Fund for personnel services support. |                 | 33,425                     | 33,425                     | 33,425                    |
| 24,941                      | 25,234         | 26,709                    | <b>6900-79</b>                                  | <b>Transfers In - Ambulance</b><br>Transfer from Ambulance Fund for personnel services support.                     |                 | 29,918                     | 29,918                     | 29,918                    |
| 0                           | 0              | 0                         | <b>6900-85</b>                                  | <b>Transfers In - Insurance Services</b>  |                 | 2,550                      | 2,550                      | 2,550                     |
|                             |                |                           | <u>Description</u>                              | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                             |                |                           | Insurance Services Fund reserve distribution    | 1   | 2,550           | 2,550                      |                            |                           |
| <b>268,408</b>              | <b>271,577</b> | <b>287,728</b>            | <b><u>TOTAL TRANSFERS IN</u></b>                |   |                 | <b>293,598</b>             | <b>293,598</b>             | <b>293,598</b>            |
| <b>933,535</b>              | <b>907,933</b> | <b>1,036,145</b>          | <b><u>TOTAL RESOURCES</u></b>                   |   |                 | <b>978,861</b>             | <b>978,861</b>             | <b>979,859</b>            |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |                                 |  |                |                |                |
|----------------|----------------|----------------|---------------------------------|--|----------------|----------------|----------------|
| 177,876        | 181,797        | 186,776        | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Information Systems Analyst III - 1.00 FTE<br>Information Systems Analyst II - 1.00 FTE<br>Information Systems Analyst I - 1.00 FTE | 189,316        | 189,316        | 189,316        |
| 5,056          | 12,855         | 13,500         | <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.                      | 12,000         | 12,000         | 12,000         |
| 10,612         | 11,324         | 12,325         | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>  | 12,481         | 12,481         | 12,481         |
| 2,482          | 2,648          | 2,882          | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>   | 2,919          | 2,919          | 2,919          |
| 34,635         | 36,864         | 43,302         | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>  | 43,810         | 43,810         | 43,810         |
| 27,959         | 28,234         | 28,648         | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>   | 28,648         | 28,648         | 28,648         |
| 189            | 189            | 189            | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>  | 189            | 189            | 189            |
| 996            | 1,016          | 1,040          | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>  | 1,054          | 1,054          | 1,054          |
| 340            | 396            | 478            | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>   | 544            | 544            | 544            |
| 77             | 81             | 87             | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>   | 87             | 87             | 87             |
| 0              | 0              | 0              | <b>7300-40</b>                  | <b>Fringe Benefits - Unemployment</b>  | 0              | 0              | 0              |
| <b>260,222</b> | <b>275,406</b> | <b>289,227</b> | <b>TOTAL PERSONNEL SERVICES</b> |  | <b>291,048</b> | <b>291,048</b> | <b>291,048</b> |

**MATERIALS AND SERVICES**

| 113   | 28    | 400      | <b>7540</b>    | <b>Employee Development</b>  | 400   | 400   | 400   |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
|---|-------|----------|----------------|--|-------|-------|-------|-------------|-------|----------|-------|---------------------------------|---|-------|-------|-------------------------------------|---|-------|-------|---|---|-------|-------|---|---|-------|-------|
| 8,567   | 6,198 | 7,000    | <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. | 8,500 | 8,500 | 8,500 |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Technical training, Lori Morgan</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> <tr> <td>Technical training, Matthew Hoffman</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>Technical training, Scott Burke, Vision/Logos conf.</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>Technical training, Murray Paolo, Logos conf.</td> <td>1</td> <td>1,500</td> <td>1,500</td> </tr> </tbody> </table> |       |          |                |  |       |       |       | Description | Units | Amt/Unit | Total | Technical training, Lori Morgan | 1 | 2,000 | 2,000 | Technical training, Matthew Hoffman | 1 | 2,500 | 2,500 | Technical training, Scott Burke, Vision/Logos conf. | 1 | 2,500 | 2,500 | Technical training, Murray Paolo, Logos conf. | 1 | 1,500 | 1,500 |
| Description   | Units | Amt/Unit | Total          |  |       |       |       |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| Technical training, Lori Morgan   | 1     | 2,000    | 2,000          |  |       |       |       |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| Technical training, Matthew Hoffman   | 1     | 2,500    | 2,500          |  |       |       |       |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| Technical training, Scott Burke, Vision/Logos conf.   | 1     | 2,500    | 2,500          |  |       |       |       |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| Technical training, Murray Paolo, Logos conf.   | 1     | 1,500    | 1,500          |  |       |       |       |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| 675   | 545   | 1,000    | <b>7590</b>    | <b>Fuel - Vehicle &amp; Equipment</b>  | 1,000 | 1,000 | 1,000 |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| 1,400   | 953   | 940      | <b>7610-05</b> | <b>Insurance - Liability</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.   | 1,300 | 1,300 | 1,300 |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |
| 400   | 273   | 290      | <b>7610-10</b> | <b>Insurance - Property</b><br>Budget Note: Fiscal years 2009-10 and 2010-11 included a CIS Trust surplus distribution.  | 400   | 400   | 400   |             |       |          |       |                                 |   |       |       |                                     |   |       |       |   |   |       |       |   |   |       |       |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL                                     | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
|--|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------|-----------------------------------|---|-------|-------|--|---|--------|--------|--|---|-------|-------|---|---|-------|-------|--|---|-----|-----|--------------------------------|---|-------|-------|----------------------|---|-------|-------|--------------------------------|---|----|----|--|--|--|
| 5,694  | 6,026          | 6,500                     | <b>7620 Telecommunications</b><br>Information Services Department telephones, cell phones, and modem lines.  | 8,060                      | 8,060                      | 8,060                     |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
|  |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ipad/aircard services</td> <td>3</td> <td>520</td> <td>1,560</td> </tr> <tr> <td>Various IS phone/data services</td> <td>1</td> <td>6,500</td> <td>6,500</td> </tr> </tbody> </table>   | Description                | Units                      | Amt/Unit                  | Total | Ipad/aircard services             | 3 | 520   | 1,560 | Various IS phone/data services                     | 1 | 6,500  | 6,500  |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Description  | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Ipad/aircard services                              | 3              | 520                       | 1,560  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Various IS phone/data services                     | 1              | 6,500                     | 6,500  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 2,202  | 2,960          | 2,700                     | <b>7660 Materials &amp; Supplies</b><br>General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.   | 2,100                      | 2,100                      | 2,100                     |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
|  |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Fees and dues, subscriptions</td> <td>1</td> <td>200</td> <td>200</td> </tr> <tr> <td>Keyboards, mice, cables, surge protectors</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Label printer supplies</td> <td>1</td> <td>50</td> <td>50</td> </tr> <tr> <td>Shipping costs, MDT repairs, other warranty</td> <td>1</td> <td>350</td> <td>350</td> </tr> <tr> <td>Copier supplies, toner, cartridges, etc.</td> <td>1</td> <td>300</td> <td>300</td> </tr> <tr> <td>Storage racks and equipment</td> <td>1</td> <td>200</td> <td>200</td> </tr> </tbody> </table>   | Description                | Units                      | Amt/Unit                  | Total | Fees and dues, subscriptions      | 1 | 200   | 200   | Keyboards, mice, cables, surge protectors          | 1 | 1,000  | 1,000  | Label printer supplies                             | 1 | 50    | 50    | Shipping costs, MDT repairs, other warranty | 1 | 350   | 350   | Copier supplies, toner, cartridges, etc. | 1 | 300 | 300 | Storage racks and equipment    | 1 | 200   | 200   |                      |   |       |       |                                |   |    |    |  |  |  |
| Description  | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Fees and dues, subscriptions                       | 1              | 200                       | 200  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Keyboards, mice, cables, surge protectors          | 1              | 1,000                     | 1,000  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Label printer supplies                             | 1              | 50                        | 50   |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Shipping costs, MDT repairs, other warranty        | 1              | 350                       | 350  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Copier supplies, toner, cartridges, etc.           | 1              | 300                       | 300  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Storage racks and equipment                        | 1              | 200                       | 200  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 27   | 0              | 0                         | <b>7720 Repairs &amp; Maintenance</b>  | 0                          | 0                          | 0                         |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 3,105  | 428            | 3,150                     | <b>7720-06 Repairs &amp; Maintenance - Equipment</b><br>Equipment repairs and software upgrades not covered by maintenance contracts.  | 5,150                      | 5,150                      | 5,150                     |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
|  |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Out of warranty PC repairs</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> <tr> <td>Printer and non-warranty equipment repairs</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>Printer maintenance kits for in-house repairs</td> <td>1</td> <td>650</td> <td>650</td> </tr> </tbody> </table>   | Description                | Units                      | Amt/Unit                  | Total | Out of warranty PC repairs        | 1 | 2,000 | 2,000 | Printer and non-warranty equipment repairs         | 1 | 2,500  | 2,500  | Printer maintenance kits for in-house repairs      | 1 | 650   | 650   |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Description  | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Out of warranty PC repairs                         | 1              | 2,000                     | 2,000  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Printer and non-warranty equipment repairs         | 1              | 2,500                     | 2,500  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Printer maintenance kits for in-house repairs      | 1              | 650                       | 650  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 17,002   | 31,346         | 41,360                    | <b>7750 Professional Services</b>  | 37,430                     | 37,430                     | 37,430                    |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
|  |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>A&amp;E Security services, monitoring</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Additional website, applications, desktop services</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>Cascade sound, support for Civic Hall sound system</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Checkpoint software, deployment services</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> <tr> <td>Redundant 10G network link programming</td> <td>1</td> <td>800</td> <td>800</td> </tr> <tr> <td>Hinmon Agency, website support</td> <td>1</td> <td>6,000</td> <td>6,000</td> </tr> <tr> <td>Audit fee allocation</td> <td>1</td> <td>1,580</td> <td>1,580</td> </tr> <tr> <td>Section 125 administration fee</td> <td>1</td> <td>50</td> <td>50</td> </tr> </tbody> </table> | Description                | Units                      | Amt/Unit                  | Total | A&E Security services, monitoring | 1 | 1,000 | 1,000 | Additional website, applications, desktop services | 1 | 25,000 | 25,000 | Cascade sound, support for Civic Hall sound system | 1 | 1,000 | 1,000 | Checkpoint software, deployment services    | 1 | 2,000 | 2,000 | Redundant 10G network link programming   | 1 | 800 | 800 | Hinmon Agency, website support | 1 | 6,000 | 6,000 | Audit fee allocation | 1 | 1,580 | 1,580 | Section 125 administration fee | 1 | 50 | 50 |  |  |  |
| Description  | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| A&E Security services, monitoring                  | 1              | 1,000                     | 1,000  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Additional website, applications, desktop services | 1              | 25,000                    | 25,000   |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Cascade sound, support for Civic Hall sound system | 1              | 1,000                     | 1,000  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Checkpoint software, deployment services           | 1              | 2,000                     | 2,000  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Redundant 10G network link programming             | 1              | 800                       | 800  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Hinmon Agency, website support                     | 1              | 6,000                     | 6,000  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Audit fee allocation                               | 1              | 1,580                     | 1,580  |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| Section 125 administration fee                     | 1              | 50                        | 50   |                            |                            |                           |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 0  | 0              | 15,000                    | <b>7770-03 Professional Services - Projects - ERP</b><br>New World Systems consultant to train Finance staff and perform data migration pertaining to Human Resources and Position Budgeting re-write.   | 15,000                     | 15,000                     | 15,000                    |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 58,828   | 60,608         | 61,911                    | <b>7780-20 Contract Services - Information Services Management</b><br>Yamhill County service contract for management of the City's Information Services Department and additional IS support staff, includes 2% increase.  | 63,149                     | 63,149                     | 63,149                    |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |
| 7,608  | 0              | 0                         | <b>7790-10 Maintenance &amp; Rental Contracts - Hardware Maintenance</b>   | 0                          | 0                          | 0                         |       |                                   |   |       |       |  |   |        |        |  |   |       |       |   |   |       |       |  |   |     |     |                                |   |       |       |                      |   |       |       |                                |   |    |    |  |  |  |

## 80 - INFORMATION SYSTEMS & SERVICES FUND

| 2010<br>ACTUAL   | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
|--|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|--------------------|--------------|-----------------|--------------|--|--|--|---|---|-------|-------|--|--|--|------------------------------------|---|-----|-----|--|--|--|-------------------------------------|---|-----|-----|--|--|--|--|---|-------|-------|--|--|--|---------------------------------|---|-------|-------|--|--|--|-------------------------------------|---|-------|-------|--|--|--|--------------------------------|---|-----|-----|--|--|--|---|---|-----|-----|--|--|--|----------------------------------|---|-------|-------|--|--|--|-----------------------------|---|-------|-------|--|--|--|-------------------------------------|---|-------|-------|--|--|--|--------------------------------------|---|-------|-------|--|--|--|
| 163,410  | 0              | 0                         | <b>7790-15 Maintenance &amp; Rental Contracts - Software Maintenance</b> | 0                          | 0                          | 0                         |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| 0  | 12,688         | 40,411                    | <b>7792 Hardware Maintenance &amp; Rental Contracts</b>                  | 36,415                     | 36,415                     | 23,415                    |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Budget Note: Reclassified from account # 7790-10, Maintenance & Rental Contracts - Hardware Maintenance.   |                |                           |  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>APC Symmetry UPS, server room</td> <td style="text-align: right;">1</td> <td style="text-align: right;">2,700</td> <td style="text-align: right;">2,700</td> <td colspan="3"></td> </tr> <tr> <td>Aruba networks maintenance renewal</td> <td style="text-align: right;">1</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> <td colspan="3"></td> </tr> <tr> <td>Barracuda link balancer maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">300</td> <td style="text-align: right;">300</td> <td colspan="3"></td> </tr> <tr> <td>Checkpoint SG1073 Firewall maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> <td colspan="3"></td> </tr> <tr> <td>Hitachi AMS2100 SAN maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> <td colspan="3"></td> </tr> <tr> <td>HP Proliant City server maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,600</td> <td style="text-align: right;">3,600</td> <td colspan="3"></td> </tr> <tr> <td>Juniper SA2500 VPN maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">700</td> <td style="text-align: right;">700</td> <td colspan="3"></td> </tr> <tr> <td>Katolight server room generator maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">620</td> <td style="text-align: right;">620</td> <td colspan="3"></td> </tr> <tr> <td>Mailgate spam filter maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,995</td> <td style="text-align: right;">1,995</td> <td colspan="3"></td> </tr> <tr> <td>Quantum DXI4510 maintenance</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> <td colspan="3"></td> </tr> <tr> <td>Quantum Scalar i40 maintenance "CC"</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> <td colspan="3"></td> </tr> <tr> <td>Quantum Scalar i40 maintenance "PSB"</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> <td colspan="3"></td> </tr> </tbody> </table> |                |                           |  |                            |                            |                           | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | APC Symmetry UPS, server room                             | 1 | 2,700 | 2,700 |  |  |  | Aruba networks maintenance renewal | 1 | 500 | 500 |  |  |  | Barracuda link balancer maintenance | 1 | 300 | 300 |  |  |  | Checkpoint SG1073 Firewall maintenance | 1 | 5,000 | 5,000 |  |  |  | Hitachi AMS2100 SAN maintenance | 1 | 5,000 | 5,000 |  |  |  | HP Proliant City server maintenance | 1 | 3,600 | 3,600 |  |  |  | Juniper SA2500 VPN maintenance | 1 | 700 | 700 |  |  |  | Katolight server room generator maintenance | 1 | 620 | 620 |  |  |  | Mailgate spam filter maintenance | 1 | 1,995 | 1,995 |  |  |  | Quantum DXI4510 maintenance | 1 | 1,000 | 1,000 |  |  |  | Quantum Scalar i40 maintenance "CC" | 1 | 1,000 | 1,000 |  |  |  | Quantum Scalar i40 maintenance "PSB" | 1 | 1,000 | 1,000 |  |  |  |
| <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>   |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| APC Symmetry UPS, server room  | 1              | 2,700                     | 2,700  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Aruba networks maintenance renewal   | 1              | 500                       | 500  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Barracuda link balancer maintenance  | 1              | 300                       | 300  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Checkpoint SG1073 Firewall maintenance   | 1              | 5,000                     | 5,000  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Hitachi AMS2100 SAN maintenance  | 1              | 5,000                     | 5,000  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| HP Proliant City server maintenance  | 1              | 3,600                     | 3,600  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Juniper SA2500 VPN maintenance   | 1              | 700                       | 700  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Katolight server room generator maintenance  | 1              | 620                       | 620  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Mailgate spam filter maintenance   | 1              | 1,995                     | 1,995  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Quantum DXI4510 maintenance  | 1              | 1,000                     | 1,000  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Quantum Scalar i40 maintenance "CC"  | 1              | 1,000                     | 1,000  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| Quantum Scalar i40 maintenance "PSB"   | 1              | 1,000                     | 1,000  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| 0  | 0              | 0                         | <b>7792-20 Hardware Maintenance &amp; Rental Contracts - Police</b>      | 0                          | 0                          | 7,000                     |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>MDT hardware maintenance - 50%, shared with Fire &amp; Amb</td> <td style="text-align: right;">1</td> <td style="text-align: right;">7,000</td> <td style="text-align: right;">7,000</td> <td colspan="3"></td> </tr> </tbody> </table>   |                |                           |  |                            |                            |                           | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | MDT hardware maintenance - 50%, shared with Fire & Amb    | 1 | 7,000 | 7,000 |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>   |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| MDT hardware maintenance - 50%, shared with Fire & Amb   | 1              | 7,000                     | 7,000  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| 0  | 0              | 0                         | <b>7792-30 Hardware Maintenance &amp; Rental Contracts - Fire</b>        | 0                          | 0                          | 3,500                     |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>MDT hardware maintenance - 25%, shared with Police &amp; Amb</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,500</td> <td style="text-align: right;">3,500</td> <td colspan="3"></td> </tr> </tbody> </table>   |                |                           |  |                            |                            |                           | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | MDT hardware maintenance - 25%, shared with Police & Amb  | 1 | 3,500 | 3,500 |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>   |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| MDT hardware maintenance - 25%, shared with Police & Amb   | 1              | 3,500                     | 3,500  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| 0  | 0              | 0                         | <b>7792-95 Hardware Maintenance &amp; Rental Contracts - Ambulance</b>   | 0                          | 0                          | 3,500                     |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>MDT hardware maintenance - 25%, shared with Police &amp; Fire</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,500</td> <td style="text-align: right;">3,500</td> <td colspan="3"></td> </tr> </tbody> </table>  |                |                           |  |                            |                            |                           | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | MDT hardware maintenance - 25%, shared with Police & Fire | 1 | 3,500 | 3,500 |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>   |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |
| MDT hardware maintenance - 25%, shared with Police & Fire  | 1              | 3,500                     | 3,500  |                            |                            |                           |                    |              |                 |              |  |  |  |   |   |       |       |  |  |  |                                    |   |     |     |  |  |  |                                     |   |     |     |  |  |  |  |   |       |       |  |  |  |                                 |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                |   |     |     |  |  |  |   |   |     |     |  |  |  |                                  |   |       |       |  |  |  |                             |   |       |       |  |  |  |                                     |   |       |       |  |  |  |                                      |   |       |       |  |  |  |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL  | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>            | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------------|-------|----------|-------|--|---|-------|-------|---|---|-------|-------|--|---|-------|-------|--|---|-------|-------|---|---|--------|--------|--------------------------|---|-----|-----|---|---|-------|-------|---------------------------|---|-----|-----|---------------------|---|-------|-------|---|---|-------|-------|-----------------------|---|-------|-------|
| 0   | 71,978         | 74,670                    | <b>7794 Software Maintenance &amp; Rental Contracts</b>                            | 65,160                     | 65,160                     | 65,160                    |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Budget Note: Software maintenance costs reclassified from account #7790-15, Maintenance & Rental Contracts - Software Maintenance.  |                |                           |  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Adventnet Helpdesk software renewal</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Blackberry Enterprise server support Tx2</td> <td>1</td> <td>1,600</td> <td>1,600</td> </tr> <tr> <td>Diskeeper enterprise maintenance</td> <td>1</td> <td>240</td> <td>240</td> </tr> <tr> <td>HP Procurve manager plus renewal - PNJ9630A</td> <td>1</td> <td>400</td> <td>400</td> </tr> <tr> <td>LOGOS Citywide ERP financial system maintenance</td> <td>1</td> <td>46,000</td> <td>46,000</td> </tr> <tr> <td>RSA SecureID maintenance</td> <td>1</td> <td>400</td> <td>400</td> </tr> <tr> <td>Scriptlogic Desktop Authority maintenance+patch mod</td> <td>1</td> <td>2,600</td> <td>2,600</td> </tr> <tr> <td>Site5 annual subscription</td> <td>1</td> <td>120</td> <td>120</td> </tr> <tr> <td>Snap deploy renewal</td> <td>1</td> <td>1,400</td> <td>1,400</td> </tr> <tr> <td>Symantec products renewal, antivirus, backup exec</td> <td>1</td> <td>4,900</td> <td>4,900</td> </tr> <tr> <td>Websense 1 yr renewal</td> <td>1</td> <td>6,500</td> <td>6,500</td> </tr> </tbody> </table> |                |                           |  |                            |                            |                           | Description | Units | Amt/Unit | Total | Adventnet Helpdesk software renewal                            | 1 | 1,000 | 1,000 | Blackberry Enterprise server support Tx2                  | 1 | 1,600 | 1,600 | Diskeeper enterprise maintenance                               | 1 | 240   | 240   | HP Procurve manager plus renewal - PNJ9630A        | 1 | 400   | 400   | LOGOS Citywide ERP financial system maintenance | 1 | 46,000 | 46,000 | RSA SecureID maintenance | 1 | 400 | 400 | Scriptlogic Desktop Authority maintenance+patch mod | 1 | 2,600 | 2,600 | Site5 annual subscription | 1 | 120 | 120 | Snap deploy renewal | 1 | 1,400 | 1,400 | Symantec products renewal, antivirus, backup exec | 1 | 4,900 | 4,900 | Websense 1 yr renewal | 1 | 6,500 | 6,500 |
| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Adventnet Helpdesk software renewal   | 1              | 1,000                     | 1,000  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Blackberry Enterprise server support Tx2  | 1              | 1,600                     | 1,600  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Diskeeper enterprise maintenance  | 1              | 240                       | 240  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| HP Procurve manager plus renewal - PNJ9630A   | 1              | 400                       | 400  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| LOGOS Citywide ERP financial system maintenance   | 1              | 46,000                    | 46,000   |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| RSA SecureID maintenance  | 1              | 400                       | 400  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Scriptlogic Desktop Authority maintenance+patch mod   | 1              | 2,600                     | 2,600  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Site5 annual subscription   | 1              | 120                       | 120  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Snap deploy renewal   | 1              | 1,400                     | 1,400  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Symantec products renewal, antivirus, backup exec   | 1              | 4,900                     | 4,900  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Websense 1 yr renewal   | 1              | 6,500                     | 6,500  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| 0   | 0              | 0                         | <b>7794-02 Software Maintenance &amp; Rental Contracts - City Manager's Office</b> | 0                          | 0                          | 0                         |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| 0   | 0              | 0                         | <b>7794-05 Software Maintenance &amp; Rental Contracts - Accounting</b>            | 0                          | 0                          | 0                         |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| 0   | 0              | 0                         | <b>7794-08 Software Maintenance &amp; Rental Contracts - Legal</b>                 | 0                          | 0                          | 0                         |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| 0   | 14,285         | 4,470                     | <b>7794-10 Software Maintenance &amp; Rental Contracts - Engineering</b>           | 6,885                      | 6,885                      | 6,885                     |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Accela Permits 15%, share with Building and Planning</td> <td>1</td> <td>1,605</td> <td>1,605</td> </tr> <tr> <td>Autocad maintenance renewal, 50%, - shared with Planning</td> <td>1</td> <td>700</td> <td>700</td> </tr> <tr> <td>ESRI ArcIMS Mapping, 16% - shared with Plan, Bdg, Eng, PW, WWS</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> <tr> <td>Hansen sewer database, 25% - shared with ST,PM,WWS</td> <td>1</td> <td>2,580</td> <td>2,580</td> </tr> </tbody> </table>   |                |                           |  |                            |                            |                           | Description | Units | Amt/Unit | Total | Accela Permits 15%, share with Building and Planning           | 1 | 1,605 | 1,605 | Autocad maintenance renewal, 50%, - shared with Planning  | 1 | 700   | 700   | ESRI ArcIMS Mapping, 16% - shared with Plan, Bdg, Eng, PW, WWS | 1 | 2,000 | 2,000 | Hansen sewer database, 25% - shared with ST,PM,WWS | 1 | 2,580 | 2,580 |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Accela Permits 15%, share with Building and Planning  | 1              | 1,605                     | 1,605  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Autocad maintenance renewal, 50%, - shared with Planning  | 1              | 700                       | 700  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| ESRI ArcIMS Mapping, 16% - shared with Plan, Bdg, Eng, PW, WWS  | 1              | 2,000                     | 2,000  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Hansen sewer database, 25% - shared with ST,PM,WWS  | 1              | 2,580                     | 2,580  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| 0   | 11,085         | 3,370                     | <b>7794-15 Software Maintenance &amp; Rental Contracts - Planning</b>              | 4,305                      | 4,305                      | 4,305                     |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Accela Permits Plus, 15% - share with Engineering and Building</td> <td>1</td> <td>1,605</td> <td>1,605</td> </tr> <tr> <td>AutoCad maintenance renewal, 50% - share with Engineering</td> <td>1</td> <td>700</td> <td>700</td> </tr> <tr> <td>ESRI ArcIMS Mapping, 16% - share with Plan, Bdg, Eng, PW, WWS</td> <td>1</td> <td>2,000</td> <td>2,000</td> </tr> </tbody> </table>   |                |                           |  |                            |                            |                           | Description | Units | Amt/Unit | Total | Accela Permits Plus, 15% - share with Engineering and Building | 1 | 1,605 | 1,605 | AutoCad maintenance renewal, 50% - share with Engineering | 1 | 700   | 700   | ESRI ArcIMS Mapping, 16% - share with Plan, Bdg, Eng, PW, WWS  | 1 | 2,000 | 2,000 |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| Accela Permits Plus, 15% - share with Engineering and Building  | 1              | 1,605                     | 1,605  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| AutoCad maintenance renewal, 50% - share with Engineering   | 1              | 700                       | 700  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |
| ESRI ArcIMS Mapping, 16% - share with Plan, Bdg, Eng, PW, WWS   | 1              | 2,000                     | 2,000  |                            |                            |                           |             |       |          |       |  |   |       |       |   |   |       |       |  |   |       |       |  |   |       |       |   |   |        |        |                          |   |     |     |   |   |       |       |                           |   |     |     |                     |   |       |       |   |   |       |       |                       |   |       |       |



**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |        |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|--------|
| 0              | 39,199         | 46,813                    | <b>7794-20</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Police</b>                         |              |                            | 43,468                     | 43,468                    | 43,468 |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | APS E-ticketing maintenance, 67% - shared with Muni Ct                              | 1            | 10,318                     | 10,318                     |                           |        |
|                |                |                           |   | Evidence OnQ maintenance  | 1            | 7,900                      | 7,900                      |                           |        |
|                |                |                           |   | GeoComm mapping system  | 1            | 2,300                      | 2,300                      |                           |        |
|                |                |                           |   | Netmotion MDT Communications, 50% - shared with Fire & Ambulance                    | 1            | 2,100                      | 2,100                      |                           |        |
|                |                |                           |   | VisionAir E-ticketing import script   | 1            | 1,200                      | 1,200                      |                           |        |
|                |                |                           |   | Vision message switch   | 1            | 2,750                      | 2,750                      |                           |        |
|                |                |                           |   | VisionAir visionmobile  | 1            | 7,050                      | 7,050                      |                           |        |
|                |                |                           |   | VisionAir visionRMS   | 1            | 8,650                      | 8,650                      |                           |        |
|                |                |                           |   | WebLEDS maintenance   | 1            | 1,200                      | 1,200                      |                           |        |
| 0              | 1,864          | 1,400                     | <b>7794-25</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Municipal Court</b>                |              |                            | 6,922                      | 6,922                     | 6,922  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | Caselle maintenance   | 1            | 1,840                      | 1,840                      |                           |        |
|                |                |                           |   | APS E-ticketing maintenance, 33% - shared with Police                               | 1            | 5,082                      | 5,082                      |                           |        |
| 0              | 6,827          | 5,228                     | <b>7794-30</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Fire</b>                           |              |                            | 9,075                      | 9,075                     | 9,075  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | Firehouse maintenance   | 1            | 2,700                      | 2,700                      |                           |        |
|                |                |                           |   | GeoComm mapping   | 1            | 650                        | 650                        |                           |        |
|                |                |                           |   | Netmotion MDT communications, 25% - shared with Police & Amb                        | 1            | 1,000                      | 1,000                      |                           |        |
|                |                |                           |   | VisionAir maintenance 35%, - shared with Ambulance                                  | 1            | 4,725                      | 4,725                      |                           |        |
| 0              | 0              | 1,200                     | <b>7794-35</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b> |              |                            | 1,200                      | 1,200                     | 1,200  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | ActiveNet maintenance - shared among P&R Departments                                | 1            | 1,200                      | 1,200                      |                           |        |
| 0              | 0              | 1,200                     | <b>7794-40</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Aquatic Center</b>                 |              |                            | 1,200                      | 1,200                     | 1,200  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | ActiveNet maintenance - shared among P&R Departments                                | 1            | 1,200                      | 1,200                      |                           |        |
| 0              | 0              | 1,200                     | <b>7794-45</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Community Center</b>               |              |                            | 1,200                      | 1,200                     | 1,200  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | ActiveNet maintenance - shared among P&R Departments                                | 1            | 1,200                      | 1,200                      |                           |        |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i>   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 2,400                     | <b>7794-50 Software Maintenance &amp; Rental Contracts - Kids on the Block</b>  | 2,400                      | 2,400                      | 2,400                     |
|                |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | ActiveNet maintenance - shared among P&R Departments  | 2                          | 1,200                      | 2,400                     |
| 0              | 0              | 1,200                     | <b>7794-55 Software Maintenance &amp; Rental Contracts - Recreational Sports</b>  | 1,200                      | 1,200                      | 1,200                     |
|                |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | ActiveNet maintenance - shared among P&R Departments  | 1                          | 1,200                      | 1,200                     |
| 0              | 0              | 0                         | <b>7794-60 Software Maintenance &amp; Rental Contracts - Senior Center</b>  | 0                          | 0                          | 0                         |
| 0              | 0              | 4,470                     | <b>7794-65 Software Maintenance &amp; Rental Contracts - Park Maintenance</b>   | 4,850                      | 4,850                      | 4,850                     |
|                |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | ESRI ArcIMS Mapping, 16%, - shared with Plan, Bdg, Eng,PW,ST,WWS  | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Hansen Sewer database 25%, share w/EN,ST,WWS  | 1                          | 2,850                      | 2,850                     |
| 0              | 0              | 0                         | <b>7794-70 Software Maintenance &amp; Rental Contracts - Library</b>  | 0                          | 0                          | 0                         |
| 0              | 5,130          | 6,970                     | <b>7794-75 Software Maintenance &amp; Rental Contracts - Streets</b>  | 7,350                      | 7,350                      | 7,350                     |
|                |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Hansen Sewer database 25%, share w/ EN,PM,WWS   | 1                          | 2,850                      | 2,850                     |
|                |                |                           | Street Saver software support   | 1                          | 1,000                      | 1,000                     |
|                |                |                           | Street Saver subscription   | 1                          | 1,500                      | 1,500                     |
|                |                |                           | ESRI ArcIMS 16%, share w/PL,BL,EN,PW,PW,WWS   | 1                          | 2,000                      | 2,000                     |
| 0              | 3,473          | 13,570                    | <b>7794-80 Software Maintenance &amp; Rental Contracts - Building</b>   | 9,490                      | 9,490                      | 9,490                     |
|                |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Accela Permits Plus, 70% - shared with Engineering and Planning   | 1                          | 7,490                      | 7,490                     |
|                |                |                           | ESRI ArcIMS, 16% - shared with Plan, Bdg, Eng, PW, WWS  | 1                          | 2,000                      | 2,000                     |
| 0              | 0              | 12,120                    | <b>7794-85 Software Maintenance &amp; Rental Contracts - Wastewater Services</b>  | 11,550                     | 11,550                     | 11,550                    |
|                |                |                           | Budget Note: Prior to fiscal year 2011-2012, software maintenance costs were budgeted in Wastewater Services Fund account 72-7790-15. |                            |                            |                           |
|                |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | MP2 maintenance management software   | 1                          | 2,200                      | 2,200                     |
|                |                |                           | Rockwell, control system software   | 1                          | 4,500                      | 4,500                     |
|                |                |                           | ESRI ArcIMS, 16% - shared with Plan ,Bdg, Eng, PW, WWS  | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Hansen Sewer database 25%, share w/ST,PM,EN   | 1                          | 2,850                      | 2,850                     |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |        |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|--------|
| 0              | 20,484         | 21,934                    | <b>7794-95</b>                                  | <b>Software Maintenance &amp; Rental Contracts - Ambulance</b>  |              |                            | 24,275                     | 24,275                    | 24,275 |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | Ambulance billing software / field data   | 1            | 13,000                     | 13,000                     |                           |        |
|                |                |                           |   | GeoComm mapping software maintenance  | 1            | 1,200                      | 1,200                      |                           |        |
|                |                |                           |   | Ivans - ambulance billing services  | 1            | 300                        | 300                        |                           |        |
|                |                |                           |   | Netmotion MDT communications, 25% - shared with Fire and Police   | 1            | 1,000                      | 1,000                      |                           |        |
|                |                |                           |   | VisionAir renewal, 65% - share with Fire  | 1            | 8,775                      | 8,775                      |                           |        |
| 1,305          | 7,335          | 5,550                     | <b>7800-15</b>                                  | <b>M &amp; S Equipment - Information Systems</b>  |              |                            | 6,800                      | 6,800                     | 6,800  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | Solid state hard drives   | 15           | 100                        | 1,500                      |                           |        |
|                |                |                           |   | Thin PC for VDI test  | 1            | 600                        | 600                        |                           |        |
|                |                |                           |   | Windows tablets   | 1            | 3,000                      | 3,000                      |                           |        |
|                |                |                           |   | Workstation PC, Lori  | 1            | 1,700                      | 1,700                      |                           |        |
| 12,082         | 17,429         | 6,400                     | <b>7800-18</b>                                  | <b>M &amp; S Equipment - Hardware</b>   |              |                            | 18,600                     | 18,600                    | 18,600 |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | Barracude link balancer 330   | 1            | 3,300                      | 3,300                      |                           |        |
|                |                |                           |   | Checkpoint 2200 branch office firewalls   | 2            | 2,600                      | 5,200                      |                           |        |
|                |                |                           |   | Juniper SFP 10Gbase-LR transceivers   | 2            | 2,700                      | 5,400                      |                           |        |
|                |                |                           |   | Fiberoptic patch cables   | 1            | 200                        | 200                        |                           |        |
|                |                |                           |   | NetBotz for CC server room  | 1            | 1,000                      | 1,000                      |                           |        |
|                |                |                           |   | Power Point of Entry injectors  | 6            | 100                        | 600                        |                           |        |
|                |                |                           |   | Aruba networks LAN access points  | 3            | 500                        | 1,500                      |                           |        |
|                |                |                           |   | Survey UPS units, remote locations  | 1            | 1,000                      | 1,000                      |                           |        |
|                |                |                           |   | Surveillance server, Dell Poweredge upgrade   | 1            | 400                        | 400                        |                           |        |
| 39,518         | 64,120         | 1,442                     | <b>7800-21</b>                                  | <b>M &amp; S Equipment - Software</b>   |              |                            | 8,800                      | 8,800                     | 8,800  |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |        |
|                |                |                           |   | Scriptlogic DA for USB security   | 1            | 1,450                      | 1,450                      |                           |        |
|                |                |                           |   | VDI Citrix ZenDesktop   | 1            | 3,750                      | 3,750                      |                           |        |
|                |                |                           |   | VDI Windows OS licenses   | 1            | 1,400                      | 1,400                      |                           |        |
|                |                |                           |   | VmWare ESX std, WWS virtual server  | 1            | 2,200                      | 2,200                      |                           |        |
| 125            | 641            | 0                         | <b>7800-24</b>                                  | <b>M &amp; S Equipment - Inventory</b>  |              |                            | 0                          | 0                         | 0      |
|                |                |                           |   | Spare inventory computer equipment for emergency replacements. i.e., keyboards, mice, surge strips, tools, etc. |              |                            |                            |                           |        |
| 0              | 0              | 0                         | <b>7840</b>                                     | <b>M &amp; S Computer Charges</b>   |              |                            | 0                          | 0                         | 0      |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 1,347          | 0              | 0                         | <b>7840-02</b>                                  | <b>M &amp; S Computer Charges - City Manager's Office</b>          |              | 1,625                      | 1,625                      | 1,625                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Workstation replacements   | 1            | 1,500                      | 1,500                      |                           |
|                |                |                           |   | Extended warranty, workstation                                     | 1            | 125                        | 125                        |                           |
| 2,375          | 4,220          | 8,420                     | <b>7840-05</b>                                  | <b>M &amp; S Computer Charges - Accounting</b>                     |              | 250                        | 250                        | 250                       |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Lexmark Printer maintenace   | 1            | 250                        | 250                        |                           |
| 0              | 0              | 0                         | <b>7840-08</b>                                  | <b>M &amp; S Computer Charges - Legal</b>                          |              | 0                          | 0                          | 0                         |
| 0              | 2,058          | 2,400                     | <b>7840-10</b>                                  | <b>M &amp; S Computer Charges - Engineering</b>                    |              | 2,400                      | 2,400                      | 2,400                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Workstation replacement  | 1            | 1,800                      | 1,800                      |                           |
|                |                |                           |   | Plotter maintenance  | 1            | 600                        | 600                        |                           |
| 600            | 685            | 1,350                     | <b>7840-15</b>                                  | <b>M &amp; S Computer Charges - Planning</b>                       |              | 2,100                      | 2,100                      | 2,100                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Workstation replacement  | 1            | 1,500                      | 1,500                      |                           |
|                |                |                           |   | Printer warranty extension   | 1            | 600                        | 600                        |                           |
| 27,257         | 5,842          | 9,825                     | <b>7840-20</b>                                  | <b>M &amp; S Computer Charges - Police</b>                         |              | 11,485                     | 11,485                     | 11,485                    |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Workstation replacements   | 3            | 1,500                      | 4,500                      |                           |
|                |                |                           |   | Warranty extensions, workstations                                  | 8            | 125                        | 1,000                      |                           |
|                |                |                           |   | Replacement touchscreens, MDT                                      | 3            | 1,995                      | 5,985                      |                           |
| 9,746          | 0              | 957                       | <b>7840-25</b>                                  | <b>M &amp; S Computer Charges - Municipal Court</b>                |              | 625                        | 625                        | 625                       |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Warranty extension, workstations                                   | 5            | 125                        | 625                        |                           |
| 887            | 4,036          | 4,498                     | <b>7840-30</b>                                  | <b>M &amp; S Computer Charges - Fire</b>                           |              | 1,265                      | 1,265                      | 1,265                     |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Workstation replacements, 35% - shared with Ambulance              | 2            | 525                        | 1,050                      |                           |
|                |                |                           |   | Solid state drives, 35% - shared with Ambulance                    | 3            | 35                         | 105                        |                           |
|                |                |                           |   | Warranty extension, workstations, 35% - shared with Ambulance      | 2            | 55                         | 110                        |                           |
| 103            | 0              | 5,400                     | <b>7840-35</b>                                  | <b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b> |              | 0                          | 0                          | 0                         |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A       |   |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 1,350          | 0              | 545                       | <b>7840-40</b>  | <b>M &amp; S Computer Charges - Aquatic Center</b>      |                 | 2,225                      | 2,225                      | 2,225                     |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Workstation replacements                              | 1   | 1,500           | 1,500                      |                            |                           |
|                |                |                           | Warranty extensions                                   | 3   | 125             | 375                        |                            |                           |
|                |                |                           | Video cards   | 2   | 175             | 350                        |                            |                           |
| 1,574          | 0              | 500                       | <b>7840-45</b>  | <b>M &amp; S Computer Charges - Community Center</b>    |                 | 125                        | 125                        | 125                       |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Warranty extension, workstation                       | 1   | 125             | 125                        |                            |                           |
| 0              | 0              | 0                         | <b>7840-50</b>  | <b>M &amp; S Computer Charges - Kids on the Block</b>   |                 | 125                        | 125                        | 125                       |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Warranty extension, workstation                       | 1   | 125             | 125                        |                            |                           |
| 0              | 0              | 0                         | <b>7840-55</b>  | <b>M &amp; S Computer Charges - Recreational Sports</b> |                 | 0                          | 0                          | 0                         |
| 0              | 0              | 560                       | <b>7840-60</b>  | <b>M &amp; S Computer Charges - Senior Center</b>       |                 | 250                        | 250                        | 250                       |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Warranty extension, workstations                      | 2   | 125             | 250                        |                            |                           |
| 2,682          | 0              | 2,766                     | <b>7840-65</b>  | <b>M &amp; S Computer Charges - Park Maintenance</b>    |                 | 3,100                      | 3,100                      | 3,100                     |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Arcview license extension, 25% - shared with Steet    | 1   | 600             | 600                        |                            |                           |
|                |                |                           | Hansen software license, park module                  | 1   | 2,500           | 2,500                      |                            |                           |
| 9,797          | 14,138         | 19,580                    | <b>7840-70</b>  | <b>M &amp; S Computer Charges - Library</b>             |                 | 4,400                      | 4,400                      | 4,400                     |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Workstation replacements                              | 2   | 1,500           | 3,000                      |                            |                           |
|                |                |                           | Warranty extensions, workstations, 2 year             | 2   | 200             | 400                        |                            |                           |
|                |                |                           | Warranty extensions, workstations, 1 year             | 8   | 125             | 1,000                      |                            |                           |
| 2,682          | 4,836          | 2,766                     | <b>7840-75</b>  | <b>M &amp; S Computer Charges - Street</b>              |                 | 5,925                      | 5,925                      | 5,925                     |
|                |                |                           | <u>Description</u>                                    | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Workstation replacement                               | 1   | 1,500           | 1,500                      |                            |                           |
|                |                |                           | Arcview license extension, 75% - shared with Pk Maint | 1   | 1,800           | 1,800                      |                            |                           |
|                |                |                           | Hansen street module license                          | 1   | 2,500           | 2,500                      |                            |                           |
|                |                |                           | Warranty extension, workstation                       | 1   | 125             | 125                        |                            |                           |
| 0              | 320            | 0                         | <b>7840-80</b>  | <b>M &amp; S Computer Charges - Building</b>            |                 | 0                          | 0                          | 0                         |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL               | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |  |              | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 8,166                        | 4,239          | 7,960                     | <b>7840-85</b>                                  | <b>M &amp; S Computer Charges - WWS</b>                        |              | 47,000                     | 47,000                     | 47,000                    |
|                              |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |   | Workstation replacements                                       | 2            | 1,500                      | 3,000                      |                           |
|                              |                |                           |   | WWS Control Server   | 1            | 10,000                     | 10,000                     |                           |
|                              |                |                           |   | Wonderware software license                                    | 1            | 34,000                     | 34,000                     |                           |
| 0                            | 0              | 0                         | <b>7840-90</b>                                  | <b>M &amp; S Computer Charges - Sewer Maintenance</b>          |              | 0                          | 0                          | 0                         |
| 5,475                        | 14,134         | 10,169                    | <b>7840-95</b>                                  | <b>M &amp; S Computer Charges - Ambulance</b>                  |              | 11,199                     | 11,199                     | 11,199                    |
|                              |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |   | Semi-rugged computers, chart writing                           | 4            | 1,700                      | 6,800                      |                           |
|                              |                |                           |   | Replacement printers   | 3            | 550                        | 1,650                      |                           |
|                              |                |                           |   | Warranty extensions, workstations, 2 year                      | 2            | 200                        | 400                        |                           |
|                              |                |                           |   | Workstation replacement, 65% - shared with Fire                | 2            | 975                        | 1,950                      |                           |
|                              |                |                           |   | Solid state drives, 65% - shared with Fire                     | 3            | 65                         | 195                        |                           |
|                              |                |                           |   | Warranty extensions, workstations, 65% - shared with Fire      | 2            | 102                        | 204                        |                           |
| 9,600                        | 6,892          | 4,900                     | <b>8280</b>                                     | <b>Data Communications</b>                                     |              | 4,900                      | 4,900                      | 4,900                     |
|                              |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |   | Primary ISP, Verizon   | 1            | 2,500                      | 2,500                      |                           |
|                              |                |                           |   | Secondary ISP, OnlineNW  | 1            | 2,400                      | 2,400                      |                           |
| <b>405,700</b>               | <b>447,300</b> | <b>478,865</b>            | <b>TOTAL MATERIALS AND SERVICES</b>             |  |              | <b>512,633</b>             | <b>512,633</b>             | <b>513,633</b>            |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |   |  |              |                            |                            |                           |
| 8,682                        | 38,407         | 70,800                    | <b>8730-05</b>                                  | <b>Equipment - Computers - Hardware</b>                        |              | 30,000                     | 30,000                     | 30,000                    |
|                              |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |   | Server and storage upgrade, continuity of operations           | 1            | 30,000                     | 30,000                     |                           |
| 0                            | 0              | 38,900                    | <b>8730-10</b>                                  | <b>Equipment - Computers - Software</b>                        |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750</b>                                     | <b>Capital Outlay Computer Charges</b>                         |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750-02</b>                                  | <b>Capital Outlay Computer Charges - City Manager's Office</b> |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750-05</b>                                  | <b>Capital Outlay Computer Charges - Accounting</b>            |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750-08</b>                                  | <b>Capital Outlay Computer Charges - Legal</b>                 |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750-10</b>                                  | <b>Capital Outlay Computer Charges - Engineering</b>           |              | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750-15</b>                                  | <b>Capital Outlay Computer Charges - Planning</b>              |              | 0                          | 0                          | 0                         |
| 10,393                       | 14,382         | 19,752                    | <b>8750-20</b>                                  | <b>Capital Outlay Computer Charges - Police</b>                |              | 22,830                     | 22,830                     | 22,830                    |
|                              |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                              |                |                           |   | Replacement Mobile data computers, Data911                     | 3            | 7,610                      | 22,830                     |                           |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL                    | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0                                 | 0              | 0                         | 8750-25 Capital Outlay Computer Charges - Municipal Court   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-30 Capital Outlay Computer Charges - Fire  | 0                          | 0                          | 0                         |
| 0                                 | 0              | 5,500                     | 8750-35 Capital Outlay Computer Charges - Parks & Rec Administration  | 0                          | 0                          | 0                         |
| 24,437                            | 0              | 0                         | 8750-40 Capital Outlay Computer Charges - Aquatic Center  | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-45 Capital Outlay Computer Charges - Community Center  | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-50 Capital Outlay Computer Charges - Kids on the Block   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-55 Capital Outlay Computer Charges - Recreational Sports   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-60 Capital Outlay Computer Charges - Senior Center   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-65 Capital Outlay Computer Charges - Park Maintenance  | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-70 Capital Outlay Computer Charges - Library   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-75 Capital Outlay Computer Charges - Street  | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-80 Capital Outlay Computer Charges - Building  | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-85 Capital Outlay Computer Charges - Wastewater Services   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-90 Capital Outlay Computer Charges - Sewer Maintenance   | 0                          | 0                          | 0                         |
| 0                                 | 0              | 0                         | 8750-95 Capital Outlay Computer Charges - Ambulance   | 0                          | 0                          | 0                         |
| 24,000                            | 0              | 0                         | 8750-98 Capital Outlay Computer Charges - ERP   | 0                          | 0                          | 0                         |
| <b>67,512</b>                     | <b>52,789</b>  | <b>134,952</b>            | <b>TOTAL CAPITAL OUTLAY</b>   | <b>52,830</b>              | <b>52,830</b>              | <b>52,830</b>             |
| <b><u>CONTINGENCIES</u></b>       |                |                           |   |                            |                            |                           |
| 0                                 | 0              | 63,500                    | 9800 Contingencies  | 65,000                     | 65,000                     | 65,000                    |
| <b>0</b>                          | <b>0</b>       | <b>63,500</b>             | <b>TOTAL CONTINGENCIES</b>  | <b>65,000</b>              | <b>65,000</b>              | <b>65,000</b>             |
| <b><u>ENDING FUND BALANCE</u></b> |                |                           |   |                            |                            |                           |
| 4,300                             | 0              | 0                         | 9980-03 Designated End FB - Info Sys Fd - Police  | 0                          | 0                          | 0                         |
| 4,550                             | 0              | 0                         | 9980-05 Designated End FB - Info Sys Fd - Municipal Court   | 0                          | 0                          | 0                         |
| 3,550                             | 0              | 0                         | 9980-07 Designated End FB - Info Sys Fd - Engineering   | 0                          | 0                          | 0                         |
| 600                               | 0              | 0                         | 9980-10 Designated End FB - Info Sys Fd - Park Maintenance  | 0                          | 0                          | 0                         |
| 10,200                            | 0              | 0                         | 9980-12 Designated End FB - Info Sys Fd - Fire  | 0                          | 0                          | 0                         |
| 55,000                            | 55,000         | 40,000                    | 9980-15 Designated End FB - Info Sys Fd - Financial System Reserve<br>June 30, 2013 designated carryover reserved for future City financial system software improvements. | 40,000                     | 40,000                     | 40,000                    |
| 6,000                             | 0              | 0                         | 9980-17 Designated End FB - Info Sys Fd - Library   | 0                          | 0                          | 0                         |

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 4,900          | 0              | 0                         | <b>9980-35 Designated End FB - Info Sys Fd - Street Fund</b>   | 0                          | 0                          | 0                         |
| 2,450          | 0              | 0                         | <b>9980-40 Designated End FB - Info Sys Fd - Building Division</b>   | 0                          | 0                          | 0                         |
| 28,000         | 0              | 0                         | <b>9980-45 Designated End FB - Info Sys Fd - Ambulance</b>   | 0                          | 0                          | 0                         |
| 80,552         | 77,438         | 29,601                    | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 17,350                     | 17,350                     | 17,348                    |
| <b>200,102</b> | <b>132,438</b> | <b>69,601</b>             | <b>TOTAL ENDING FUND BALANCE</b>   | <b>57,350</b>              | <b>57,350</b>              | <b>57,348</b>             |
| <b>933,536</b> | <b>907,932</b> | <b>1,036,145</b>          | <b>TOTAL REQUIREMENTS</b>  | <b>978,861</b>             | <b>978,861</b>             | <b>979,859</b>            |



Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 933,535        | 907,933        | 1,036,145                 | <b>TOTAL RESOURCES</b>                          | 978,861                    | 978,861                    | 979,859                   |
| 933,536        | 907,933        | 1,036,145                 | <b>TOTAL REQUIREMENTS</b>                       | 978,861                    | 978,861                    | 979,859                   |



# **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. Charges are budgeted to adequately pay insurance premiums, deductibles on loss claims, miscellaneous insurance related expenses and to maintain an adequate but not excessive fund balance.
- **Other Income - City County Insurance Services (CIS)**  
CIS continues to offer multiple lines credits for entities that purchase more than one insurance line with CIS. The estimated multiple lines credit for 2012-13 is \$45,000.
- **Property & Liability Insurance** – In 2010-11 and 2011-12, premium costs were offset by a Trust distribution of Member Equity Surplus by CIS. The City’s share of the distribution was \$91,144 in 2011-12 and \$111,623 in 2010-11. The distribution was credited to all departments on a pro-rated basis and resulted in lower property and liability insurance premiums. This cost savings was reflected in the property and liability insurance accounts in the operating departments.
- **Workers’ Compensation Insurance:**
  - “Pure” workers’ compensation rates are developed by the National Council on Compensation Insurance and do not include CIS’ administrative fees or state assessments. CIS estimates that the “pure” workers’ compensation rate will increase less than 10% for 2012-13. CIS expenses and the state assessment are projected to remain consistent with the prior year.
  - City of McMinnville experience modifier for 2011-12 was 81% which means the City’s losses were approximately 19% better than the average.

- Over the last several years, the fund balance in the Insurance Services fund has grown, due to actual premium costs and claims expense being less than budgeted. The increase is primarily attributable to workers’ compensation insurance. The 2012-13 proposed budget includes a distribution of \$150,000 of the surplus fund balance to the operating departments, based on the number of full time equivalent (FTE) employees in the department. The transfer is reflected in the Transfers In revenue account in the operating departments.

### Core Services

- The following types of insurance charges are allocated to operating funds:
  - General liability insurance
  - Automobile liability, collision, and comprehensive insurance
  - Property, equipment, and crime insurance
  - Earthquake insurance
  - Boiler insurance
  - Excess crime insurance
  - Employee workers’ compensation insurance

### Future Challenges and Opportunities

- Risk management of workers’ compensation, property and liability claims.

### Department Cost Summary

|                           | 2010-11<br>Actual | 2011-12<br>Amended<br>Budget | 2012-13<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>611,143</b>    | <b>644,098</b>               | <b>811,203</b>                | <b>167,105</b>     |
| Materials & Services      | 359,225           | 674,180                      | 833,070                       | 158,890            |
| Transfers Out             | 39,021            | 40,542                       | 189,165                       | 148,623            |
| <b>Total Expenditures</b> | <b>398,246</b>    | <b>714,722</b>               | <b>1,022,235</b>              | <b>307,513</b>     |
| Net Expenditures          | 212,897           | (70,624)                     | (211,032)                     | 140,408            |



## Insurance Services Fund

## Historical Highlights

- |  |   |  |
|--|---|--|
| <p><b>1985</b> City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).</p> | <p><b>1995</b> Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.</p>   | <p><b>2005</b> City picks up 100% of general service employee medical insurance increase. Employee cost sharing decreases to ~27% of medical insurance premiums.</p> |
| <p><b>1986</b> City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.</p>                                | <p><b>1997</b> City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.</p>  | <p><b>2006</b> CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.</p>                        |
| <p><b>1989</b> City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.</p>                                      | <p><b>2000</b> Fire union members first begin medical insurance cost sharing – 10% of premium.</p>  | <p><b>2006</b> City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.</p>  |
| <p><b>1991</b> Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.</p>                     | <p><b>2001</b> City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.</p> | <p><b>2008</b> City picks-up 100% of general service employee medical insurance increases. Employee cost sharing decreases to ~21%.</p>                              |
| <p><b>2003</b> Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.</p>  | <p><b>2003</b> Police union members first begin medical insurance cost sharing – 5% of premium.</p>   | <p><b>2009</b> Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.</p>                                     |
| <p><b>1995</b> Insurance Services Fund surplus funds Community Center seismic retrofit.</p>  | <p><b>2004</b> City picks up 75% of general service employee medical insurance increase. First year increase not split 50-50 with general service employees.</p>                          | <p><b>2012</b> Insurance Services Fund surplus allocated to operating departments.</p>   |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2010<br>ACTUAL                | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                |                           |  |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                |                           |  |                            |                            |                           |
| 445,984                       | 619,653        | 817,000                   | <b>4090 Beginning Fund Balance</b><br>Estimated July 1, 2012 undesignated carryover from the 2011-2012 fiscal year.  | 883,000                    | 883,000                    | 883,000                   |
| <b>445,984</b>                | <b>619,653</b> | <b>817,000</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>  | <b>883,000</b>             | <b>883,000</b>             | <b>883,000</b>            |
| <b>INTERGOVERNMENTAL</b>      |                |                           |  |                            |                            |                           |
| 0                             | 0              | 3,500                     | <b>4850 OR EAIP Work Site Modification</b><br>State of Oregon Employee-At-Injury Program has a portion of the program for work site modifications and tools and equipment needed for light duty assignments. Reimbursement for up to \$1,000 per workers' compensation injury may be received for tools and equipment \$2,500 for work site modifications. | 3,500                      | 3,500                      | 3,500                     |
| <b>0</b>                      | <b>0</b>       | <b>3,500</b>              | <b>TOTAL INTERGOVERNMENTAL</b>   | <b>3,500</b>               | <b>3,500</b>               | <b>3,500</b>              |
| <b>CHARGES FOR SERVICES</b>   |                |                           |  |                            |                            |                           |
| 220,300                       | 143,047        | 149,120                   | <b>6050-05 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.<br><br>Budget Note: Fiscal years 2010-11 & 2011-12 included significant CIS Trust surplus distributions.                 | 194,500                    | 194,500                    | 194,500                   |
| 135,900                       | 89,251         | 88,250                    | <b>6050-10 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.<br><br>Budget Note: Fiscal years 2010-11 & 2011-12 included significant CIS Trust surplus distributions.                  | 134,400                    | 134,400                    | 134,400                   |
| 306,422                       | 313,776        | 365,928                   | <b>6070 Workers' Compensation Insurance</b><br>Charges to payroll operating departments and funds for worker's compensation insurance coverage.  | 402,203                    | 402,203                    | 402,302                   |
| <b>662,622</b>                | <b>546,074</b> | <b>603,298</b>            | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>731,103</b>             | <b>731,103</b>             | <b>731,202</b>            |
| <b>MISCELLANEOUS</b>          |                |                           |  |                            |                            |                           |
| 2,379                         | 2,621          | 2,300                     | <b>6310 Interest</b>   | 4,600                      | 4,600                      | 4,600                     |
| 5,766                         | 9,540          | 10,000                    | <b>6510-05 Insurance Loss Reimbursement - Property</b><br>Estimated six claims at \$3,000 each, less \$6,000 of deductibles - \$1,000 per claim.   | 12,000                     | 12,000                     | 12,000                    |
| 0                             | 0              | 0                         | <b>6510-10 Insurance Loss Reimbursement - Parks</b>  | 0                          | 0                          | 0                         |
| 67,456                        | 7,669          | 10,000                    | <b>6510-15 Insurance Loss Reimbursement - Automobile</b><br>Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.  | 15,000                     | 15,000                     | 15,000                    |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2010<br>ACTUAL   | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A            |  |                 | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 0                | 0                | 0                         | <b>6600</b>  | <b>Other Income</b>                                  |                 | 0                          | 0                          | 0                         |
| 13,188           | 45,239           | 15,000                    | <b>6600-15</b>   | <b>Other Income - City County Insurance Services</b> |                 | 45,000                     | 45,000                     | 45,000                    |
|                  |                  |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           | CIS Multiple Lines Credit - property & liability insurance | 1  | 20,000          | 20,000                     |                            |                           |
|                  |                  |                           | CIS Multiple Lines Credit - workers' compensation          | 1  | 25,000          | 25,000                     |                            |                           |
| <b>88,790</b>    | <b>65,069</b>    | <b>37,300</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>                          |  |                 | <b>76,600</b>              | <b>76,600</b>              | <b>76,600</b>             |
| <b>1,197,397</b> | <b>1,230,796</b> | <b>1,461,098</b>          | <b><u>TOTAL RESOURCES</u></b>                              |  |                 | <b>1,694,203</b>           | <b>1,694,203</b>           | <b>1,694,302</b>          |

**85 - INSURANCE SERVICES FUND**

| 2010<br>ACTUAL | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**MATERIALS AND SERVICES**

|         |         |         |  |         |         |         |
|---------|---------|---------|--|---------|---------|---------|
| 996     | 910     | 1,310   | <b>7750 Professional Services</b><br>Audit fee allocation  | 1,170   | 1,170   | 1,170   |
| 0       | 0       | 0       | <b>7800 M &amp; S Equipment</b>  | 0       | 0       | 0       |
| 0       | 0       | 0       | <b>7800-60 M &amp; S Equipment - EAIP</b>  | 0       | 0       | 0       |
| 288,543 | 182,692 | 237,370 | <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. | 328,900 | 328,900 | 328,900 |
| 14,972  | 13,444  | 3,500   | <b>8330-08 Liability Aggregate Deductible - 2007 - 2008</b><br>Liability deductible year "closed".   | 0       | 0       | 0       |
| 1,762   | 9,831   | 25,000  | <b>8330-09 Liability Aggregate Deductible - 2008 - 2009</b><br>Liability deductible year open with two outstanding claims. 2008-2009 fiscal year general liability deductible amount was \$50,000.                                   | 16,000  | 16,000  | 16,000  |
| 3,249   | 1,104   | 40,000  | <b>8330-10 Liability Aggregate Deductible - 2009 - 2010</b><br>Liability deductible year open with one outstanding claim. 2009-2010 fiscal year general liability deductible amount was \$50,000.                                    | 46,000  | 46,000  | 46,000  |
| 0       | 5,613   | 40,000  | <b>8330-11 Liability Aggregate Deductible - 2010 - 2011</b><br>Liability deductible year open with one outstanding claim. 2010-2011 fiscal year general liability deductible amount was \$50,000.                                    | 10,000  | 10,000  | 10,000  |
| 0       | 0       | 50,000  | <b>8330-12 Liability Aggregate Deductible - 2011 - 2012</b><br>Liability deductible year open with six outstanding claims. 2011-2012 fiscal year general liability deductible amount was \$50,000.                                   | 50,000  | 50,000  | 50,000  |
| 0       | 0       | 0       | <b>8330-13 Liability Aggregate Deductible - 2012 - 2013</b><br>Liability deductible year projection for unknown claims. 2012-2013 fiscal year general liability deductible amount is \$50,000.                                       | 50,000  | 50,000  | 50,000  |
| 10,071  | 0       | 0       | <b>8350-05 Workers' Compensation - 2004 - 2005 Retro</b><br>CIS requires mandatory close out of plan year after 60 months.   | 0       | 0       | 0       |
| 0       | 0       | 0       | <b>8350-07 Workers' Compensation - 2006 - 2007 Retro</b><br>CIS requires mandatory plan close out of plan year after 60 months.  | 0       | 0       | 0       |
| 2,301   | 0       | 0       | <b>8350-08 Workers' Compensation - 2007 - 2008 Retro</b><br>Anticipate mandatory close out of 2007-2008 plan year.   | 15,000  | 15,000  | 15,000  |
| 15,499  | 2,564   | 0       | <b>8350-09 Workers' Compensation - 2008 - 2009 Retro</b><br>No open workers' compensation claims for this plan year.   | 0       | 0       | 0       |
| 122,913 | 11,278  | 20,000  | <b>8350-10 Workers' Compensation - 2009 - 2010 Retro</b><br>No open workers' compensation claims for this plan year.   | 0       | 0       | 0       |
| 0       | 113,095 | 30,000  | <b>8350-11 Workers' Compensation - 2010 - 2011 Retro</b><br>No open workers' compensation claims for this plan year.   | 30,000  | 30,000  | 30,000  |
| 0       | 0       | 200,000 | <b>8350-12 Workers' Compensation - 2011 - 2012 Retro</b><br>Nine open workers' compensation claims for this plan year.   | 50,000  | 50,000  | 50,000  |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2010<br>ACTUAL              | 2011<br>ACTUAL | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A   | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0                           | 0              | 0                         | <b>8350-13 Workers' Compensation - 2012 - 2013 Retro</b><br>Includes initial contribution paid to CIS for 2012-2013 fiscal year and paid losses for claims incurred during the 2012-2013 fiscal year. | 200,000                    | 200,000                    | 200,000                   |
| 7,766                       | 9,540          | 15,000                    | <b>8370-05 Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b><br>The City's property insurance carries a \$1,000 deductible.  | 18,000                     | 18,000                     | 18,000                    |
| 0                           | 0              | 0                         | <b>8370-10 Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>   | 0                          | 0                          | 0                         |
| 22,206                      | 9,154          | 12,000                    | <b>8370-15 Property &amp; Auto Damage Claims - Automobile Damage</b><br>The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.                    | 18,000                     | 18,000                     | 18,000                    |
| <b>490,278</b>              | <b>359,225</b> | <b>674,180</b>            | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>833,070</b>             | <b>833,070</b>             | <b>833,070</b>            |
| <b><u>TRANSFERS OUT</u></b> |                |                           |   |                            |                            |                           |
| 71,799                      | 39,021         | 40,542                    | <b>9700-01 Transfers Out - General Fund</b><br>Administration and Finance personal services support.  | 142,365                    | 142,365                    | 142,365                   |
|                             |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Administration and Finance personnel services support.  | 1                          | 39,165                     | 39,165                    |
|                             |                |                           | Insurance Services Fund reserve distribution  | 1                          | 103,200                    | 103,200                   |
| 0                           | 0              | 0                         | <b>9700-20 Transfers Out - Street</b>   | 6,150                      | 6,150                      | 6,150                     |
|                             |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Insurance Services Fund reserve distribution  | 1                          | 6,150                      | 6,150                     |
| 0                           | 0              | 0                         | <b>9700-70 Transfers Out - Building</b>   | 3,150                      | 3,150                      | 3,150                     |
|                             |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Insurance Services Fund reserve distribution  | 1                          | 3,150                      | 3,150                     |
| 0                           | 0              | 0                         | <b>9700-75 Transfers Out - Wastewater Services</b>  | 16,950                     | 16,950                     | 16,950                    |
|                             |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Insurance Services Fund reserve distribution  | 1                          | 16,950                     | 16,950                    |
| 15,667                      | 0              | 0                         | <b>9700-79 Transfers Out - Ambulance</b>  | 18,000                     | 18,000                     | 18,000                    |
|                             |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Insurance Services Fund reserve distribution  | 1                          | 18,000                     | 18,000                    |
| 0                           | 0              | 0                         | <b>9700-80 Transfers Out - Information Systems</b>  | 2,550                      | 2,550                      | 2,550                     |
|                             |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                             |                |                           | Insurance Services Fund reserve distribution  | 1                          | 2,550                      | 2,550                     |
| <b>87,466</b>               | <b>39,021</b>  | <b>40,542</b>             | <b>TOTAL TRANSFERS OUT</b>  | <b>189,165</b>             | <b>189,165</b>             | <b>189,165</b>            |



Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2010<br>ACTUAL                    | 2011<br>ACTUAL   | 2012<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A  | 2013<br>PROPOSED<br>BUDGET | 2013<br>APPROVED<br>BUDGET | 2013<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |                            |                            |                           |
| 0                                 | 0                | 100,000                   | <b>9800</b><br>Contingencies   | 100,000                    | 100,000                    | 100,000                   |
| <b>0</b>                          | <b>0</b>         | <b>100,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>  |                            | <b>100,000</b>             | <b>100,000</b>            |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 619,653                           | 832,550          | 646,376                   | <b>9999</b><br>Unappropriated Ending Fd Balance<br>Undesignated carryover for July 1, 2013, including the excess (deficit) of revenues over<br>(under) expenditures from 2012-2013 operations. | 571,968                    | 571,968                    | 572,067                   |
| <b>619,653</b>                    | <b>832,550</b>   | <b>646,376</b>            | <b><u>TOTAL ENDING FUND BALANCE</u></b>  |                            | <b>571,968</b>             | <b>571,968</b>            |
| <b>1,197,397</b>                  | <b>1,230,796</b> | <b>1,461,098</b>          | <b><u>TOTAL REQUIREMENTS</u></b>   |                            | <b>1,694,203</b>           | <b>1,694,302</b>          |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2009<br>ACTUAL | 2010<br>ACTUAL | 2011<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2012<br>PROPOSED<br>BUDGET | 2012<br>APPROVED<br>BUDGET | 2012<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,197,397      | 1,230,796      | 1,461,098                 | <b>TOTAL RESOURCES</b>  | 1,694,203                  | 1,694,203                  | 1,694,302                 |
| 1,197,397      | 1,230,796      | 1,461,098                 | <b>TOTAL REQUIREMENTS</b>   | 1,694,203                  | 1,694,203                  | 1,694,302                 |