



2014 - 2015 ADOPTED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION





2014-2015 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

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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
Jenny Berg, Library Director



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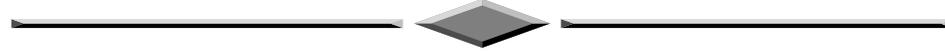
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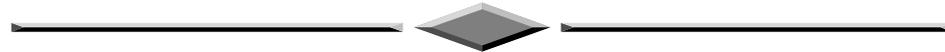
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BUDGET MESSAGE



CITY OF McMinnville
2014 – 2015
BUDGET MESSAGE

April, 2014
The Honorable Rick Olson, Mayor
City Council and Members of the Budget Committee

"We do have this reliance on property taxes in this state, and the gains for city revenues are often limited to 3 percent per year. That assumes we keep market values rising so we don't suffer the impacts of compression. Beyond that, we're really reliant upon new construction, and we're just not getting that pace of new construction just yet. We've at least seen the declines end in many cases, and some trending upward, and that's great. But it's very difficult to foresee enough upward trend in the near future to fill those budget holes that were left by this process. That means for the foreseeable future municipal governments are going to be continuing to look for cost cutting measures, and - if they can find them - other revenue sources.."

*~ "The Economic Outlook for 2014 -
An Interview with Dr. Tim Duy."
League of Oregon Cities, March 2014*

"Economic development is a very hard job . . . I think the most important thing a city needs to do first is make the city attractive for people and firms, specifically by maintaining quality of life services and making it reasonably easy and clear how the city establishes and grows businesses.

Doing this can benefit both existing firms in the community and it provides a base for recruiting new firms."

*Dr. Tim Duy, Senior Director
of the Oregon Economic Forum
of the University of Oregon*

I. INTRODUCTION

The Proposed 2014 – 2015 Budget is focused on continuing to provide the “quality of life services” to which Economist Dr. Tim Duy refers above. Doing the basics well may not be flashy or headline-worthy, but they are at the core of the City’s mission. And as we slowly emerge from the big recession, doing basics well is critical to our ability to both retain existing businesses and to grow our economy.

The Proposed Budget reflects a continuation of our fiscal constraint. It proposes to generally maintain the service levels funded in the current budget. It invests more in our General Service employees who, for a number of years, have ‘stepped up’ and bore the burden of lower pay adjustments and higher benefit costs.

This Proposed Budget is balanced, but allocates an estimated \$609,000 in General Fund reserves (out of a \$19.4 million General Fund Budget). We forecast that the General Fund reserves at the end of the 2014 – 2015 fiscal year will be equal to 38 percent of total General Fund expenditure. Projecting out an additional two fiscal years, we estimate a 25 percent reserve figure as of June 30, 2017.

The Proposed Budget incorporates two new funds, the Urban Renewal Fund, (# 58) and the Urban Renewal Debt Service Fund (#59), to account for the annual budget of the newly created Urban Renewal District. Revenues from the District will be invested over

time in improvements to the downtown core and the NE Gateway District.

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

II. BUDGET ASSUMPTIONS

The Proposed 2014 – 2015 Budget is based upon the following assumptions and criteria:

- A. THE ECONOMY.** After a half-decade of economic recession, we are finally seeing signs of optimism – e.g., increased construction activity, job growth, and an end to dropping home values. It is anticipated that overall economic growth and the recovery will be at a bit better pace than this past year. Our continuing to do “the basics” well is the most effective thing we can do to ensure that the economic recovery is sustainable. As one economist recently said, “Taking our eye off the development ball would not be the best strategy.”

Given that growth in property tax revenues will lag behind economic growth, we will continue to struggle with low revenue growth. This Proposed Budget and our forecasts take this fact into account.

- 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 \$.069 per \$1,000 of assessed value is the same as the current year's rate.

The total proposed City tax rate for Fiscal Year 2014 – 2015 is estimated to be \$5.71 per \$1,000 of assessed valuation, the same as the current year.

The projected General Fund ending fund balance for 2014 – 2015 represents 38 percent of estimated General Fund expenditures. This is well above the City Council established reserve policy minimum of 25 percent of General Fund expenditures. A spend down of \$609,000 of the \$7.4 million beginning balance is estimated. Although, we have estimated some level of spend-down over the past three years, each year ended up with our adding to reserves. We will need to approach the start of the new fiscal year in a conservative manner, reviewing closely our actual Ending Fund Balance in the General Fund to see if it is equal to, or exceeds, our budget estimate. It would be fiscally prudent to hold off significant Capital Outlay expenditures and major maintenance projects until after we know our actual position and its relationship to the budget estimate.

- C. EMPLOYEE COMPENSATION.** Personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – e.g., police officers, firefighters, librarians, lifeguards, and recreation and parks maintenance workers. These personnel costs are 71 percent of the total expenditures within the General Fund budget.

COLA – Salaries for both union employees and General Service employees reflect a cost-of-living adjustment (*COLA*) of 2.7 percent. This represents the change in the

Portland Consumer Price Index (CPI) this past year. Salary rates for union employees are governed by negotiated employment agreements. Positions covered by the fire union contract also reflect a 1.3 percent market adjustment. Funds to conduct a compensation study of non-union positions are included in the Proposed Budget. Subject to City Council approval, it is anticipated that implementation of any market adjustments would occur over multiple fiscal years, beginning January 1, 2015.

Medical Insurance – The Proposed Budget, as distributed, reflects an estimated 4 percent premium increase in the coming policy year. For General Service employees, half of the cost of this increase will be borne by the employee. The General Service employee share of the total premium will be an estimated 17.4 percent.

- D. STAFFING LEVELS.** The major additions to staff from the adopted 2013-2014 Budget are as follows. During the current budget year the City Council approved the addition of two full-time Police Officers and .73 full-time equivalent (FTE) in part-time Police Officer help. Those added positions are included in the Proposed Budget. A new Engineering Project Manager position is budgeted to begin January 1, 2015, dependent upon the outcome of a proposed Transportation System Improvements bond election in November 2014. An additional Information Systems (IS) support position is budgeted to begin January 1, 2015. This position reflects the IS staffing priority of the Information Systems Manager and Management Team. The Wastewater Services Fund budgets for an additional Operator I position.

These changes are discussed in the relevant Budget Summaries and Highlight sections of the Budget Document.

E. CITY COUNCIL GOALS; PRIORITIES AND VALUES.

2014 Council Goals And Objectives – A copy of the Council's Goals and Objectives, adopted in January 2014, is included in the Budget Document. The Proposed Budget generally provides the resources necessary to continue addressing the 2014 Goals and Objectives.

The resources to address the major initiatives within the 2014 Goals and Objectives are included in the Proposed Budget. Those initiatives include: capital improvements at the Water Reclamation Facility; continued sanitary sewer collection system rehabilitation work; first year activities of the new Urban Renewal District; first-year work of the Transient Lodging Tax Advisory Committee and related tourism funding; continued support of the McMinnville Economic Development Partnership (MEDP), and the City Manager recruitment and hiring process.

Service Priorities And Core Values – The Proposed Budget reflects a “balancing act” – a balancing of the priorities and responsibilities against one another.

Public Safety – McMinnville remains a safe place to live! While no community is “crime-free,” this Budget maintains our current level of resources to keep people, their property, parks, and other public places safe. The additional staff resources added to the Police Department after the start of the current fiscal year are maintained. Financing to make much needed purchase of Fire Department engines is included in the Proposed Budget. When the inevitable emergency response is needed, whether medical, fire, or police, we shall be there to respond.

Livability & Citizen Well Being – We continue to provide public services that add to our quality of life. Citizens of all ages access the Library, parks, recreation facilities and programs, cultural and arts events, and public

transportation. While we continue some service reductions in this area, the Proposed Budget recognizes that a mix of services adds up to a high quality of life.

Economic Health – McMinnville remains an attractive place for private development. By maintaining attractive facilities, good public utilities, and infrastructure, and by supporting public-private economic development and retention partnership (e.g., McMinnville Economic Development Partnership), we continue to support private investment. The biggest gap in our efforts here is the lack of funding for capital transportation system improvements and the insufficient level of funding to maintain the current transportation system. Details of a proposed November 2014 Transportation System Improvement bond election are being discussed and prepared. The bonds would allow us to fund both system improvements and to overlay the backlog of street surfaces that are below standard.

III. BUDGET HIGHLIGHTS AND ITEMS OF NOTE

A. PUBLIC SAFETY.

Police – The addition, after the start of the current budget year, of two full-time Police Officers and one part-time Police Officer is incorporated into the Proposed Budget.

Fire and Emergency Medical Service (EMS) – Funds are budgeted to begin financing of the purchase of three new fire apparatus: a ladder truck, an engine, and a water tender. Purchase of a replacement ambulance is budgeted.

The General Fund subsidy of the Ambulance Fund is increased from the current amount of \$600,000 to

\$750,000. The continued challenge of ambulance service funding is discussed in the budget summary for the Ambulance Fund.

- B. **LIBRARY.** The current 41 public hours of operation are maintained, with a very slight increase in part-time staffing.
- C. **PLANNING.** No change in staffing levels is funded. Planning staff will add to their staff support responsibilities the new Urban Renewal District Advisory Committee.
- D. **PARKS & RECREATION AND PARK MAINTENANCE.** Service level reductions in Park Maintenance from the current year are retained. Several maintenance and deferred maintenance projects at the Aquatic Center are funded. An increase in coverage of the Park Rangers program is budgeted.
- E. **PUBLIC WORKS.** The Wastewater Capital Fund budgets for the construction of the Water Reclamation Facility's (WRF/sewer treatment plant) modifications and expansion project (\$11.2 million). An additional stormwater inflow and infiltration removal project is also funded (\$3.3 million).
\$525,000 in transportation revenues are budgeted in the Transportation Fund for street maintenance asphalt overlay and slurry sealing. As noted earlier, a proposed Transportation System Improvement bond issue would be used to fund both basic street maintenance (asphalt overlays) work and to implement system improvement projects that are part of the Master Transportation Plan. If the proposed bond election is successful an additional Project Manager position would be funded.

- F. INFORMATION SYSTEMS & SERVICES.** An additional Information Systems Analyst position for application support is funded. 45 desktop computers and one Mobile Computing Terminal are budgeted for replacement. They make up 17 percent of the total number of City computers.

The following table summarizes the property taxes which make up the total proposed property tax levy for Fiscal Year 2014 – 2015. Current year actual data is also shown.

See Property Tax Levy and Rate Summary Table on Next Page

IV. UNFUNDED CAPITAL OUTLAY REQUESTS

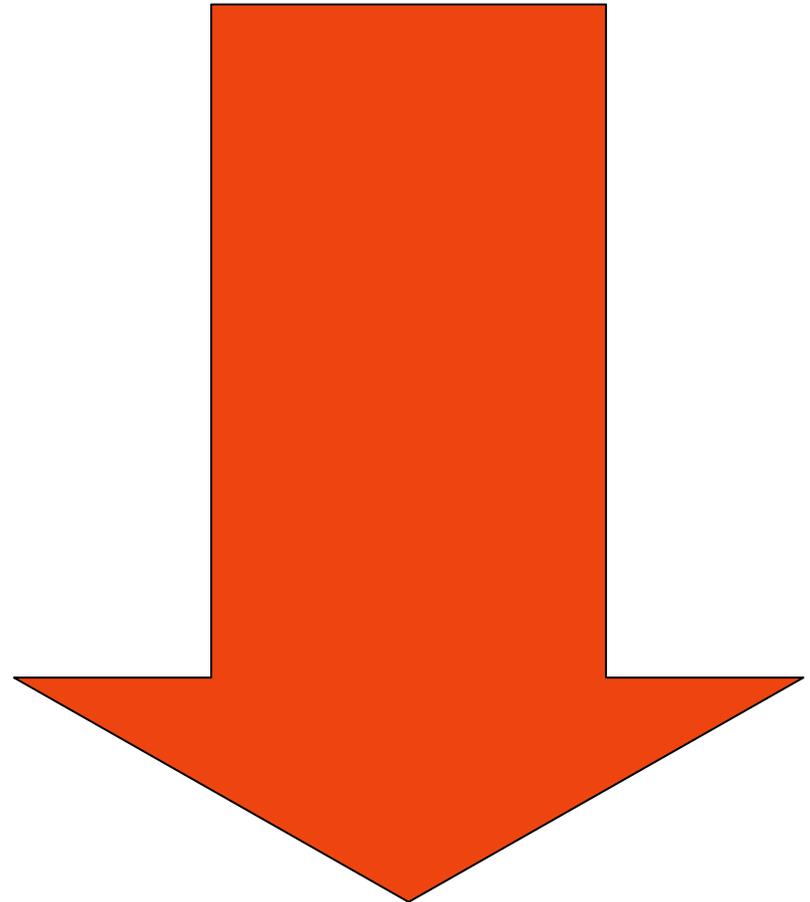
All General Fund capital outlay requests were funded as submitted with the exception of one patrol vehicle (\$34,000) of the four vehicles requested. A portable surveillance system (\$7,000) was also unfunded.

This, of course, does not mean that there are not desired, but unmet, capital outlay needs by virtually every department.

V. PROPOSED 2013 – 2014 PROPERTY TAXES

The proposed City property tax rate for the Proposed Budget is \$5.71 per \$1,000 of assessed value. The current year's rate is \$5.71. The projected tax rate is based upon an estimated total assessed valuation of \$2.27 billion. This represents a projected 2 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.



CITY OF McMinnville
2014 – 2015
BUDGET MESSAGE

	2013 - 2014 Yamhill County Certified Property Tax Levy	2014 - 2015 Proposed Budget Property Tax Levy	\$ Change	% Change
General Fund	11,205,275	11,425,165	219,890	2.0%
Debt Service Fund	1,558,700	1,572,700	14,000	0.9%
Total Property Tax Funds	12,763,975	12,997,865	233,890	1.8%

	Actual 2013 - 2014 PPTax Rate*	Proposed Budget 2014 - 2015 PPTax Rate*	\$ Change*	% Change
General Fund	5.02	5.02	0.00	0.00
Debt Service Fund	0.69	0.69	0.00	0.00
Total Property Tax Funds	5.71	5.71	0.00	0.0%

* Rate per \$1,000 of AV

Assessed Valuation	2,232,132,000	2,275,964,000	42,796,963	1.9%
Real Market Value	2,748,715,501			

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 2014 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 "2014 – 2015 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, 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. **Please give these Budget Summaries your careful attention.** 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

A Reflection

"Endings seem to lie in wait absorbed in our experience, we forget that an ending might be approaching . . ."

"The nature of calendar time is linear; it is made up of durations that begin and end. The Celtic imagination always sensed that beneath time there was eternal depth. This offers us a completely different way of relating to time. It relieves time of the finality of ending. While something may come to an ending on the surface of time, its presence, meaning, and effect continue to be held and integrated into the eternal."

John O'Donohue

*From: To Bless the Space
Between Us.*

Honestly, it has been difficult to begin writing this Budget Message, - this being my 27th and final Budget Message. It is too easy to view this moment as part of 'the ending!' The more appropriate way to view this time and this Proposed Budget is something that, as noted in the above O'Donohue reflection, "relieves time of the finality of ending." Yes, indeed, the programs, services, people, facilities, and projects that are part of this budget will continue to have "presence, meaning, and effect," continuing "to be held and integrated" into McMinnville's future.

It has been a privilege, challenging, and rewarding to have had a part in the budgeting process and to work with staff and elected and appointed officials, like yourselves. It has been an honor to work with all of you, who see the positive impact of public service and community-building that each of the past 27 budgets have financed. Because of the depth of your commitment to service and McMinnville, we have had budgets with ongoing "depth," one

Budget Message

building upon another over time to enhance the quality of life we strive to provide and enjoy here. No beginnings, no endings, but rather integration and continuance through time.

Reflecting back, this 27th and final Proposed Budget of my tenure with the City has at its core much in common with the first one. Each reflected the work, the vision, the commitment, and the dreams of community leaders like yourselves and those of your City staff. Each budget was intended to provide essential public services, build community, and improve the quality of life in McMinnville. The budgets have always reflected a determination to focus on the good, to improve, to progress, and to responsibly create the most out of limited resources. It was never just about the numbers. Rather, it was always about the people and the quality of life of the place they call home.

The Challenges Ahead

We have always faced challenges along the way, and Fiscal Year 2014-2015 is no different. Simply put, there will never be enough resources to satisfy all of the service needs and demands. A critical piece of financial stewardship and exercising fiscal prudence is making difficult choices about the use of limited funds. You, and those before you, can be proud of your high level of stewardship.

The product of your effective financial decision-making has been to put the City in a relatively sound fiscal position. As our financial consultant Robert Wells has recently stated, “This has allowed McMinnville to emerge from the recession in a very strong financial position.”

There is also uncertainty and challenges along the road ahead. The City will need to continue to be strategic and deliberative in addressing an economic recovery that feels slow and the uncertainty of when General Fund revenues will respond positively to the recovery; the sustainability of funding the ambulance service that experiences shrinking Medicare and

Medicaid support, increasing the General Fund’s subsidy of the service; uncertainty around future PERS rate increases; mid-term needs to replace aging HVAC systems at the Library and Community Center; and an uncertain long-term funding strategy for YCOM operating and capital needs.

I am confident that the City will meet these challenges, and others, with the same commitment and leadership that it has displayed over many years.

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!

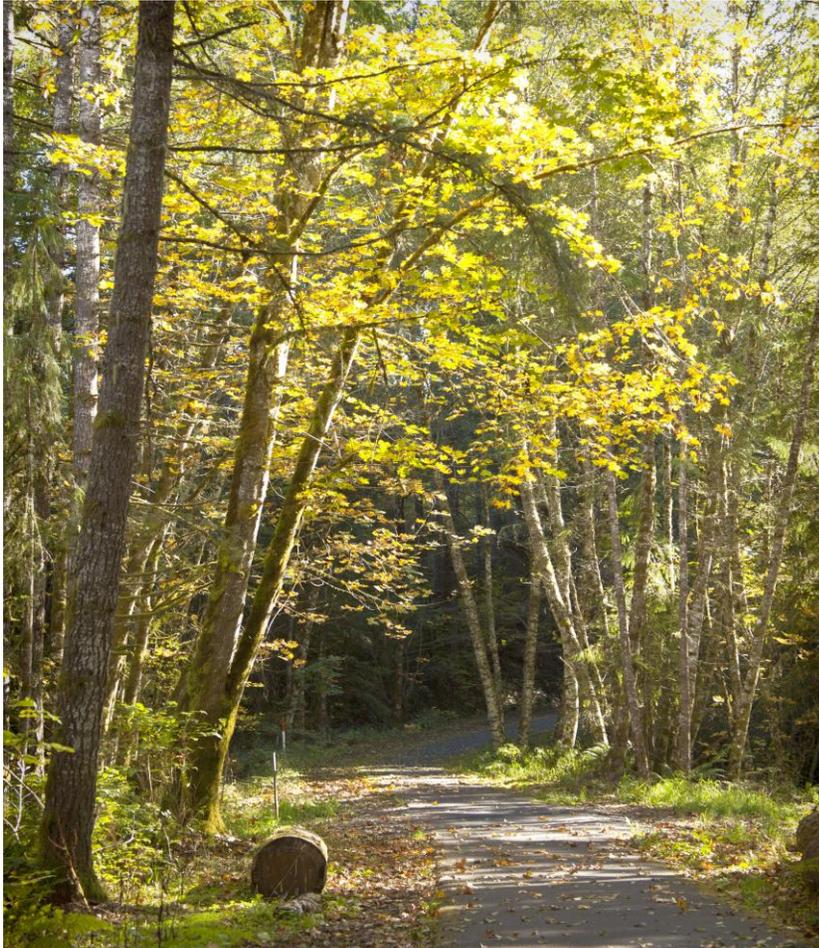
City staff stands ready to assist you in any way possible with your budget review and deliberations.

Final Note

This ‘*Budget Message*’ concludes with Robert Frost’s classic poem, “*The Road Not Taken*.” It beautifully describes the importance and impact of the choices we make in life. This budget, as were all those before, and all those yet to follow, is filled with choices.

Continued





The Road Not Taken

By Robert Frost

*Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth;

Then took the other, as just as fair,
And having perhaps the better claim,
Because it was grassy and wanted wear;
Though as for that the passing there
Had worn them really about the same,

And both that morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!
Yet knowing how way leads on to way,
I doubted if I should ever come back.

I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I –
I took the one less traveled by,
And that has made all the difference.*

Continued



More than forty years ago I chose the career road of city management. Twenty-eight years ago, you and I chose to walk down the road in McMinnville together. Thank you for the opportunity, and for all of your faithful caring, support, and companionship.

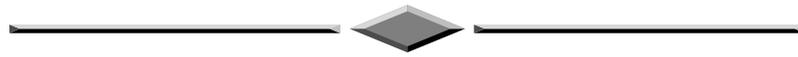
I have no doubt that my deciding to travel down the “less traveled” road to McMinnville “has made all the difference.” We “made all the difference” together. Secure in where we have been and who you all are, McMinnville will rise to all the challenges of the future, fiscal and otherwise.

Thank you and bless you and your holy work.

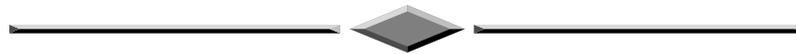
Respectfully submitted,

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

Kent L. Taylor
Budget Officer
City Manager



CITY OVERVIEW



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

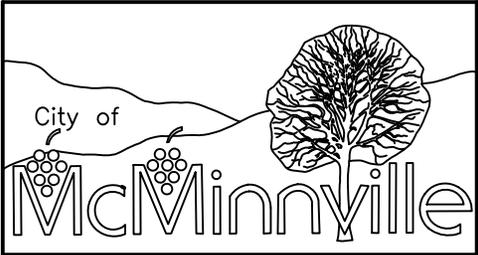
CITY OF McMinnville 2014 GOALS AND OBJECTIVES

Maintaining and Enhancing Our Quality of Life Communicating with Citizens

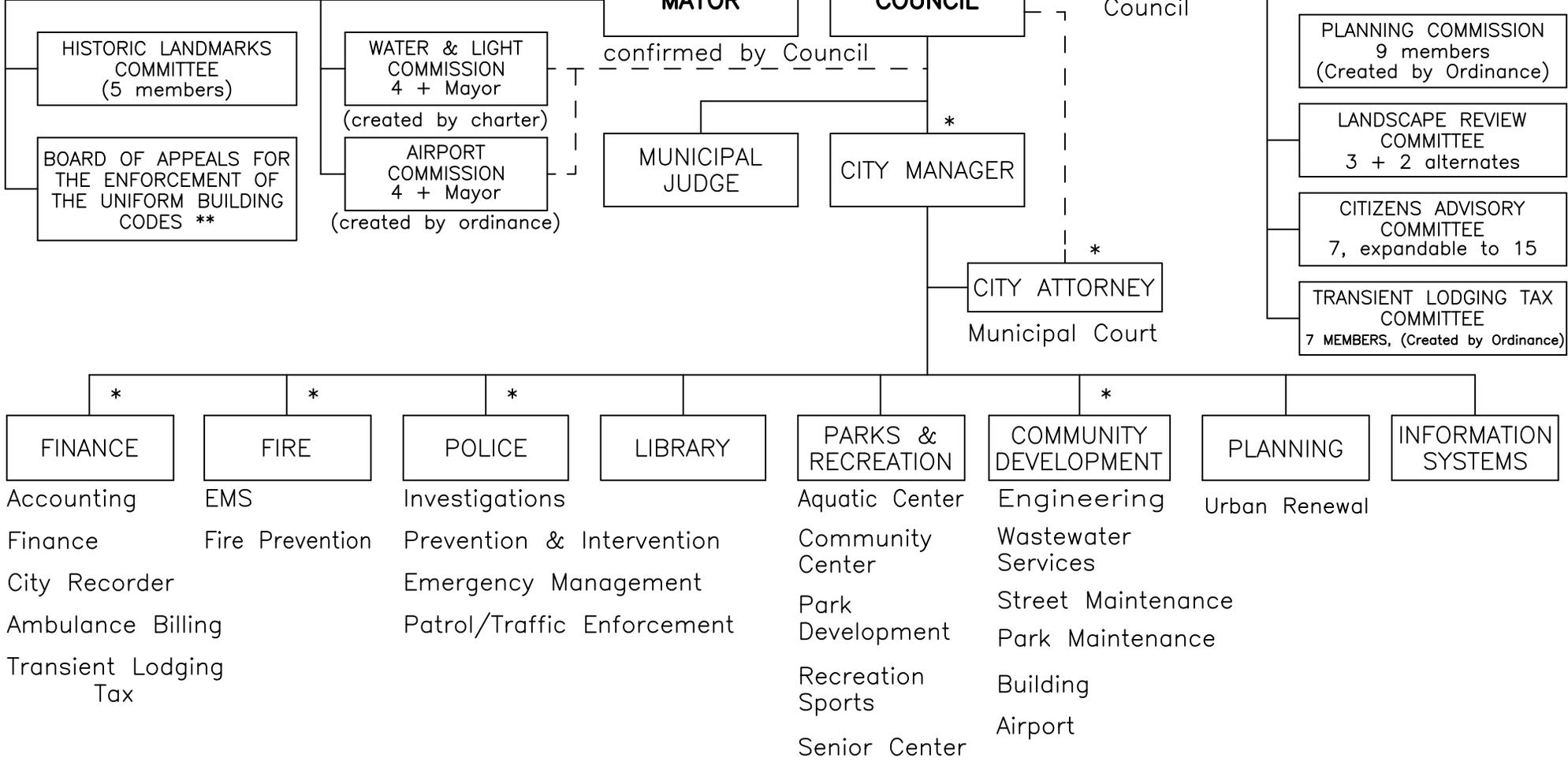
GOALS	OBJECTIVES	TARGET DATE
MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES	* Clarify roles and expectations, and strengthen the City Council’s relationship with the Airport Commission	2 nd Quarter
	* Look for opportunities to be strategic partners at the Airport as it relates to the abutting “Evergreen properties”	Ongoing
COMMUNICATING WITH CITIZENS AND KEY LOCAL PARTNERS	* Meet with Water & Light Commission to learn about long-range water planning and related initiatives	3 rd Quarter
	* Remain informed on YCOM strategic issues and provide policy input, as needed, on issues and options	Ongoing
PLAN AND CONSTRUCT CAPITAL PROJECTS	* Place on the November 4, 2014 General Election ballot a proposed Transportation System Improvement Bond Issue	3 rd Quarter
	* Support the administrative planning and implementation work of the Urban Renewal Advisory Committee (MURAC)	Ongoing
	* Identify priorities for initial urban renewal projects and time implementation with results of first year’s financial results and analysis	2 nd Quarter
	* Include key public utility partners in planning for transportation & urban renewal projects	2 nd Quarter

GOALS	OBJECTIVES	TARGET DATE
PLAN AND CONSTRUCT CAPITAL PROJECTS	* Complete design and begin construction of improvements to the Water Reclamation Facility (WRF)	3 rd Quarter
	* Complete construction of the Fairgrounds Basin Trunk Lining Project (sewer line rehabilitation)	3 rd Quarter
PLAN FOR AND MANAGE FINANCIAL RESOURCES	* Prepare & adopt a fiscally prudent 2014 - 15 City Budget	2 nd Quarter
	* Conduct a successful City Manager recruitment and selection process	3 rd Quarter
	* Finalize priorities for additional Information Technology staffing, including a full-time I.T. Manager	2 nd Quarter
PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT	* Appoint Transient Lodging Tax (TLT) Advisory Committee; approve a process for allocating TLT revenues for tourism promotion and facilities; award initial funding as appropriate	1 st / 2 nd Quarter
	* Review and adopt the updated Economic Opportunities Analysis to ensure adequate supplies of industrial and commercial lands	1 st Quarter
	* Continue to support the efforts of MEDP and schedule periodic updates in order to keep informed as to current economic development issues and opportunities to advance each organization's respective economic development objectives	Ongoing

Adopted by the McMinnville City Council
at the Regular Meeting on January 28, 2014

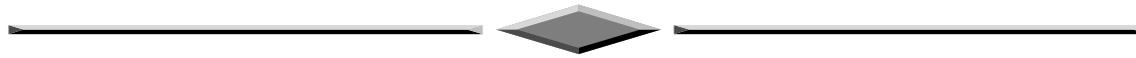


PEOPLE

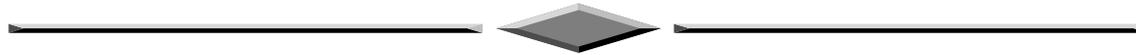


* Officers listed in Charter and appointed by Council upon recommendation by City Manager.
 Council serves as own Contract Review Board.
 Council serves as Library Board to meet any State Law requirements.
 Council serves as McMinnville Urban Renewal Agency Board.

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



FINANCIAL OVERVIEW





Financial Overview

2014-2015 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; and provides demonstrate "transparency" and "accountability" for City operations. This budget document clearly indicates where the City has allocated its resources for fiscal years 2012-13 and 2013-14 and where it intends to spend taxpayer and ratepayer dollars in fiscal year 2014-15.

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 immediately following the Financial Overview. 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. The City Council adopts the budget by resolution. After adoption, management only has authority to spend within the adopted budget appropriations, unless the City Council amends the budget. Budget amendments that may be necessary after budget adoption are subject to certain requirements and limitations.

Urban Renewal District

Urban renewal funds are not included in the Financial Overview analysis and charts. Although urban renewal funds are included in the City budget document, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal District budget.

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). The narrative and charts on the following pages illustrate the fiscal opportunities and challenges faced by the City.

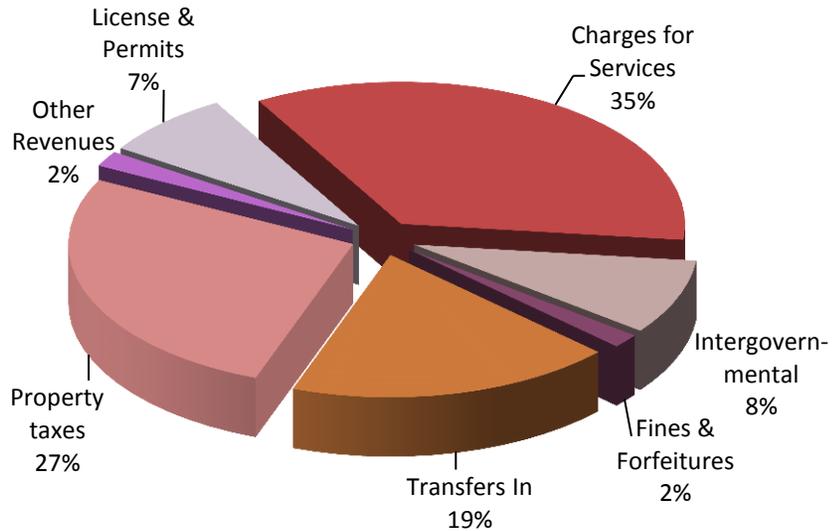
All City Funds 2014 – 2015 Proposed Budget

RESOURCES – by Type	
Beginning Balance	\$37,133,850
Property Taxes	12,332,900
License & Permits	3,421,850
Intergovernmental	3,923,515
Charges for Services	16,119,838
Fines & Forfeitures	731,850
Other Revenues	810,937
Transfers In	8,543,076
Total Resources	\$83,017,816

REQUIREMENTS – by Classification	
Personnel Services	\$19,693,879
Materials & Services	12,451,476
Capital Outlay	15,393,941
Debt Service	1,723,006
Special Payments	26,000
Transfers Out	8,543,076
Contingency	3,496,510
Ending Balance	21,689,928
Total Requirements	\$83,017,816

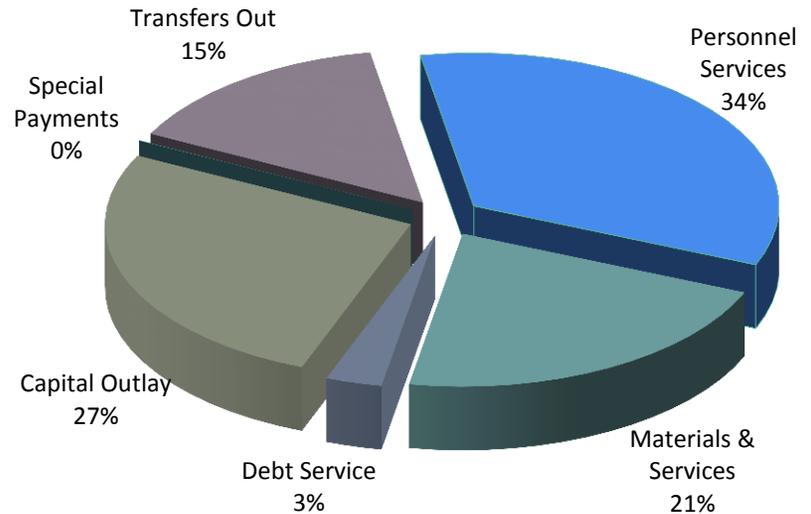
Revenues- All City Funds

*Excluding Beginning Balance



Expenditures - All City Funds

*Excluding Contingency & Ending Balance



Resources for All City Funds:

The table on the previous page indicates the type and amount of resources for all City funds.

Property Tax Revenue -- \$12.3 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 -- \$16.1 million or 35% of all City revenues. Charges for Services are the largest source of City revenues. Sewer user charges in the Wastewater Services Fund at \$8.8 million and ambulance transport fees at \$3.6 million constitute the majority of total Charges for Services.

Intergovernmental Revenue -- \$3.9 million or 8% of all City revenues. Includes state shared revenues, such as liquor, cigarette, and gas taxes. Gas taxes are estimated at \$1.8 million in 2014-15. Also includes Urban Renewal District’s repayment of inter-agency loan from the City’s General Fund.

Transfers In Revenue-- \$8.6 million or 19% of all City revenues. These are “internal” revenues that result from the City’s policy of reimbursing certain departments, such as Administration, Finance, and Engineering, for services provided to other City departments. Also included in Transfers In is a \$5.0 million transfer from Wastewater Services to Wastewater Capital to fund capital projects.

Requirements for All City Funds:

The table on the previous page indicates classifications and amounts of requirements for all City funds.

Personnel Services Expenditures -- \$19.7 million or 34% of total City expenditures. \$12.8 million of the Personnel Services expenditures total is for salaries and wages and \$6.9 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

Materials and Services Expenditures -- \$12.5 million or 21% of total expenditures, including \$3.6 million in the General Fund for contractual services, utilities, equipment, program expenses, etc. and \$2.9 million in the Wastewater Services and Wastewater Capital Fund primarily for professional services.

Capital Outlay Expenditures -- \$15.4 million or 27% of total expenditures, including such projects as design and expansion of the Water Reclamation Facility (WRF) and inflow and infiltration (I&I) projects in the Wastewater Capital Fund (\$5.0 million funded primarily by sewer user charges).

Special Payments – Appropriation for inter-agency loan from the City to the Urban Renewal District.

Transfers Out Expenditures-- \$8.6 million or 15% of total expenditures, corresponding to Transfers In Revenue.

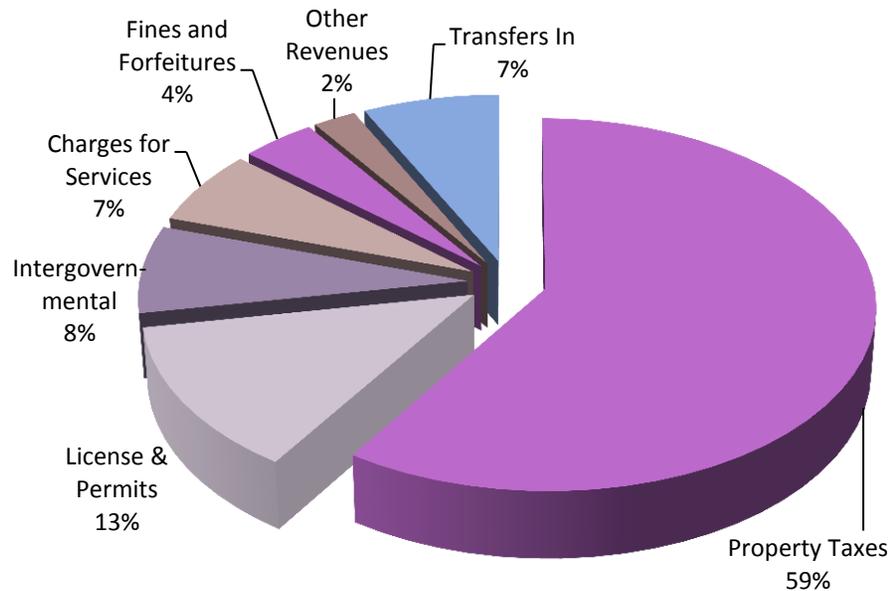
GENERAL FUND 2014 – 2015 Proposed Budget

GENERAL FUND RESOURCES – by Type	
Beginning Balance	\$7,933,549
Property Taxes	10,836,000
License & Permits	2,367,750
Intergovernmental	1,396,503
Charges for Services	1,183,960
Fines and Forfeitures	731,850
Other Revenues	424,687
Transfers In	1,340,461
Total Resources	\$26,214,760

GENERAL FUND REQUIREMENTS – by Classification	
Personnel Services	\$13,740,727
Materials & Services	3,646,067
Capital Outlay	267,645
Debt Services	104,676
Special Payments	26,000
Transfers Out	1,669,903
Contingency	750,000
Ending Balance	6,009,742
Total Requirements	\$26,214,760

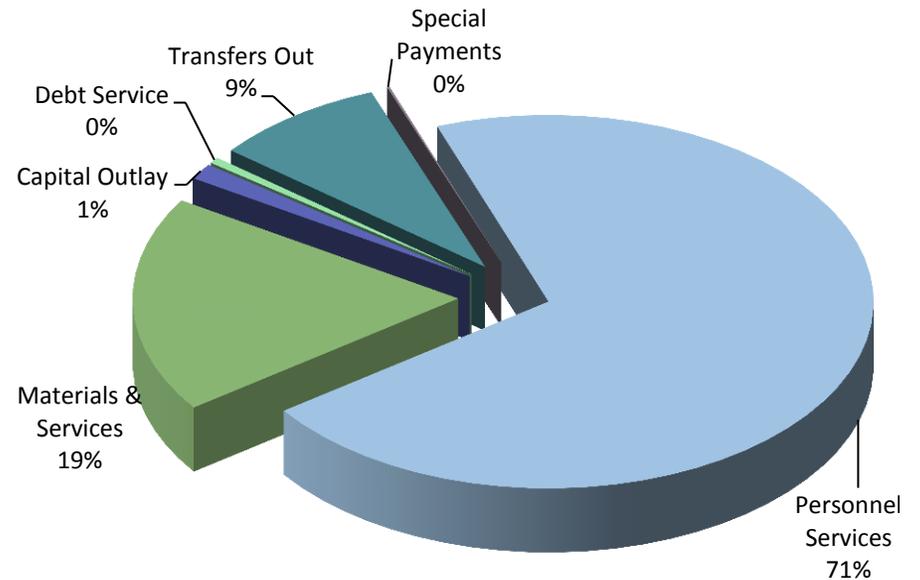
General Fund Revenues - By Type

*Excludes Beginning Balance



General Fund Expenditures - By Classification

*Excludes Contingency & Ending Balance



General Fund Resources:

General Fund resources are used to pay for vital City services, including Police and Fire, parks and recreation, library, and general government administration. The table on the previous page reflects the type and amount of resources included in the General Fund. The 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 2014-15 proposed budget projects \$10.8 million in operating property tax revenues, approximately 2% more than the prior year. Property tax revenues constitute 59% 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 --\$2.4 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 account for 77% of all Licenses and Permits revenue.

Intergovernmental - \$1.4 million or 8% of General Fund revenues. Includes state shared revenues, including liquor and cigarette taxes estimated at \$0.8 million for 2014-15. Also includes Urban Renewal District's repayment of inter-agency loan from the City's General Fund.

Charges for Services Revenue -- \$1.2 million or 7% of General Fund revenues. Primarily Parks and Recreation Department fees for Aquatic Center use and recreation programs, including Community Center and Senior Center programs, Kids on the Block, and youth and adult recreational sports.

General Fund Requirements:

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

Personnel Services Expenditures -- \$13.7 million or 71% of total General Fund expenditures. Police, Fire, and Municipal Court combined account for \$8.3 million of total General Fund Personnel Services. Cost of living salary adjustments, health insurance premiums, and employee retirement benefits rates are the most significant factors affecting personnel services costs.

Materials and Services Expenditures -- \$3.6 million or 19% of General Fund expenditures. The Police and Parks and Recreation Department budgets combined account for \$1.7 million or 47% of Materials and Services expenditures. Examples of Police Department expenditures are building utilities; maintenance of vehicles; equipment; and computer system costs. Parks and Recreation Department expenditures are primarily for recreation program costs, utilities, and maintenance of the Aquatic Center, Community Center and Senior Center facilities.

Capital Outlay Expenditures -- Due to budget constraints, capital outlay expenditures continue to be limited in the 2014-15 proposed budget. However, over \$75,000 for various building repairs and maintenance are budgeted in Materials and Services expenditures, including \$20,000 for window caulking at the Library and \$55,000 for pool repairs at the Aquatic Center.

Special Payments -- Appropriation for inter-agency loan from the City to the Urban Renewal District.

Transfers Out -- Includes \$750,000 transfer to the Ambulance Fund to subsidize operations due to inadequate Medicare and Medicaid reimbursement for services.

General Fund Expenditures by Department:

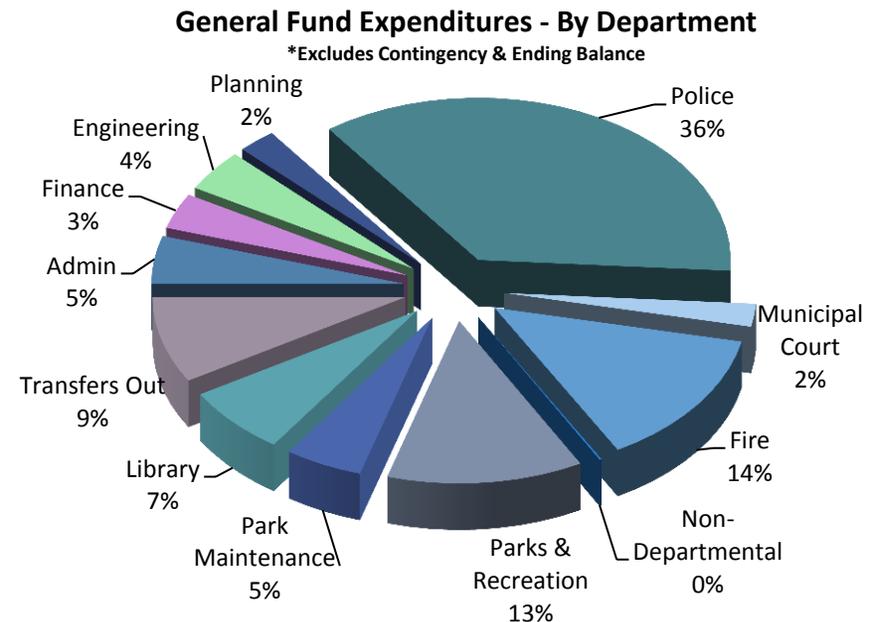
The table and chart on this page illustrate that the largest share of General Fund resources are spent on public safety. Police Department, Fire Department and Municipal Court expenditures combined are \$10.1 million or 52% of total expenditures. When including the \$750,000 General Fund transfer to the Ambulance Fund and the \$647,100 transfer to the Emergency Communications Fund for emergency dispatch services, the cost of public safety is \$11.5 million or 59% of total expenditures.

Culture and Recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$4.7 million or 24% of all General Fund expenditures. The largest share of Culture and Recreation expenditures is attributable to the Parks and Recreation Department. 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 \$4.6 million or 24% 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 include the reimbursement to the Information Systems and Services (IS) Fund for computer support; transfer to the Emergency Communications Fund for emergency dispatch services; and transfer to the Ambulance Fund to support ambulance services operations.

GENERAL FUND REQUIREMENTS 2014 – 2015 Proposed Budget by Department	
Administration	\$924,222
Finance	690,986
Engineering	811,101
Planning	478,480
Police	7,027,592
Municipal Court	443,733
Fire	2,639,829
Parks & Recreation	2,444,711
Park Maintenance	971,767
Library	1,326,694
Transfers Out	1,669,903
Non-Departmental	26,000
Contingency	750,000
Ending Balance	6,009,742
Total Requirements	\$26,214,760



General Fund Reserve:

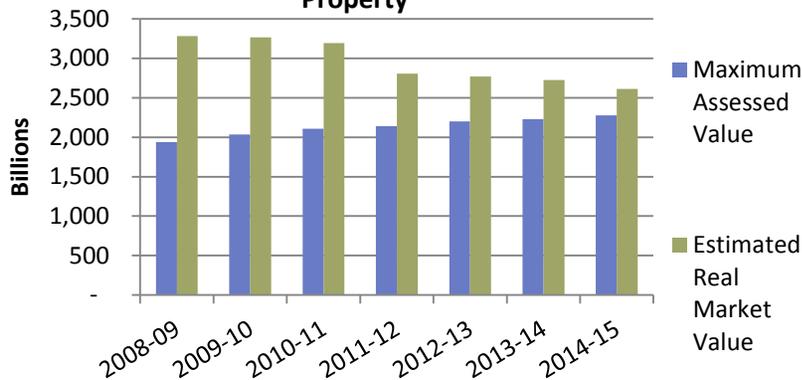
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, to lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns. In 2011, City Council adopted a fund balance policy stating that a General Fund reserve of at least 25% of total annual expenditures would be sufficient to meet these needs. The 2014-15 proposed budget reflects a 38% General Fund reserve at fiscal year end.

In the five years prior to 2008-09, the City’s assessed value increased by an average of 6% per year. This steady growth and the accompanying increase in property tax revenue were a major factor in building a healthy General Fund reserve, even though demands for services grew with the population. However, the chart below reflects that in the last five years, the increase has averaged less than 2% and is expected to increase by only 2% in 2014-15. Since property tax revenues make up 59% of all General Fund revenues, this slower growth rate has a significant impact on the City’s ability to provide services to the public.

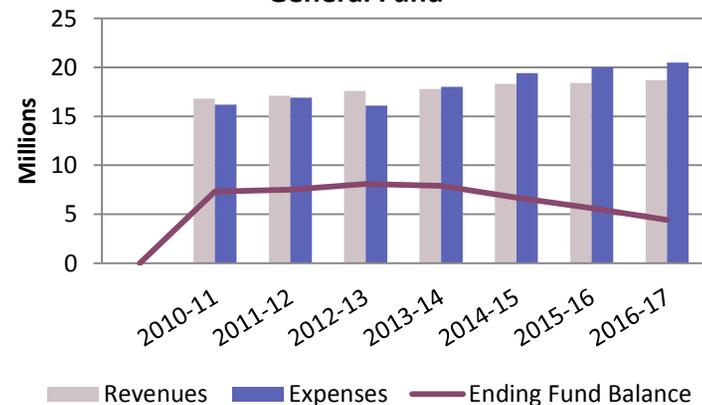
To meet this challenge over the last several years, City Council and management have exercised fiscal restraint and worked diligently to contain costs. Positions and programs were reduced, general services employees were asked to forego cost of living adjustments, and in some cases, repairs and maintenance projects were deferred. The City’s adherence to conservative budgeting practices, as well as controlled use of the reserve to balance the budget, have allowed McMinnville to weather these difficult economic times better than many other cities in the State.

The following chart demonstrates the relationship between revenues, expenditures, and the corresponding impact on the General Fund reserve. The chart reflects that, throughout the recent recession, the City has successfully maintained a sufficient reserve, balancing fiscal stability with the demand for public services. Although the 2014-15 proposed budget and forecast project that the spend down of the General Fund reserve will continue through 2016-17, conservative management of spending and continued long term financial planning will result in maintenance of the reserve at acceptable levels and within the guidelines of the fund balance policy.

Assessed and Estimated Real Market Value of Property



General Fund



The table on this page compares the 2013-14 amended budget with the 2014-15 proposed budget for General Fund departments. Note that Capital Outlay expenditures are excluded in the table below to allow for better operational comparison.

For total Personnel Services and Materials and Services expenditures, the 2014-15 proposed budget increased by 4% compared to the 2013-14 amended budget. The 14% increase in Administration is due to consultant costs for hiring a new City Manager and also for conducting a salary survey for non-union employees. The 2014-15 budget for Engineering reflects the addition of a project manager, if voters approve a ballot measure for transportation improvements in November 2014. The proposed budget for Municipal Court is 5% less than the prior year. In 2013-14, the Municipal Court budget was increased to allow for mandated computer replacements.

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

General Fund – DEPARTMENT COMPARISON			
(Excludes Capital Outlay)			
	<u>2013-14 Amended Budget</u>	<u>2014-15 Proposed Budget</u>	<u>% Change</u>
Administration	\$811,189	\$922,543	13.73%
Finance	689,677	690,146	.07%
Engineering	726,572	795,604	9.50%
Planning	473,975	477,983	.85%
Police	6,600,202	6,891,422	4.41%
Municipal Court	468,219	442,800	-5.43%
Fire	2,511,435	2,589,030	3.09%
Park & Recreation	2,307,592	2,404,219	4.19%
Park Maintenance	935,850	956,440	2.20%
Library	1,288,726	1,321,283	2.53%
Total	\$16,813,437	\$17,491,470	4.03%

Fiscal Forecast

Recognizing that the recovery from the current recession would be prolonged, in 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 because a General Fund subsidy is required to balance the fund. The 2011-12 adopted budget also included a subsidy to the Building Fund. However, due to reductions in Building Department staffing, a subsidy is no longer necessary.

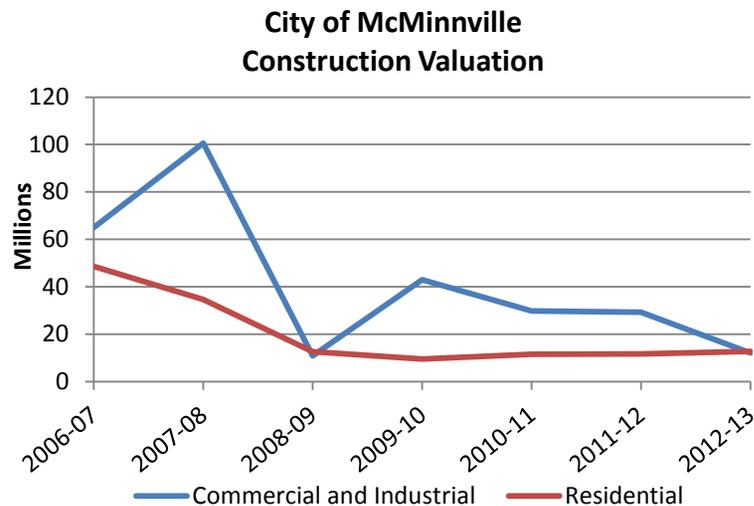
The fiscal forecast model includes projections for revenues, expenditures, and fund balances. Projections are based on a set of assumptions, including percentage changes for assessed property values, cost of living adjustments, PERS employer contribution rates, etc. Historical data, trends, and current economic data are taken into consideration when developing forecast assumptions. In addition, management has contracted with a financial consultant, with extensive budgeting and local government expertise, to provide his recommendations. The forecast model continues to reflect the assumption that General Fund revenues will recover slowly, while the cost of personnel services will persist in trending upward.

To further assist in decision-making, the City Council adopted a financial policy in 2011 stating that the General Fund reserve should be maintained at or above the level that provides sufficient cash flow and ensures financial stability in the General Fund. Generally, 25% of total annual expenditures provides for a sufficient reserve. The 2014-15 proposed budget reflects a General Fund reserve that is 38% of total expenditures. This financial policy provides an extremely useful benchmark, helping to guide management decisions during the budget process.

As in the past, it is anticipated that City Council will continue a conservative approach to budgeting, significantly reducing the reliance on the General Fund reserve to balance the budget.

Budget Highlights for Other Funds

The Building Fund has been significantly affected by a substantial reduction in residential, commercial and industrial construction. Over the last several years, staffing in the Building Department has been decreased due to the reduction in work load and to match revenues with expenditures. The chart below illustrates the dramatic decrease in residential activity from 2006-07 through 2008-09 and the lack of any significant increase in activity since that date. Commercial and industrial construction has been unpredictable in recent years. It should be noted that construction of public buildings, which are not subject to property tax assessment, is included in the commercial and industrial construction valuation.



The Ambulance Fund continues to face significant financial challenges. The gap between the cost of operations and reimbursement for transports is continues to widen. Notably, Medicare (federal) and Medicaid (state) reimbursements to the City are approximately 25% of the fee charged by the City. This is significant, as 74% of total transports are Medicare and Medicaid accounts. Increases in rates charged for transports do not significantly impact revenue because Medicare and Medicaid reimbursements do not increase when rates are raised. However, costs for operating the ambulance service, including salaries and wages and fringe benefits, continue to rise.

Due to these fiscal challenges, ambulance operations must be subsidized with a transfer from the General Fund. The 2014-15 proposed budget includes a transfer of \$750,000 from the General Fund to the Ambulance Fund.

Wastewater Services Fund and Wastewater Capital Fund expenditures constitute 36% of all City operating expenditures, excluding transfers. In 2011, the City’s Wastewater Master Plan and Financial Plan were updated, indicating 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.

The 2014-15 proposed budget for Wastewater Capital includes over \$3.3 million for inflow and infiltration (I&I) projects and over \$10.0 million for design and construction of the Water Reclamation Facilities (WRF) expansion and modifications.

City Wide Financial Overview – Budget Summary

The City Wide Financial Overview summary included at the end of this section is a comparison of total resources and requirements for all City funds for the 2013-14 amended budget and the 2014-15 proposed budget. The following narrative provides an analysis of the summarized information in the Overview.

Urban Renewal and Urban Renewal Debt Service Funds are not included in the City Wide Financial Overview summary. Although urban renewal funds are included in the City budget document, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal District budget.

The Resources section of the table reflects a 3% increase in the total **Beginning Fund Balance** for all funds, due to several factors. In the General Fund, the Beginning Fund Balance in the 2014-15 proposed budget is 10% higher than the 2013-14 amended budget as a result of estimated “savings” that will occur in 2013-14. In addition, several major wastewater capital projects included in the 2013-14 budget will be carried over to the 2014-15 fiscal year.

Property Taxes, including current and prior year operating taxes and taxes levied for debt service payments, are projected to increase 3% compared to budgeted 2013-14 Property Taxes. The 2014-15 proposed budget projects a 2% increase in assessed values (AV). Property taxes levied for 2014-15 debt service were consistent with the prior year.

Licenses and Permits revenues are estimated 8% higher than the prior year, due primarily to a 50% increase in Transient Lodging Tax revenues. The 2014-15 proposed budget includes a full year of tax collections compared to six months of collections in 2013-14.

Several factors contributed to the **Intergovernmental** revenue increase of 5%, including higher state shared revenues (liquor and gas taxes); a Federal Aviation Administration (FAA) grant in the Airport Maintenance Fund; and a Land and Water Conservation Fund grant included in the Park Development budget.

The increase in **Miscellaneous** revenues is attributable to several factors, including donations in the Library and Senior Center budgets. In addition, donations for the Kids on the Block program from the KOB, Inc. Board will increase to \$100,000. This increase will replace funding previously provided by the McMinnville School District.

The 18% increase in **Transfers In** revenue is primarily due to \$186,000 a distribution of the accumulated reserve in the Insurance Services fund to the operating departments. Also, the General Fund’s transfer to the Ambulance Fund to subsidize ambulance services operations increased by \$150,000.

The 2014-15 proposed budget includes a transfer of \$142,000 from the Transient Lodging Tax Fund to the General Fund. This transfer represents 30% of the taxes expected to be collected. The transfer in 2014-15 is based on a full year of tax collections compared to six months of collections in 2013-14.

The Requirements section of the table indicates that **Personnel Services** expenditures increased by 5%, as a result of a 2.7% cost of living adjustments (COLA) for General Services employees and Police union personnel, as well as a 4% increase (2.7% COLA plus 1.3% market adjustment) for Fire union personnel. In addition, two full-time and one part-time police officer were hired after the 2013-14 budget was adopted. Those positions are included in the 2014-15 proposed budget. Employer contribution rates for the Oregon Public Employee Retirement System (PERS) for 2014-15 are consistent with the prior year.

The increase of 2% in **Materials and Services** expenditures resulted from increases in several areas, including transient lodging tax expenditures, professional services in the Airport Fund, emergency dispatch services, and computer replacements.

Capital Outlay expenditures increased significantly due to a \$5.1 million increase in the Wastewater Capital Fund proposed budget for the Water Reclamation Facility (WRF) secondary treatment facilities expansion.

The 5% decrease in total **Ending Fund Balance** resulted primarily from a \$1.3 million decrease in Wastewater Services and Wastewater Capital ending fund balances combined. This reflects the spend down of Wastewater Capital reserves for design and construction of major capital projects, including expansion of the Water Reclamation Facility (WRF) and the continuation of major inflow & infiltration (I&I) projects.

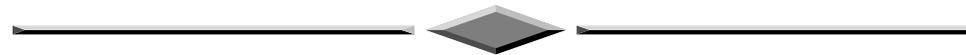
The intent of this Financial Overview is to illustrate relationships between revenues, expenditures, reserves and City operations. The City Manager's Budget Message, Financial Overview, Fund Definitions, and information included within the Personnel Services tab provide a comprehensive overview of the 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 with any comments or questions regarding the Financial Overview.

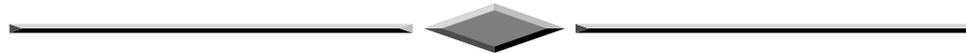


City Wide Financial Overview

Description	2013 - 2014 Amended Budget	2014 - 2015 Proposed Budget	Percent Change
RESOURCES			
Beginning Fund Balance	\$36,026,752	\$37,133,850	3%
Property Taxes	12,031,000	12,332,900	3%
Special Assessments	65,000	71,000	9%
Licenses & Permits	3,179,775	3,421,850	8%
Intergovernmental	3,734,725	3,923,515	5%
Charges for Services	15,829,018	16,119,838	2%
Fines & Forfeitures	731,570	731,850	0%
Miscellaneous	612,876	739,937	21%
Current Revenue	36,183,964	37,340,890	3%
Transfers In	9,163,632	8,543,076	-7%
TOTAL ALL RESOURCES	\$81,374,348	\$83,017,816	2%
REQUIREMENTS			
Personal Services	19,096,638	19,693,879	3%
Materials & Services	12,245,930	12,451,476	2%
Capital Outlay	10,122,336	15,393,941	52%
Special Payments	-	26,000	0%
Debt Service	4,562,494	1,723,006	-62%
Operating Budget	46,027,398	49,288,302	7%
Transfers Out	9,163,632	8,543,076	-7%
Other Financing Sources	-	-	0%
Non-operating Budget	9,163,632	8,543,076	-7%
Contingency	3,353,877	3,496,510	4%
Ending Fund Balance	22,829,441	21,689,928	-5%
TOTAL ALL REQUIREMENTS	81,374,348	\$83,017,816	2%



FUND DEFINITIONS



- Budget Organization Chart



Fund Definitions

- Budget Basis

2014-2015 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 (Field Operations). Sections are further divided into programs (Patrol).

Following are descriptions of the City's fourteen governmental funds, including the two urban renewal funds; three 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 revenues that are restricted or committed to expenditure for specified 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 telecommunications 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.

Transient Lodging Tax Fund

This fund, established in fiscal year 2013-14, accounts for transient lodging taxes collected from the occupants of temporary lodgings, such as hotels and motels. While Oregon law requires that at least 70% of the net revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2014-15 proposed budget transfers this discretionary 30% from the Transient Lodging Tax Fund to the General Fund.

Fund Definitions – Budget Basis
Page II

Emergency Communications Fund

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

Street Fund

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

Airport Maintenance Fund

This fund accounts for fees for airport services including building, hangar, and land lease rental income, which are used to pay for airport operations. In addition, Federal Aviation Administration (FAA) grant revenue is accounted for in this fund. FAA grant dollars are used for runway and taxiway rehabilitation and reconstruction. Typically, the City is required to provide a 10% match for FAA grant funded projects.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects other than those accounted for in enterprise funds or internal services 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 for 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 to pay for a possible arbitrage rebate liability due in 2016. The remaining unspent bond proceeds were transferred to the Debt Service Fund, which lowered the amount of taxes that needed to be levied for 2012-13 debt service payments.

Transportation Fund

The primary source of revenue in the Transportation 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 that can only be used for capital projects that increase system capacity.

In 2013, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local funding match for the Newberg-Dundee bypass project. Principal and interest payments on the loan are accounted for in the Transportation Fund.

Park Development Fund

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

Fund Definitions – Budget Basis
Page III

Urban Renewal Fund

This fund is used to account for administrative costs, professional services, program costs, and capital projects for the Urban Renewal District. Although the Urban Renewal Fund is included in the City's budget document, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal budget.

Wastewater Capital Fund

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

Governmental Funds: Debt Service Fund

Urban Renewal Debt Service Fund

This fund accounts for the Urban Renewal Agency debt service payments on loans or bonds. Per Oregon statute, tax increment urban renewal revenue can only be spent on debt service. Accordingly, tax increment dollars are budgeted to repay loans from the General Fund or other third party debt. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal budget.

Debt Service Fund

This fund accounts for the City's property tax debt service levy used to pay principal and interest on general obligation bonds. The 2006 Public Safety & Court/Civic Building Bonds and 2011

Park System Improvement Refunding Bonds are currently the City's only outstanding general obligation debt.

Business Type Activities: Enterprise Funds

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

Building Fund

Income in this fund is from fees for inspections and plan review of residential, commercial and industrial projects. State law mandates that building plan review fee income be dedicated to 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 Water Reclamation Facility (WRF), pump stations, laboratory, conveyance system, and pretreatment programs. Sewer user fees are transferred to the Wastewater Capital Fund to pay for major capital projects.

Ambulance Fund

This fund is used to account for revenues and expenditures for emergency ambulance services provided to the community. Although the Ambulance Fund is classified as an enterprise fund and is intended to be self-supporting, a General Fund subsidy is required to maintain an adequate fund balance. Reimbursements for Medicare and Medicaid transports, which constitute the majority of ambulance transports provided by the City, are insufficient to cover the cost of ambulance services provided.

Fund Definitions – Budget Basis
Page IV

Internal Service Funds

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

Information Systems and Services Fund (IS)

This fund accounts for information technology services provided to operating departments. 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.

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 \$49.3 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 "Operating Budget" and "Other Requirements" included in the 2014-15 proposed budget are approximately \$83.0 million.

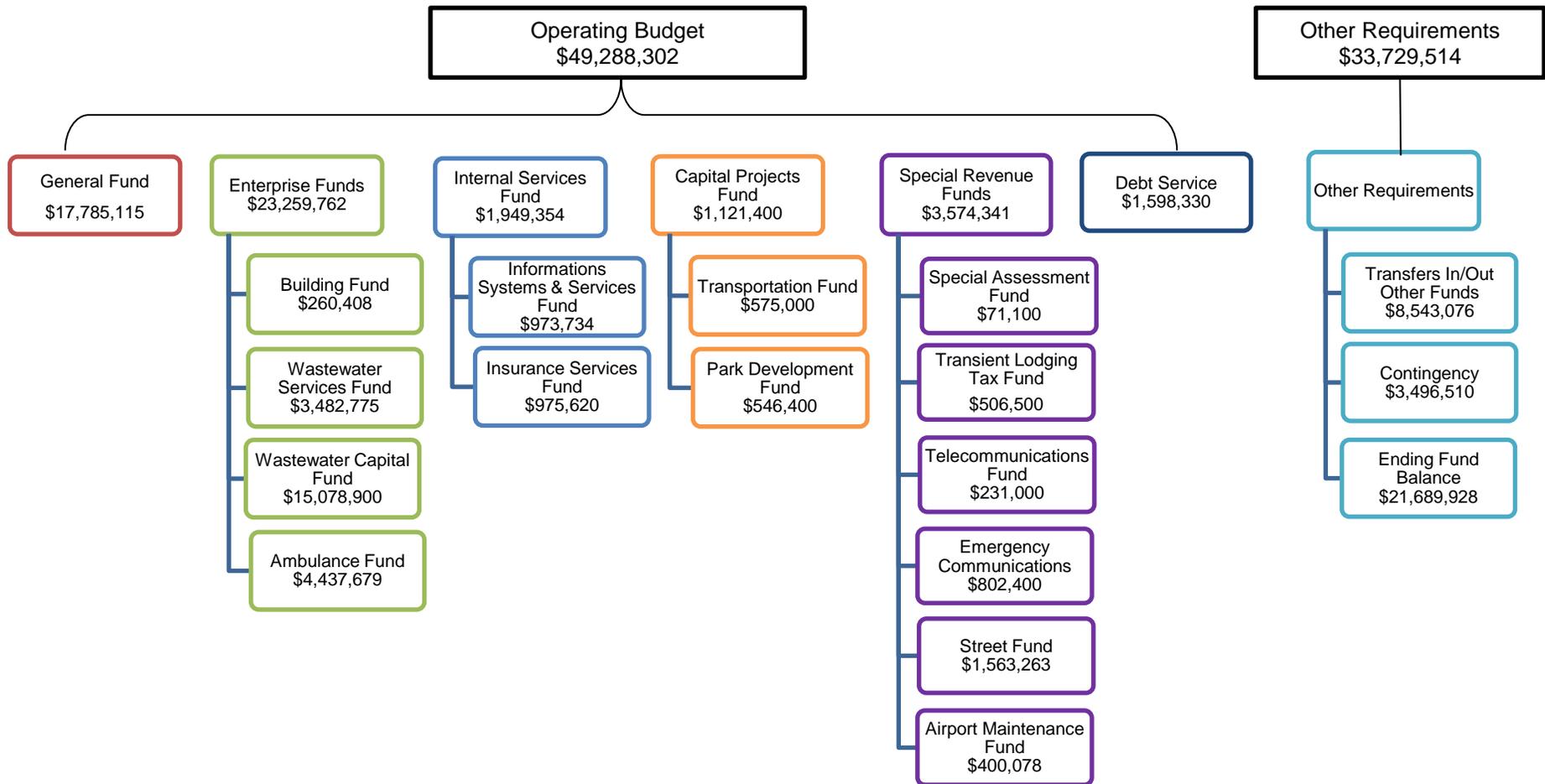
The Urban Renewal Fund and Urban Renewal Debt Service Fund are not included in the Budget Organization Chart.



Budget Organization Chart

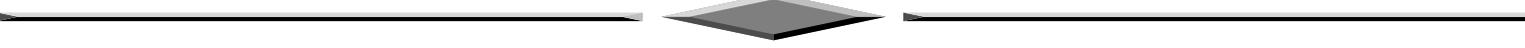
2014 - 2015 Proposed Budget

**Total 2014 - 2015 Proposed Budget
\$83,017,816**





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

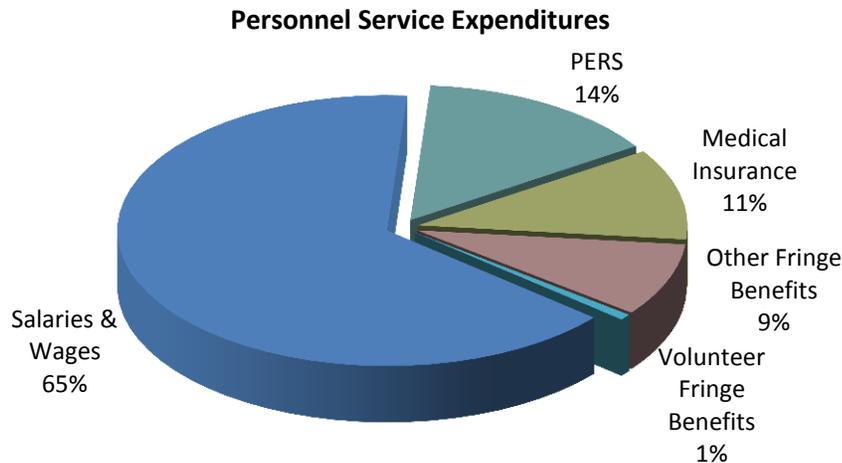
2014–2015 Proposed Budget

Introduction

City of McMinnville personnel services expenditures account for 34% of the City's total 2014-15 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 35% of personnel services expenditures. Because PERS and medical insurance costs combined are 25% of personnel 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>2011-13</u>	<u>2013-15</u>
• PERS Tier 1 / Tier 2 members	~18%	~18%
• OPSRP General Service members	~14%	~14%
• OPSRP Police and Fire members	~17%	~17%
• IAP – all members	6%	6%

Recent legislative changes to PERS limited the increase in employer contribution rates in effect through June 30, 2015. However, it is unclear at this time whether legal challenges to these legislative changes will prevail.

PERS has indicated that a 10% increase in employer contribution rates is anticipated for July 1, 2015 through June 30, 2017.

Personal Services Overview

Page II

Medical Insurance

In 2012, the Fire Union and General Service employees moved to lower cost co-pay medical plans. The Fire Union agreed to a higher deductible plan, which afforded them the benefit of adding a Voluntary Employee Beneficiary Association (VEBA). A VEBA is a non-profit, tax-exempt health and welfare benefit trust that provides for reimbursement of healthcare costs to employees. The 2014-15 proposed budget reflects an estimated 4% increase in premiums. For General Service employees, the cost of this increase will be shared 50% with employees, bringing the employee share to 17% 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.

Other Fringe Benefits

- FICA Social Security
- FICA Medicare
- VEBA (Fire Union)
- Life Insurance
- Long Term Disability Insurance
- Workers Compensation Insurance
- Unemployment

Change in Personnel and Volunteers

Personnel services expenditures for fiscal year 2014-15 reflect an overall increase of 5.92 full-time equivalents (FTE). The tables immediately following this overview provide more detailed information:

Table #1 Five-year trend of FTE actuals and “Proposed 2014-15” by department.

Table #2 Change in FTE from the “2014 Adopted to 2015 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 the year. The CPI-W increase for 2013 was 2.7%. The 2014-15 proposed budget includes a 2.7% COLA for General Service employees.

Pursuant to the terms of collective bargaining agreements, the 2014-15 proposed budget includes a 2.7% COLA plus a 1.3% market adjustment for Fire Union employees. The budget includes a 2.7% COLA for Police Union employees; contract negotiations are currently in progress.

Significant Department Changes

The 2014-15 proposed budget includes the following changes compared to the 2013-14 adopted budget:

During fiscal year 2013-14, City Council approved the addition of two full-time police officers and a 0.73 full-time equivalent (FTE) police officer position. Those added positions are included in the 2014-15 proposed budget.

A new engineering project manager position is budgeted to begin January 1, 2015, depending on the outcome of a proposed Transportation System Improvements bond election in November 2014.

Personal Services Overview
Page III

An additional Information Systems (IS) support position is budgeted to begin January 1, 2015. This position reflects the IS staffing priority of the Information Systems Manager and the Management Team.

The Wastewater Services Fund budget includes an additional Operator I position.

Please see the Budget Summaries that accompany each Fund for additional information regarding these changes.

Summary

Personnel services expenditures included in the 2014–15 proposed budget reflect the challenges of balancing the General Fund budget while minimizing the spend down of the General Fund reserve. Culture and recreational services provided to the public (Library, Parks and Recreation, and Park Maintenance) are maintained and high priority is given to funding public safety services (Police, Fire, and Ambulance).

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

Table #1

Department	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15
Administration	3.30	3.30	3.30	3.30	3.30
Finance	8.54	8.19	7.08	7.01	6.91
Engineering	5.85	5.85	5.60	5.89	6.33
Planning	5.50	4.50	4.00	3.50	3.50
Police	43.04	44.16	44.39	43.86	46.59
Municipal Court	4.41	4.41	4.38	4.32	3.80
Fire	16.40	14.95	14.03	14.48	14.47
Parks & Recreation					
Administration	2.15	2.15	2.06	1.96	2.02
Aquatic Center	10.91	11.19	11.08	11.20	11.20
Community Center & Rec Programs	5.93	5.19	5.60	5.60	5.70
Kids On The Block	7.50	7.67	7.13	7.13	8.80
Recreation Sports	4.70	4.85	4.13	4.32	4.18
Senior Center	2.78	2.87	2.67	2.67	2.60
Park Maintenance	10.29	10.26	10.00	9.06	9.06
Library	17.31	17.01	15.55	15.38	15.52
General Fund - Total	148.61	146.55	141.00	139.68	143.98
Street Fund	8.83	8.90	8.90	8.66	8.68
Building	3.65	3.65	2.00	1.90	2.00
Wastewater Services					
Administration	3.06	3.06	3.06	3.06	3.06
Plant	7.00	8.00	8.00	8.00	9.00
Environmental Services	4.00	4.00	4.00	4.00	4.00
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	19.46	20.46	20.46	20.46	21.46
Ambulance	16.32	20.72	22.40	22.65	22.65
Information Systems & Services	3.00	3.00	3.00	3.00	3.50
Total City Employees - FTE's	199.87	203.28	197.76	196.35	202.27
Difference from prior year				+ 5.92	

City of McMinnville
Change in Full Time Equivalent (FTE)
2014 Adopted to 2015 Proposed Budget

Table #2

<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>
<u>Administration</u>		<u>Kids On The Block</u>	
No Changes	<u>0.00</u>	Site Director II	0.52
		Site Director	0.60
		Assistant Site Director	0.22
		Rec Leadership	<u>0.33</u>
			<u>1.67</u>
<u>Finance</u>		<u>Recreation Sports</u>	
Extra Help - Finance II	<u>(0.10)</u>	Extra Help - Management Assistant	(0.05)
		Extra Help - Office	0.02
		RP Labor - Youth Soccer	(0.17)
		RP Labor - Youth Basketball	0.04
		RP Labor - Youth Baseball/Softball	<u>0.02</u>
			<u>(0.14)</u>
<u>Engineering</u>		<u>Senior Center</u>	
Permit Technician - Eng/Bldg	(0.10)	Rec Program Coordinator I	0.80
Project Manager - Engineering	0.50	Extra Help - Senior Center	(0.70)
Extra Help - Engineering	<u>0.04</u>	Classes & Programs Labor - SC	<u>(0.17)</u>
			<u>(0.07)</u>
		<u>Park Maintenance</u>	
		No Changes	<u>0.00</u>
<u>Planning</u>		<u>Library</u>	
Principal Planner	1.00	Librarian II	0.13
Senior Planner	<u>(1.00)</u>	Librarian I	1.00
	<u>0.00</u>	Library Assistant	(0.12)
		Library Tech Assistant	(1.00)
		Library Page	<u>0.13</u>
			<u>0.14</u>
<u>Police</u>		<u>Street</u>	
Management Assistant	(1.00)	Extra Help - Street	<u>0.02</u>
Support Services Manager	1.00		
Police Officer - Patrol	3.00	<u>Building</u>	
Police Officer - Traffic	(1.00)	Permit Technician - Eng/Bldg	<u>0.10</u>
Extra Help - Police Officer	<u>0.73</u>		
	<u>2.73</u>	<u>Wastewater Services</u>	
		Mechanic - WRF	(1.00)
<u>Municipal Court</u>		Senior Mechanic - WRF	1.00
City Prosecutor	(0.32)	Operator I - WRF	<u>1.00</u>
Judge	<u>(0.20)</u>		
	<u>(0.52)</u>	<u>Ambulance</u>	
		No Changes	<u>0.00</u>
<u>Fire</u>		<u>Information Systems</u>	
Extra Help - Fire	(0.10)	Information Systems Analyst II	1.00
Extra Help - Fire Prevention	<u>0.09</u>	Information Systems Analyst I	<u>(0.50)</u>
	<u>(0.01)</u>		<u>0.50</u>
		<u>Total Change in Full Time Equivalent (FTE)</u>	
<u>Parks & Recreation - Administration</u>			<u>5.92</u>
Rec Leadership - Park Ranger	<u>0.06</u>		
<u>Aquatic Center</u>			
No Changes	<u>0.00</u>		
<u>Community Center</u>			
Community Center Manager	(1.00)		
Rec Program Supervisor	1.00		
Rec Program Coordinator I	0.20		
Extra Help - Community Center	0.01		
Classes & Programs Labor - CC	(0.14)		
Site Director - Summer STARS	(0.09)		
Assistant Site Director - STARS	0.17		
Rec Leadership - Summer STARS	<u>(0.05)</u>		
	<u>0.10</u>		

City of McMinnville
Number of Employees and Volunteers
March 2014 Actual

Table #3

Department	Employees		Volunteers	Grand Total
	Full Time	Part Time	See Volunteer Roster	
Administration	3	1	26	30
Finance	6	1	-	7
Engineering	5	-	-	5
Planning	3	-	41	44
Police	43	6	94	143
Municipal Court	3	3	-	7
Fire				
Fire Administration & Operations	12	1	44	57
Fire Prevention & Life Safety	2	-	-	2
Parks & Recreation				
Administration	1	-	1	2
Aquatic Center	3	25	4	32
Community Center & Rec Programs	2	3	75	80
Kids On The Block	1	41	25	67
Mayor's Charity Ball	-	-	200	200
Recreation Sports	1	39	184	224
Senior Center	1	7	160	168
Park Maintenance	6	1	234	241
Library	8	13	211	232
General Fund - Total	100	141	1,299	1,540
Street	8	-	-	8
Airport Maintenance	-	-	6	6
Building	2	1	12	15
Wastewater Services				
Administration	2	-	-	2
Plant	8	-	-	8
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Wastewater Services - Total	20	-	-	20
Ambulance	22	-	-	22
Information Systems & Services	2	-	-	2
Total City Employees & Volunteers	154	142	1,317	1,613

**City of McMinnville
Volunteer Roster - 2013**

Table #4

Department	# of Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	<u>12</u>	
	<u>26</u>	
Police		
Police Reserves (a)	4	(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.
Citizens Emergency Response Team (CERT)	79	
Other Police Volunteers (b)	<u>11</u>	
	<u>94</u>	(b) Other Police Volunteers include the police auxiliary and police parking patrol
Library		
Volunteers	<u>211</u>	
Building		
Board of Appeals	5	
Building Code Advisory Board	<u>7</u>	
	<u>12</u>	(c) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis computed on number of calls and the level of EMT certification. Volunteers who sign up for shift coverage duty on the weekend also receive a stipend.
Planning		
Citizen's Advisory Committee	5	
Historic Landmarks Committee	5	
Landscape Review Committee	5	
McMinnville Urban Area Management Commission	7	
McMinnville Urban Renewal Advisory Committee	10	
Planning Commission	<u>9</u>	
	<u>41</u>	(d) The McMinnville Swim Club and High School host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
Fire & Ambulance		
Fire & EMS Volunteers (c)	44	(e) The Survival Swimming Program provides up to 10 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition, Perrydale, 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.
Parks & Recreation		
Aquatic Center (d) (e)	4	(f) Senior Center Volunteers 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 Senior Citizens, Inc.
Park Watch Program	1	
Community Center (g)	75	(g) Park and Recreation sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event volunteers each May.
Kids On The Block	25	
Recreational Sports (h)	184	(h) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports (these 184 people coached 246 teams).
Senior Center Volunteers (f)	160	
Park Project Volunteers	234	
Mayor's Charity Ball	<u>200</u>	
	<u>883</u>	
Airport		
Airport Commission	<u>6</u>	
Total Volunteers	<u><u>1,317</u></u>	

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

July 1, 2014

2.7% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Attorney	361	3,715	3,901	4,096	4,187	4,515	4,741
Community Development Director							
Fire Chief	360	3,623	3,805	3,996	4,085	4,405	4,626
Police Chief							
Finance Director/City Recorder	357	3,365	3,534	3,710	3,793	4,090	4,295
Parks & Recreation Director	355	3,203	3,363	3,532	3,610	3,893	4,087
Planning Director							
Assistant Fire Chief	354	3,125	3,280	3,445	3,522	3,798	3,989
Library Director							
Police Captain - Field Operation							
Police Captain - Special Ops							
Wastewater Services Manager							
EMS Division Chief	350	2,831	2,972	3,121	3,191	3,440	3,613
Fire & Life Safety Div Chief							
Building Official	348	2,694	2,829	2,970	3,038	3,275	3,439
Engineering Services Manager							
Superintendent - Public Works							
Principal Planner	346	2,564	2,693	2,827	2,891	3,118	3,273
Information Systems Analyst III	344	2,441	2,563	2,691	2,752	2,967	3,116
Operations Superintendent - WRF							
Supvr - Environmental Svcs - WRF							
Project Manager - Engineering	342	2,323	2,440	2,561	2,619	2,824	2,965
Building Inspector III	340	2,211	2,322	2,438	2,493	2,688	2,823
GIS/CAD System Specialist	339	2,158	2,266	2,379	2,432	2,622	2,753
Information Systems Analyst II							
Recreation Program Mgr - Aquatic							
Recreation Program Mgr - KOB							
Recreation Program Mgr - Seniors							
Recreation Program Mgr - Sports							

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Senior Engineering Technician							
Library Services Manager	338	2,104	2,210	2,321	2,373	2,558	2,686
Sr Environmental Tech							
Supervisor - Park Maintenance							
Supervisor - SS & SD Maintenance							
Supervisor - Street Maintenance							
Sr Laboratory Tech - WRF	337	2,053	2,157	2,265	2,315	2,497	2,621
Support Services Mgr -Police							
Sr Mechanic/SCADA Tech - WRF	336	2,005	2,103	2,209	2,259	2,435	2,557
Information Systems Analyst I	335	1,955	2,052	2,156	2,203	2,376	2,495
Senior Operator - WRF							
Librarian III - Children's Svcs	332	1,815	1,906	2,001	2,046	2,206	2,317
Librarian III - Reference							
Mechanic - Fire Dept - PT+							
Mechanic - WRF							
Senior Accountant							
Admin Assistant/HR Analyst	331	1,771	1,859	1,952	1,996	2,153	2,260
Environmental Tech II							
Operator II - WRF							
Rec Program Supervisor - Aquatic							
Rec Program Supervisor - CC							
Accountant II	330	1,727	1,814	1,905	1,947	2,099	2,205
Accountant II - Payroll							
Laboratory Technician - WRF							
Senior Utility Worker - WWS							
Accountant I	328	1,644	1,726	1,813	1,854	1,999	2,098
Accounts Rec Billing Coord -Fire							
Librarian II - Children's							
Librarian II - Reference							
Librarian II - Young Adult							
Office Manager - Fire							
Permit Technician - Eng/Bldg							
Operator I - WRF	327	1,605	1,684	1,768	1,808	1,950	2,048
Rec Program Coord II - Aquatic							
Facilities Maint Spec II -Police	326	1,565	1,643	1,725	1,764	1,903	1,998

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Library Circulation Specialist							
Mechanic - Public Works							
Operations Supp Specialist - PW							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Permit Tech/Admin Spec II - Fire	325	1,527	1,604	1,683	1,721	1,856	1,949
Accounts Rec Billing Spec - Fire	324	1,490	1,564	1,642	1,680	1,811	1,902
Executive Secretary - Planning							
Librarian I - Children's							
Librarian I - Reference							
Librarian I - Technical Services							
Senior Court Clerk - MC							
Rec Program Coordinator I	323	1,453	1,526	1,603	1,638	1,766	1,855
Rec Program Coordinator I - SC							
Utility Worker I - Street	322	1,417	1,489	1,563	1,598	1,724	1,810
Administrative Spec II - Fire	320	1,349	1,417	1,488	1,521	1,640	1,723
Court Clerk II - MC							
Library Tech Assistant							
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Tech Svcs							
Library Asst - Children's	318	1,285	1,348	1,416	1,448	1,562	1,639
Library Asst - Circulation							
Library Asst - Technical Svcs							
Administrative Spec I - Admin	316	1,223	1,284	1,347	1,378	1,487	1,561
Court Clerk I - MC							
Office Specialist II - PW							
Office Specialist II - WRF							
Recreation Specialist - Aquatic							
Office Specialist I - Police	314	1,164	1,222	1,283	1,311	1,414	1,486
Library Page	302	866	909	953	975	1,052	1,104

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2014

2.7% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager	099	5,951					

Other / Certification Pay - General Service Employees

Title	Amount
Department Head Extra Duty Pay	2% of Base Salary
Pager Pay	\$17.27 / Hour
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, 2014

4.5% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	2,683	2,817	2,957	4,182	3,260	3,423
Police Sergeant	160	2,554	2,681	2,817	3,980	3,106	3,260
Police Officer - 12 Hour	155	2,322	2,438	2,560	3,620	2,824	2,964
Police Officer	150	2,211	2,322	2,438	3,445	2,688	2,824
Police Comm Support Coordinator	140	1,815	1,905	2,000	2,828	2,205	2,316
Parking & Code Enforcement	130	1,760	1,848	1,941	2,741	2,139	2,246
Police Evidence & Property Tech							
Police Records Specialist	120	1,638	1,719	1,805	2,550	1,990	2,089

Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	56	2%	150	F
BA / BS Degree	113	4%	150	F
Intermediate Certificate	113	4%	150	F
Advanced Certificate	226	8%	150	F
Bilingual	141	5%	150	F
ASL Certified	141	5%	150	F
Detective (including sergeant)	141	5%	150	F
K-9	141	5%	150	F
School Resource Officer	141	5%	150	F
Police Training Officer	1.63 / hour	5%	150	F
Motorcycle Duty	1.63 / hour	5%	150	F
Officer in Charge	1.63 / hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

Extra Help - Police Employees

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

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

July 1, 2014

4% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Fire Captain	240	2,633	2,765	2,903	3,048	3,200	3,361
Fire Lieutenant	235	2,410	2,530	2,657	2,789	2,930	3,075
Firefighter/Paramedic	220	2,250	2,363	2,480	2,604	2,734	2,872
Firefighter/EMT	207	2,042	2,143	2,250	2,363	2,481	2,605
Fire Prevention Specialist	205	1,673	1,758	1,845	1,938	2,035	2,136

Other / Certification Pay - Fire Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree *	29	1%	220	F
BA / BS Degree	57	2%	220	F
Bilingual	57	2%	220	F
Field Training Officer	57	2%	220	F
Intermediate Certificate	172	6%	220	F
Paramedic	287	10%	220	F

* Due to the EMT incentives listed in this Section of the minimum job requirements of some classifications, no employee hired after June 30, 2012 is eligible for Associate's Degree premium pay for an EMT-related degree.

City of McMinnville
Supplemental Salary Schedule

January 1, 2014

Active

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Extra Help - Ambulance Billing	092 H	9.10	9.40	10.40	11.40	12.40	13.40	14.40	15.40	16.40	17.40
Extra Help - Finance											
Extra Help - Clerical II	084 H	19.85	20.00	26.00	30.00	36.00	42.00				
Extra Help - Facility Maint											
Extra Help - Finance II											
Extra Help - Investigations											
Extra Help - PD Special Projects											
Extra Help - Police Officer											
Extra Help - Training Facility											
Extra Help - Clerical	082 H	10.00	12.69	13.32	14.00						
Extra Help - Community Relations											
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	46.36									
Municipal Court - Interpreter	064 H	10.00	12.50								
Extra Help - Municipal Court	062 H	9.10	15.00								
Extra Help - Building Official	052 H	50.00	54.00								
Extra Help - Mgmt Assistant - RS	050 H	12.69	13.07	13.46	13.86	14.27	14.69	15.13	15.58	16.04	16.52
Site Director II - KOB											
Program Assistant - Library	048 H	10.67	10.99	11.31	11.65	11.99	12.35	12.71	13.09	13.48	13.88
Program Assistant - Rec Sports											
Program Assistant - SC											
Rec Program Instructor - CC											

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Rec Program Instructor - SC											
Rec Program Instructor - Sports											
Site Director - KOB											
Site Director - Summer STARS											
Assistant Site Director - KOB	046 H	9.66	9.94	10.24	10.54	10.85	11.17	11.50	11.84	12.19	12.56
Assistant Site Director - STARS											
Extra Help - Aquatics 3											
Extra Help - Office - Rec Sports											
Rec Leadership - Park Ranger											
Extra Help - Aquatics 2	044 H	9.30	9.58	9.86	10.16	10.45	10.77	11.08	11.41	11.74	12.10
Classes & Programs Labor - CC	042 H	9.10	9.20	9.32	9.60	9.88	10.17	10.47	10.78	11.10	11.43
Classes & Programs Labor - SC											
Extra Help - Aquatics 1											
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 - Adult Sports											
RP Labor - Youth Basketball											
RP Labor - Youth Bball / Sball											
RP Labor - Youth Soccer											
RP Labor - Youth Sports Camps											
Extra Help - Park Maintenance	032 H	9.10	9.35								
Extra Help - Streets											
Extra Help - Engineering	024 H	9.65	10.15	15.00							
Extra Help - WWS											



**GENERAL FUND
BEGINNING FUND BALANCE**





General Fund – Beginning Fund Balance

2014 – 2015 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, 2014, the beginning fund balance for fiscal year 2014-15 is estimated to be \$7,934,000.

- **Draw down of General Fund reserve** --- The 2014-15 Proposed Budget continues the trend of spending down the beginning fund balance or the reserve in a fiscally conservative manner to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$7,934,000 at July 1, 2014 to \$6,760,000 at June 30, 2015. This is a decrease of approximately \$1,174,000 or 15%.
- 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 2014-15 will be approximately \$600,000, resulting in a fund balance of \$7,360,000 at June 30, 2015. With this assumption, the spend down of the General Fund reserve during fiscal year 2014-15 is *estimated* to be approximately \$574,000 or a decrease of 7%.
- For comparison purposes, the spend down of the General Fund reserve for fiscal year 2013-14 is *budgeted* at \$815,000 or 11%. The current *estimated* spend down is \$160,000 or 2%.

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

Previously, a total of \$600,000 was reserved for the purchase of fire apparatus for the Fire Department. However, the City plans to issue debt and purchase the much needed fire apparatus in late 2013-14 or early 2014-15. Therefore, the \$600,000 reserve has been incorporated into the undesignated beginning fund balance.

The initial principal and interest debt service payments are included in the Fire Department Proposed Budget for 2014-15.

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. The LOSAP is administered by VFIS Benefits Division. The estimated balance for LOSAP funds at July 1, 2014 is approximately \$523,400. Expenses for the LOSAP are included in the Fire Department Proposed Budget for 2014-15.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
401,368	468,301	589,000	4001-07 Designated Begin FB-General Fd - LOSAP Designated carryover from 2013-14 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	523,400	523,400	523,400
23,230	23,230	0	4001-10 Designated Begin FB-General Fd - Lanouette Endowment Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0	0	0
400,000	500,000	600,000	4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve Fire vehicles financed in fiscal year 2013-14.	0	0	0
6,506,740	6,486,295	6,278,150	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	7,410,149	7,410,149	8,796,500
7,331,338	7,477,827	7,467,150	TOTAL BEGINNING FUND BALANCE	7,933,549	7,933,549	9,319,900
7,331,338	7,477,827	7,467,150	TOTAL RESOURCES	7,933,549	7,933,549	9,319,900



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

2014 – 2015 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 and performing other support functions for the Mayor and City Councilors. Includes \$22,000 for Community Outreach programs, such as the 2014 Annual Report.
- Beginning in the current fiscal year the City Council will begin the process for recruiting and selection of a new City Manager. The current City Manager is retiring, effective 12/1/2014. The bulk of the expenses related to this process will be incurred in fiscal year 2014-15. \$22,000 has been budgeted as the estimated cost for conducting the recruitment and selection process.

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, Yamhill County public transportation, and McMinnville Economic Development Partnership.

Human Resources

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

Core Services

City Manager's Office

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

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.

General Fund – Administration

2014 – 2015 Proposed Budget --- Budget Summary



Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	24,726	45,100	45,600	500
Personnel Services	459,338	488,006	504,906	16,900
Materials & Services	255,642	323,183	417,637	94,454
Capital Outlay	575	-	1,679	1,679
Total Expenditures	715,555	811,189	924,222	113,033
Net Expenditures	(690,828)	(766,089)	(878,622)	112,533

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.

Full-Time Equivalents (FTE)

	2013-14 Adopted Budget	2014-15 Proposed Budget	Change
FTE Adopted Budget	3.30		
No change			-
FTE Proposed Budget		3.30	



General Fund – Administration

Historical Highlights

- | | | | | | |
|-------------|--|-------------|--|-------------|--|
| 1870 | McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees. | 1994 | City Hall and Police Department undergo major remodels with City Council Chambers removed. | 2006 | City purchases Oregon Mutual Insurance Company's Regional Office for the home of a new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments. |
| 1882 | McMinnville incorporates as a city with a Mayor and City Council. | 1995 | Civic Center Master Plan developed. | 2007 | City Hall is remodeled over an approximate 10-month period; to more adequately service the Administration, Finance, and Municipal Court Departments. |
| 1916 | Voters establish original operating property tax base. | 1995 | City purchases Home Laundry site at NE corner of Second and Cowsls. | 2008 | City Council establishes Downtown Public Art Program. |
| 1965 | Joe Dancer appointed City Administrator. | 1999 | The City Attorney position restored to full-time. | 2009 | Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed. |
| 1971 | City Attorney position established. | 2005 | City Council undertakes new community outreach project - Community Choices | 2009 | Rick Olson elected Mayor. |
| 1984 | Edward J. Gormley elected Mayor. | | | | |
| 1986 | May 1986, Kent Taylor appointed City Manager and continues to hold the position. | | | | |
| 1992 | City acquires parking lot at NE corner of First and Cowsls for joint development with Presbyterian Church. | | | | |
| 1992 | Downtown Historic Street Light Project implemented in City-owned parking lots. | | | | |



General Fund - Administration

2014-2015 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>
<u>City Attorney</u>	1	361	121,833		
General Fund					
Administration					
Legal (0.90 FTE)				10	109,650
Municipal Court					
Court (0.10 FTE)				71	12,183
<u>Administrative Assistant / HR Analyst</u>	1	331	58,407		
General Fund					
Administration					
City Manager's Office (0.40 FTE)				2	23,363
Mayor & City Council (0.10 FTE)				8	5,841
Human Resources (0.50 FTE)				14	29,204
<u>Administrative Specialist I</u>	1	316	13,728		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				8	6,864
Legal (0.20 FTE)				10	6,864

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

164,956	165,228	168,188	7000-05 Salaries & Wages - Regular Full Time City Manager - 1.00 FTE Administrative Assistant / HR Analyst - 0.40 FTE	183,470	183,470	183,470
2,045	1,830	2,500	7000-20 Salaries & Wages - Overtime	2,500	2,500	2,500
1,590	1,064	1,841	7000-25 Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: Monthly OPS Awards \$100 (net of employee tax) Yearly OPS Award \$500 (net of employee tax)	1,841	1,841	1,841
9,881	9,900	9,900	7000-30 Salaries & Wages - Auto Allowance City Manager's \$825 per month automobile allowance.	9,900	9,900	9,900
8,184	8,326	8,717	7300-05 Fringe Benefits - FICA - Social Security	8,972	8,972	8,972
2,509	2,519	2,645	7300-06 Fringe Benefits - FICA - Medicare	2,867	2,867	2,867
43,010	42,909	52,320	7300-15 Fringe Benefits - PERS - OPSRP - IAP	48,004	48,004	48,004
14,694	15,269	15,710	7300-20 Fringe Benefits - Medical Insurance	19,928	19,928	19,928
88	88	89	7300-25 Fringe Benefits - Life Insurance	176	176	176
881	881	896	7300-30 Fringe Benefits - Long Term Disability	926	926	926
363	424	578	7300-35 Fringe Benefits - Workers' Compensation Insurance	622	622	622
34	37	48	7300-37 Fringe Benefits - Workers' Benefit Fund	48	48	48
248,236	248,475	263,432	TOTAL PERSONNEL SERVICES	279,254	279,254	279,254

MATERIALS AND SERVICES

72	395	1,000	7520 Public Notices & Printing	3,000	3,000	3,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Advertising and printing for City Manager recruitment	1	2,000	2,000
			Miscellaneous advertising and printing	1	1,000	1,000
44	51	400	7540 Employee Development	400	400	400
609	766	2,500	7550 Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager and the City Manager's staff.	10,500	10,500	10,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Conferences, memberships, subscriptions, etc.	1	2,500	2,500
			City Manager - Moving expenses	1	5,000	5,000
			City Manager - Travel expenses for finalists	1	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
510	700	800	7610-05	Insurance - Liability		800	800	800
953	951	1,200	7620	Telecommunications		1,200	1,200	1,200
43	78	500	7660	Materials & Supplies		500	500	500
2,353	1,041	2,500	7660-05	Materials & Supplies - Office Supplies		2,500	2,500	2,500
42	77	500	7660-15	Materials & Supplies - Postage		500	500	500
2,222	2,232	2,300	7750	Professional Services		14,300	14,300	14,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	100	100	
				Audit fee allocation	1	2,200	2,200	
				Recruitment services for City Manager	1	12,000	12,000	
4,242	4,317	8,007	7840	M & S Computer Charges		6,038	6,038	6,038
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	6,038	6,038	
1,586	3,315	315	7840-02	M & S Computer Charges - City Manager's Office		8,320	8,320	8,320
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	4	1,700	6,800	
				Windows 7 software upgrade	1	120	120	
				Laptop computer	1	1,400	1,400	
21,478	22,855	23,675	8000	City Memberships		23,775	23,775	23,775
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Local Government Personnel Institute	1	1,600	1,600	
				Mid Willamette Vly Council of Gov't-50% shared with W&L	1	8,000	8,000	
				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 Area Chamber of Commerce	1	875	875	
				Travel Yamhill Valley	1	400	400	
				Miscellaneous	1	500	500	
34,155	36,776	43,697	TOTAL MATERIALS AND SERVICES			71,833	71,833	71,833
CAPITAL OUTLAY								
1,907	431	0	8750	Capital Outlay Computer Charges		513	513	513
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	513	513	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,907	431	0	TOTAL CAPITAL OUTLAY	513	513	513
284,298	285,682	307,129	TOTAL REQUIREMENTS	351,600	351,600	351,600

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET												
RESOURCES																		
CHARGES FOR SERVICES																		
10,860	11,112	11,300	5400-02 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income increases in October depending on the June 30, 2014 CPI-W increase.	11,500	11,500	11,500												
13,170	13,614	13,800	5400-03 Property Rentals - Parking Lot Cornerstone Express Downtown Economic Improvement District (DEID) payment offset by parking lot rental revenue	14,100	14,100	14,100												
			<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 kiosk</td> <td>1</td> <td>14,543</td> <td>14,543</td> </tr> <tr> <td>Cornerstone Express DEID</td> <td>1</td> <td>-443</td> <td>-443</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Cornerstone Express kiosk	1	14,543	14,543	Cornerstone Express DEID	1	-443	-443			
Description	Units	Amt/Unit	Total															
Cornerstone Express kiosk	1	14,543	14,543															
Cornerstone Express DEID	1	-443	-443															
24,030	24,726	25,100	TOTAL CHARGES FOR SERVICES	25,600	25,600	25,600												
24,030	24,726	25,100	TOTAL RESOURCES	25,600	25,600	25,600												

01 - GENERAL FUND

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

2015 PROPOSED BUDGET 2015 APPROVED BUDGET 2015 ADOPTED BUDGET

REQUIREMENTS

MATERIALS AND SERVICES

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
104	53	500	7590	Fuel - Vehicle & Equipment	500	500	500
13,200	13,585	13,700	7600	Electric & Natural Gas	14,000	14,000	14,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			City Hall heating fuel	1	3,600	3,600	
			Civic Hall natural gas	1	1,200	1,200	
			City Hall electric	1	4,200	4,200	
			Civic Hall electric	1	5,000	5,000	
580	600	700	7610-05	Insurance - Liability	900	900	900
4,560	6,100	7,300	7610-10	Insurance - Property	9,200	9,200	9,200
5,372	5,209	5,500	7620	Telecommunications	5,500	5,500	5,500
4,095	4,234	5,000	7650-10	Janitorial - Services	5,000	5,000	5,000
581	981	1,500	7650-15	Janitorial - Supplies	1,500	1,500	1,500
14	0	500	7660	Materials & Supplies	500	500	500
105	6	1,000	7720-06	Repairs & Maintenance - Equipment	1,000	1,000	1,000
7,162	8,407	12,000	7720-08	Repairs & Maintenance - Building Repairs	10,000	10,000	10,000
5,047	3,948	5,600	7720-10	Repairs & Maintenance - Building Maintenance	5,600	5,600	5,600
425	3,448	3,000	7720-12	Repairs & Maintenance - Grounds	25,000	25,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Other	1	3,000	3,000	
			Public parking lot behind Harvest Fresh	1	22,000	22,000	
0	0	0	7720-14	Repairs & Maintenance - Vehicles	0	0	0
1,551	6,269	1,400	7740-05	Rental Property Repair & Maint - Building	6,200	6,200	6,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance - property	1	1,000	1,000	
			Insurance - liability	1	200	200	
			Miscellaneous rental repairs and maintenance	1	1,000	1,000	
			Chamber of Commerce parking lot repairs & maintenance	1	4,000	4,000	
345	345	500	7750	Professional Services	500	500	500
11,887	13,242	15,000	7790	Maintenance & Rental Contracts	15,000	15,000	15,000
			Security system, janitorial services, floor mat cleaning, heating system maintenance.				

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
3,000	3,000	3,000	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net	3,000	3,000	3,000
3,827	4,724	3,000	7800	M & S Equipment	3,000	3,000	3,000
61,854	74,150	79,200	<u>TOTAL MATERIALS AND SERVICES</u>		106,400	106,400	106,400
61,854	74,150	79,200	<i>TOTAL REQUIREMENTS</i>		106,400	106,400	106,400

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :005 - MAYOR & CITY COUNCIL
 Program :N/A

2015
PROPOSED BUDGET

2015
APPROVED BUDGET

2015
ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
5,457	5,516	5,642	7000-05	Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.10 FTE	5,841	5,841	5,841
6,159	5,491	6,620	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,864	6,864	6,226
511	482	600	7000-20	Salaries & Wages - Overtime	600	600	600
729	695	796	7300-05	Fringe Benefits - FICA - Social Security	825	825	785
171	163	187	7300-06	Fringe Benefits - FICA - Medicare	194	194	184
2,674	2,546	3,405	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,938	2,938	2,811
1,049	1,090	1,122	7300-20	Fringe Benefits - Medical Insurance	1,146	1,146	2,523
6	6	6	7300-25	Fringe Benefits - Life Insurance	12	12	44
29	29	30	7300-30	Fringe Benefits - Long Term Disability	30	30	68
28	29	41	7300-35	Fringe Benefits - Workers' Compensation Insurance	44	44	42
9	8	10	7300-37	Fringe Benefits - Workers' Benefit Fund	10	10	10
212	425	321	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	633	633	633
17,033	16,481	18,780	TOTAL PERSONNEL SERVICES		19,137	19,137	19,767

MATERIALS AND SERVICES

299	974	500	7520	Public Notices & Printing	500	500	500
454	454	500	7620	Telecommunications	500	500	500
32	0	300	7660	Materials & Supplies	300	300	300
2,669	2,194	1,500	7660-05	Materials & Supplies - Office Supplies	2,000	2,000	2,000
74	189	250	7660-15	Materials & Supplies - Postage	250	250	250
5	5	10	7750	Professional Services	10	10	10
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	10	10
25,203	10,300	22,000	7750-06	Professional Services - Community Outreach Continuing the City Council's public communication efforts, including the 2014 Annual Report.	22,000	22,000	22,000
0	0	0	7800	M & S Equipment	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	0	7840	M & S Computer Charges		12,075	12,075	12,075
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	12,075	12,075	
0	0	19,500	7840-03	M & S Computer Charges - City Council		6,500	6,500	6,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				AgendaQuick renewal	1	6,500	6,500	
17,080	17,215	16,000	8005	Mayor/City Council Expenses		16,000	16,000	16,000
				Mayor and City Council activities include City Council dinner meetings, League of Oregon Cities City Council programs, City Council Annual Goal Setting, and other expenses related to Mayor and City Council activities and responsibilities.				
45,815	31,330	60,560	TOTAL MATERIALS AND SERVICES			60,135	60,135	60,135
				CAPITAL OUTLAY				
0	0	0	8750	Capital Outlay Computer Charges		1,026	1,026	1,026
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	1,026	1,026	
0	0	0	TOTAL CAPITAL OUTLAY			1,026	1,026	1,026
62,848	47,812	79,340	TOTAL REQUIREMENTS			80,298	80,298	80,928

Budget Document Report

01 - GENERAL FUND

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

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

104,069	104,093	105,856	7000-05	Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE	109,650	109,650	109,650
6,159	5,491	6,620	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,864	6,864	6,226
0	24	0	7000-20	Salaries & Wages - Overtime	0	0	0
6,376	6,499	6,755	7300-05	Fringe Benefits - FICA - Social Security	6,955	6,955	6,915
1,578	1,576	1,631	7300-06	Fringe Benefits - FICA - Medicare	1,689	1,689	1,680
26,337	26,214	31,415	7300-15	Fringe Benefits - PERS - OPSRP - IAP	27,514	27,514	27,385
4,563	4,718	4,852	7300-20	Fringe Benefits - Medical Insurance	4,956	4,956	6,333
57	57	56	7300-25	Fringe Benefits - Life Insurance	114	114	145
548	548	558	7300-30	Fringe Benefits - Long Term Disability	580	580	618
139	157	239	7300-35	Fringe Benefits - Workers' Compensation Insurance	260	260	258
28	29	38	7300-37	Fringe Benefits - Workers' Benefit Fund	38	38	38
149,853	149,405	158,020	TOTAL PERSONNEL SERVICES		158,620	158,620	159,248

MATERIALS AND SERVICES

28	48	400	7540	Employee Development	400	400	400
4,377	3,114	3,500	7550	Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney.	3,500	3,500	3,500
510	700	700	7610-05	Insurance - Liability	800	800	800
612	506	800	7620	Telecommunications	800	800	800
254	310	500	7660-05	Materials & Supplies - Office Supplies	500	500	500
55	96	100	7660-15	Materials & Supplies - Postage	100	100	100
0	0	500	7750-09	Professional Services - Legal Contract legal services to provide City Attorney with assistance on projects.	12,000	12,000	12,000
1,409	1,439	1,601	7840	M & S Computer Charges	1,647	1,647	1,647
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				IS Department M&S costs shared city-wide	1	1,647	1,647
0	0	250	7840-08	M & S Computer Charges - Legal	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A				2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
7,245	6,214	8,351	TOTAL MATERIALS AND SERVICES				19,747	19,747	19,747
CAPITAL OUTLAY									
631	144	0	8750	Capital Outlay Computer Charges			140	140	140
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Department capital costs shared city-wide	1	140	140			
631	144	0	TOTAL CAPITAL OUTLAY				140	140	140
157,729	155,762	166,371	TOTAL REQUIREMENTS				178,507	178,507	179,135

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
715	0	10,000	6490 Donations - Public Art Public donations for the Downtown Public Art Project.	10,000	10,000	10,000
4,250	0	10,000	6490-10 Donations - Public Art - Dedicated Public donations for specific pieces of artwork for the Downtown Public Art Project.	10,000	10,000	10,000
4,965	0	20,000	<u>TOTAL MISCELLANEOUS</u>	20,000	20,000	20,000
4,965	0	20,000	TOTAL RESOURCES	20,000	20,000	20,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
10,711	11,563	8,000	8010 Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	10,000	10,000	20,000
4,585	7,617	17,000	8012 M&S Downtown Public Art Program City's annual support of Downtown Public Art Project includes pedestal construction and artist honorariums.	8,500	8,500	12,500
1,415	0	10,000	8012-05 M&S Downtown Public Art Program - Donations - Public Art Public art purchases funded through revenue account 6490, Donations-Public Art.	10,000	10,000	10,000
3,550	0	10,000	8012-10 M&S Downtown Public Art Program - Donations - Dedicated 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
7,500	11,500	15,600	8015 Community Services	15,600	19,000	19,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Your Community Mediators of Yamhill County	1	16,000	16,000
			Homeward Bound Pets	1	3,000	3,000
14,000	14,000	14,000	8020 McMinnville Downtown Association City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	14,000	14,000
0	22,500	22,500	8025 Yamhill Co - YCTA Public transportation program support.	22,500	22,500	22,500
22,500	0	0	8030 YCAP Transportation - YAMCO	0	0	0
38,245	38,245	38,245	8060 Economic Development Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce.	39,392	39,392	39,392
102,506	105,425	135,345	TOTAL MATERIALS AND SERVICES	129,992	133,392	147,392
CAPITAL OUTLAY						
0	0	0	8712-05 Capital Outlay Downtown Public Art Program - Donations - Public Art	0	0	0
0	0	0	8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
102,506	105,425	135,345	TOTAL REQUIREMENTS	129,992	133,392	147,392

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
27,286	27,583	28,209	7000-05	Salaries & Wages - Regular Full Time		29,203	29,203	29,203
				Administrative Assistant / HR Analyst - 0.50 FTE				
2,557	2,288	2,500	7000-20	Salaries & Wages - Overtime		2,500	2,500	2,500
1,738	1,768	1,904	7300-05	Fringe Benefits - FICA - Social Security		1,966	1,966	1,966
406	414	445	7300-06	Fringe Benefits - FICA - Medicare		460	460	460
7,199	7,206	8,809	7300-15	Fringe Benefits - PERS - OPSRP - IAP		7,698	7,698	7,698
5,249	5,454	5,612	7300-20	Fringe Benefits - Medical Insurance		5,729	5,729	5,729
32	32	32	7300-25	Fringe Benefits - Life Insurance		64	64	64
145	145	148	7300-30	Fringe Benefits - Long Term Disability		154	154	154
64	73	98	7300-35	Fringe Benefits - Workers' Compensation Insurance		104	104	104
14	15	17	7300-37	Fringe Benefits - Workers' Benefit Fund		17	17	17
44,690	44,977	47,774	TOTAL PERSONNEL SERVICES			47,895	47,895	47,895
MATERIALS AND SERVICES								
0	0	500	7520	Public Notices & Printing		500	500	500
0	0	200	7530	Safety Training/OSHA		200	200	200
127	128	500	7550	Travel & Education		500	500	500
				Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials for the Administrative Assistant/HR Analyst.				
603	587	800	7620	Telecommunications		800	800	800
0	83	500	7660	Materials & Supplies		500	500	500
1,434	761	1,500	7660-05	Materials & Supplies - Office Supplies		1,500	1,500	1,500
199	165	500	7660-15	Materials & Supplies - Postage		500	500	500
22	23	30	7750	Professional Services		25,030	25,030	25,030
2,385	1,747	4,530	TOTAL MATERIALS AND SERVICES			29,530	29,530	29,530
47,075	46,724	52,304	TOTAL REQUIREMENTS			77,425	77,425	77,425

Description	Units	Amt/Unit	Total
Section 125 administration fee	1	30	30
Salary survey consultant fee	1	25,000	25,000



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** --- For the 2014-15 Proposed Budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2013-14. A Temporary position, budgeted as a 0.03 FTE position, primarily assists the Payroll Accountant with filing, mailing W-2s, etc.
- The 2014-15 proposed budget also includes a Temporary Finance II position, budgeted at 0.05 FTE. The employee in this position typically works from August through November and focuses primarily on preparation of the City's Comprehensive Annual Financial Report (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 2013-14, including the Temporary position which remained at 0.08 FTE.

Core Services

Accounting Section

- Providing accounting services for all City financial operations, including payroll, accounts payable, accounts receivable, miscellaneous billing and general ledger accounting
- Coordinating the annual audit of City financial statements, preparing the Comprehensive Annual Financial Report (CAFR), and maintaining unmodified audit opinions
- Preparing the City's annual budget and providing on-going monitoring of the budget throughout the year
- Developing a long term fiscal forecast, providing valuable information and input for budgeting and decision making
- Administering property and liability insurance claims
- Issuing and managing the City's debt, including general obligation and revenue bonds
- Administering the collection of Transient Lodging Taxes
- Managing the City's financial software system
- Investing public funds and ensuring efficient banking services for all City operations
- Assisting City departments as needed on various financial issues, including internal control development and compliance

Ambulance Billing Section

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

General Fund – Finance

2014 – 2015 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Accounting Section

- Continue to provide excellent financial and accounting services to City Council, management, and operating departments, while assuming additional duties related to Transient Lodging Tax, the Urban Renewal District, debt issuance, etc.
- Continue implementation of Transient Lodging tax (TLT) process, including collecting the TLT, billing for delinquent payments, and working with auditors to determine lodging providers' compliance with the City's TLT Ordinance
- Work with City Manager, Planning Director, and consultants to budget and account for Urban Renewal Funds
- Participate in issuance of general obligation bonds for transportation projects, if approved by voters in November 2014
- Continue partnership with New World Systems (NWS) as "hot fixes", service packs, and new versions of Logos modules are released; submit software suggestions to NWS to enhance functionality of the system
- Continue partnering with departments to identify opportunities to maximize operating efficiencies, including internal control development and compliance
- 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 resolve issues related to the interface between the ambulance chart-writing software (ESO) and the ambulance billing software (TriTech)

- 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 payment processing systems

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	16,220	13,500	15,500	2,000
Personnel Services	553,758	617,830	612,391	(5,439)
Materials & Services	53,520	71,847	77,755	5,908
Capital Outlay	958	-	840	840
Total Expenditures	608,237	689,677	690,986	1,309
Net Expenditures	(592,017)	(676,177)	(675,486)	(691)

Full-Time Equivalents (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	7.01		
Extra Help - Finance II		(0.10)	
FTE Proposed Budget			6.91



General Fund – Finance

Historical Highlights

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

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

- 2003** Property lien searches available via Internet.

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

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



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

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

- 2011** Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
12,650	16,200	13,000	5310 On-Line Lien Search Fees 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.	15,000	15,000	15,000
12,650	16,200	13,000	TOTAL CHARGES FOR SERVICES	15,000	15,000	15,000
MISCELLANEOUS						
-99	20	500	6600-94 Other Income - Finance Miscellaneous Finance Department collections.	500	500	500
-99	20	500	TOTAL MISCELLANEOUS	500	500	500
12,551	16,220	13,500	TOTAL RESOURCES	15,500	15,500	15,500

Budget Document Report

01 - GENERAL FUND

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

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

311,856	298,835	308,529	7000-05	Salaries & Wages - Regular Full Time Finance Director / City Recorder - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	323,286	323,286	323,286
4,592	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
3,083	6,166	14,000	7000-15	Salaries & Wages - Temporary Extra Help - Finance II - 0.05 FTE Extra Help - Finance - 0.03 FTE	5,500	5,500	5,500
5,881	1,694	5,000	7000-20	Salaries & Wages - Overtime	5,000	5,000	5,000
19,450	18,268	20,308	7300-05	Fringe Benefits - FICA - Social Security	20,695	20,695	20,695
4,549	4,272	4,749	7300-06	Fringe Benefits - FICA - Medicare	4,840	4,840	4,840
70,943	68,392	89,500	7300-15	Fringe Benefits - PERS - OPSRP - IAP	75,166	75,166	75,166
25,308	34,592	41,816	7300-20	Fringe Benefits - Medical Insurance	42,708	42,708	42,708
326	314	315	7300-25	Fringe Benefits - Life Insurance	630	630	630
1,692	1,664	1,706	7300-30	Fringe Benefits - Long Term Disability	1,780	1,780	1,780
741	785	1,048	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,102	1,102	1,102
142	137	176	7300-37	Fringe Benefits - Workers' Benefit Fund	173	173	173
448,562	435,119	487,147	TOTAL PERSONNEL SERVICES		480,880	480,880	480,880

MATERIALS AND SERVICES

397	460	500	7500	Credit Card Fees	500	500	500
2,497	1,433	3,500	7520	Public Notices & Printing	3,500	3,500	3,500
180	203	600	7540	Employee Development	600	600	600
19,542	8,969	17,000	7550	Travel & Education Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	17,000	17,000	17,000
2,320	3,100	2,800	7610-05	Insurance - Liability	3,000	3,000	3,000
4,816	4,766	5,500	7620	Telecommunications	5,500	5,500	5,500
4,765	3,967	6,500	7660-05	Materials & Supplies - Office Supplies	5,500	5,500	5,500
31	539	2,000	7660-10	Materials & Supplies - Office Supplies Inventory	2,000	2,000	2,000
3,420	3,005	3,500	7660-15	Materials & Supplies - Postage	3,500	3,500	3,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	500	7720-06	Repairs & Maintenance - Equipment		500	500	500
4,841	3,631	4,950	7750	Professional Services		5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Section 125 administration fee	1	100	100		
			Strategic budget and forecast consultant	1	4,000	4,000		
			Audit filing fees State of Oregon and GFOA	1	900	900		
8,985	3,117	3,300	7750-24	Professional Services - Audit		3,100	3,100	3,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	3,100	3,100		
5,130	6,900	6,000	7750-27	Professional Services - Net Assets		7,000	7,000	7,000
			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.					
0	350	0	7750-57	Professional Services - Financing Administration		400	400	400
2,625	2,863	2,500	7790	Maintenance & Rental Contracts		2,500	2,500	2,500
			Printer / scanner / copier lease and per page cost.					
1,428	0	3,000	7800-03	M & S Equipment - Office		3,000	3,000	3,000
9,407	9,593	8,540	7840	M & S Computer Charges		9,880	9,880	9,880
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department M&S costs shared city-wide	1	9,880	9,880		
9,373	600	1,107	7840-05	M & S Computer Charges - Accounting		5,225	5,225	5,225
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Lexmark printer maintenance	1	300	300		
			Workstation replacement	1	1,700	1,700		
			Laptop replacement	1	1,400	1,400		
			Lexmark fuser replacement	1	850	850		
			Scanner replacement	1	975	975		
79,758	53,498	71,797	TOTAL MATERIALS AND SERVICES			77,705	77,705	77,705
CAPITAL OUTLAY								
4,220	958	0	8750	Capital Outlay Computer Charges		840	840	840
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	840	840		
4,220	958	0	TOTAL CAPITAL OUTLAY			840	840	840
532,541	489,575	558,944	TOTAL REQUIREMENTS			559,425	559,425	559,425

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
48,157	48,168	49,035	7000-05 Salaries & Wages - Regular Full Time Accounts Receivable Billing Coordinator - 1.00 FTE	50,846	50,846	50,846
31,245	31,613	33,318	7000-10 Salaries & Wages - Regular Part Time Accounts Receivable Billing Specialist - 0.75 FTE	34,554	34,554	34,554
1,753	293	1,500	7000-15 Salaries & Wages - Temporary Extra Help - Ambulance Billing - 0.08 FTE	1,500	1,500	1,500
41	0	500	7000-20 Salaries & Wages - Overtime	500	500	500
4,843	4,776	5,230	7300-05 Fringe Benefits - FICA - Social Security	5,418	5,418	5,418
1,133	1,117	1,223	7300-06 Fringe Benefits - FICA - Medicare	1,267	1,267	1,267
17,893	17,960	22,345	7300-15 Fringe Benefits - PERS - OPSRP - IAP	19,388	19,388	19,388
10,139	13,875	16,614	7300-20 Fringe Benefits - Medical Insurance	16,964	16,964	16,964
126	126	126	7300-25 Fringe Benefits - Life Insurance	252	252	252
444	454	458	7300-30 Fringe Benefits - Long Term Disability	470	470	470
194	211	271	7300-35 Fringe Benefits - Workers' Compensation Insurance	289	289	289
49	47	63	7300-37 Fringe Benefits - Workers' Benefit Fund	63	63	63
116,016	118,639	130,683	<u>TOTAL PERSONNEL SERVICES</u>	131,511	131,511	131,511
MATERIALS AND SERVICES						
0	23	50	7750 Professional Services	50	50	50
0	23	50	<u>TOTAL MATERIALS AND SERVICES</u>	50	50	50
116,016	118,662	130,733	<u>TOTAL REQUIREMENTS</u>	131,561	131,561	131,561



ENGINEERING DEPARTMENT





General Fund – Engineering 2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

During fiscal year 2014-15, the Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements and purchases. Planned projects include:

- Start of construction of the planned expansion of the secondary treatment processes at the Water Reclamation Facility (Wastewater Capital Fund);
- Completion of pavement overlays on various City streets (Transportation Fund);
- Slurry seal application on various City streets (Transportation Fund);
- Construction of the in-house designed Fairgrounds Basin sewer rehabilitation and reconstruction project 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 the summer of 2015 (Wastewater Capital Fund); and
- Begin the environmental/design work related to the rehab/reconstruction of runway 4-22 at the Municipal Airport (Airport Fund).

Given that the City Council has proposed a goal to place a Transportation Improvement Bond measure on the November 2014 election, the proposed fiscal year 2014-15 budget includes the addition of a project manager in Engineering to help manage those projects. The effective date would be January 1, 2015, and the hiring process would only happen if the bond measure passes

Additionally, the proposed fiscal year 2014-15 budget also includes funding for an Engineering Intern during the summer months (mid-May through August) to assist capital project planning, administration, and inspection; asset management data gathering;

mapping; and other related activities. The use of the Intern position is intended to assist the Department in advancing several initiatives, including our public right-of-way accessibility plan; the gathering of pavement maintenance and other street asset data; and Capacity Management, Operations and Maintenance (CMOM) planning for wastewater services.

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 1,778 private sewer laterals.

General Fund – Engineering

2014 – 2015 Proposed Budget --- Budget Summary

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	19,258	11,000	16,000	5,000
Personnel Services	618,640	665,537	726,183	60,646
Materials & Services	44,163	61,035	69,421	8,386
Capital Outlay	542	-	15,497	15,497
Total Expenditures	663,345	726,572	811,101	84,529
Net Expenditures	(644,087)	(715,572)	(795,101)	79,529

Full-Time Equivalents (FTE)

	2013-14		2014-15
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	5.89		
Senior Engineering Technician		1.00	
Engineering Technician		(1.00)	
Project Manager - Engineering		0.50	
Permit Technician - Eng/Bldg		(0.10)	
Extra Help - Engineering		0.04	
FTE Proposed Budget		0.44	6.33



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 2,500 locate requests in 2013.

General Fund - Engineering

2014-2015 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	Page	Amount
Department	Employees		Salary		
<u>Permit Technician</u>	1	328	51,746		
General Fund					
Engineering (0.50 FTE)				20	25,873
Building Fund (0.50 FTE)				211	25,873

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
12,984	18,766	10,000	5320 Engineering Fees Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs.	15,000	15,000	15,000
12,984	18,766	10,000	<u>TOTAL CHARGES FOR SERVICES</u>	15,000	15,000	15,000
<u>MISCELLANEOUS</u>						
557	492	1,000	6600-96 Other Income - Engineering	1,000	1,000	1,000
557	492	1,000	<u>TOTAL MISCELLANEOUS</u>	1,000	1,000	1,000
13,541	19,258	11,000	<u>TOTAL RESOURCES</u>	16,000	16,000	16,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

417,363	412,452	421,345	7000-05 Salaries & Wages - Regular Full Time Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 1.50 FTE * GIS / CAD System Specialist - 1.00 FTE Senior Engineering Technician - 1.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE	472,287	472,287	472,287
0	0	9,000	* A Project Manager will be added to staff Jan. 1, if the proposed November 2014 transportation general obligation bond measure passes. 7000-15 Salaries & Wages - Temporary Extra Help - Engineering - 0.33 FTE	10,200	10,200	10,200
0	0	250	7000-20 Salaries & Wages - Overtime	250	250	250
5,400	5,400	5,400	7000-30 Salaries & Wages - Auto Allowance Community Development Director's \$540 per month automobile allowance.	6,480	6,480	6,480
24,729	24,646	26,590	7300-05 Fringe Benefits - FICA - Social Security	29,768	29,768	29,768
5,812	5,825	6,324	7300-06 Fringe Benefits - FICA - Medicare	7,094	7,094	7,094
96,825	95,639	118,271	7300-15 Fringe Benefits - PERS - OPSRP - IAP	111,653	111,653	111,653
64,242	64,790	66,643	7300-20 Fringe Benefits - Medical Insurance	74,482	74,482	74,482
364	353	353	7300-25 Fringe Benefits - Life Insurance	756	756	756
2,299	2,256	2,294	7300-30 Fringe Benefits - Long Term Disability	2,578	2,578	2,578
6,234	7,126	8,866	7300-35 Fringe Benefits - Workers' Compensation Insurance	10,419	10,419	10,419
150	153	201	7300-37 Fringe Benefits - Workers' Benefit Fund	216	216	216
623,419	618,640	665,537	TOTAL PERSONNEL SERVICES	726,183	726,183	726,183

MATERIALS AND SERVICES

129	168	500	7540 Employee Development	600	600	600
2,431	2,001	2,500	7550 Travel & Education Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	5,500	5,500	5,500
1,321	1,315	1,500	7590 Fuel - Vehicle & Equipment	2,000	2,000	2,000
3,274	3,131	3,450	7600 Electric & Natural Gas Department's share of Community Development Center's electricity expense, ~38%.	3,700	3,700	3,700
2,100	2,800	2,900	7610-05 Insurance - Liability	3,100	3,100	3,100
660	1,100	1,200	7610-10 Insurance - Property	1,400	1,400	1,400

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
5,353	4,578	5,000	7620	Telecommunications		5,000	5,000	5,000
2,298	2,512	2,500	7650	Janitorial Department's share of Community Development Center janitorial service and supply costs, ~38%.		2,400	2,400	2,400
5,809	5,280	7,000	7660	Materials & Supplies Uniforms, safety equipment, office, engineering, and surveying materials and supplies.		11,000	11,000	11,000
220	108	500	7720	Repairs & Maintenance Vehicle and equipment repairs and maintenance.		2,200	2,200	2,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				New tires - 2009 Ranger	1	700	700	
				Paint repair - 2009 Ranger	1	1,000	1,000	
				General maintenance & repairs	1	500	500	
865	1,125	7,600	7720-08	Repairs & Maintenance - Building Repairs Department's share of Community Development Center's repairs and improvements, ~38%.		3,800	3,800	3,800
1,231	1,763	2,200	7720-10	Repairs & Maintenance - Building Maintenance Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%.		2,700	2,700	2,700
2,354	1,242	5,000	7750	Professional Services		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,200	1,200	
				Section 125 administration fee	1	100	100	
				Miscellaneous professional services	1	3,700	3,700	
659	433	800	7790	Maintenance & Rental Contracts Large format copier maintenance contract		800	800	800
2,273	1,555	2,150	7790-20	Maintenance & Rental Contracts - Community Development Center Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.		1,550	1,550	1,550
0	0	0	7800	M & S Equipment		0	0	0
5,325	5,430	5,690	7840	M & S Computer Charges		5,851	5,851	5,851
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,851	5,851	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
7,486	9,623	10,545	7840-10	M & S Computer Charges - Engineering		12,820	12,820	12,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Plotter replacement	1	1,545	1,545	
				Workstation replacements	2	1,700	3,400	
				Visual studio software upgrade	1	325	325	
				Adobe Pro software	1	100	100	
				Accela Permits Plus, 15% - shared with Building and Planning	1	1,950	1,950	
				AutoCAD maintenance renewal, 50% shared with Planning	1	800	800	
				ESRI ArcIMS Mapping, 17% - shared w/Plan, Pk Maint, St, Bld, WWS	1	1,800	1,800	
				Hansen sewer database, 25% - shared with Streets	1	2,900	2,900	
43,787	44,163	61,035		<u>TOTAL MATERIALS AND SERVICES</u>		69,421	69,421	69,421
				<u>CAPITAL OUTLAY</u>				
0	0	0	8710	Equipment		0	0	0
2,389	542	0	8750	Capital Outlay Computer Charges		497	497	497
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	497	497	
0	0	0	8850	Vehicles		15,000	15,000	15,000
				A Project Manager will be added to staff if the proposed November 2014 transportation general obligations bond measure passes.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Vehicle for new Project Manager position	1	15,000	15,000	
2,389	542	0		<u>TOTAL CAPITAL OUTLAY</u>		15,497	15,497	15,497
669,595	663,345	726,572		<u>TOTAL REQUIREMENTS</u>		811,101	811,101	811,101



PLANNING DEPARTMENT



Budget Highlights

The Planning Department's 2014-15 proposed budget continues the "hold the line" approach from the past several years, and reflects only a very slight increase from the prior year's budget (some \$4,500). With staffing reductions in 2011 and 2013 (elimination of two Associate Planner positions and reduction to half time of the Permit Specialist position), the department now operates with two professional planners and 1.5 FTE of administrative support. In light of this, work on currently assigned long-range planning and related Council directed goals (e.g., urban renewal, economic development) may be compromised on occasion in order to ensure timely and responsive assistance to current planning issues (i.e., processing land use applications, providing assistance to the public). The department's ability to take on additional projects will be difficult, especially if development activity in the community regains strength.

The ongoing effect of our nation-wide economic downturn on local land use and development activity has started to show some small signs of improvement, albeit very slow. While we continue to remain hopeful that the economic situation will improve, 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:

- Provide support to downtown planning efforts, the NE Gateway project, the City's historic resource program, urban renewal, and a limited number of other long-range projects.
- Support the McMinnville Economic Development Partnership (MEDP) and the City's economic development program.
- Provide timely response to current planning responsibilities.

Core Services

Current Planning

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Respond to citizen issues regarding alleged land-use offenses.

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.
- Inform 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, MEDP, and the McMinnville Downtown Association (MDA).



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

General Fund – Planning

2014 – 2015 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Manage and provide support to the department’s various committees – Historic Landmark Committee, Landscape Review Committee, McMinnville Urban Renewal Advisory Committee, McMinnville Urban Area Management Commission, Citizens’ Advisory Committee, and Planning Commission..
- Continue to participate actively with the MEDP in matters of economic development.
- Review and update Volume I (Background Element), and Volume II (Goals and Policies) of the City’s Comprehensive Plan to reflect the community’s vision and needs of the changing population.
- Implement the NE Gateway Plan.
- Implement the Urban Renewal Plan.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Support activities and plans for the downtown, as may be directed by the City Council.

Full-Time Equivalent (FTE)

	2013-14		2014-15
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	3.50		
Principal Planner		1.00	
Senior Planner		(1.00)	
FTE Proposed Budget		-	3.50



The Planning Department will continue to manage the Urban Renewal Plan that was recently adopted by the City Council. The area covered by this plan includes the historic downtown and NE Gateway area.

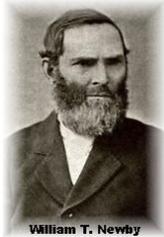
Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	88,997	82,423	94,301	11,878
Personnel Services	439,272	403,843	411,277	7,434
Materials & Services	80,132	70,132	66,706	(3,426)
Capital Outlay	638	-	497	497
Total Expenditures	520,043	473,975	478,480	4,505
Net Expenditures	(431,046)	(391,552)	(384,179)	(7,373)

Managing growth and maintaining our “small town atmosphere” continue to be important to both citizens and visitors alike. With the department’s assistance, the downtown was recently recognized as a “Performing Main Street” by the Oregon Main Street Association.



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



William T. Newby

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



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

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

1948 First McMinnville Planning Commission appointed.

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



1970 City population passes 10,000.

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

1993 City residents 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 Total number of housing units in McMinnville surpasses 10,000.



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

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

General Fund – Planning Dept

Historical Highlights

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 relocates to the new Community Development Center (CDC).



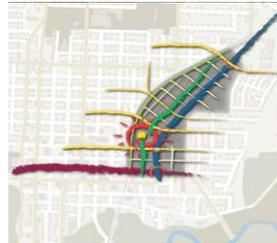
2008 City Council adopts its first comprehensive Sign Ordinance *and* large format “Big Box” commercial design standards.

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



2010 Awarded a Certified Local Government grant to update the existing Historic Resources Inventory.

2011 Work begins on the drafting of a state funded Northeast Gateway Plan and Implementation Strategy.



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

2012 A Council appointed Economic Opportunities Analysis Committee begins a review of an update of the City’s 2001 EOA.

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



2012 Principal Planner Ron Pomeroy elected MDA Board President; the third department staff person to serve in this capacity since formation of the MDA.

2013 The Council holds public hearings and adopts McMinnville’s Northeast Gateway Plan.

2013 The Council adopts the city’s first Urban Renewal Plan. The 175-acre district includes land within the Northeast Gateway and historic downtown areas.



2013 The Council adopts the updated Economic Opportunities Analysis.

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

General Fund - Planning

2014-2015 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	Page	Amount
Department	Employees		Salary		
<u>Permit Technician (Planning) / Administrative Specialist II (Fire)</u>	1	325	48,138		
General Fund					
Planning (0.50 FTE)				24	24,069
Ambulance Fund (0.50 FTE)				241	24,069

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
0	0	0	4250-03 Planning Fees - Land Use Fees Fees for processing land use applications (e.g., variances, conditional use permits, zone changes, and plan amendments).	9,000	9,000	9,000
5,650	6,170	4,000	4250-05 Planning Fees - Land Use Fees - Administrative Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
11,030	8,520	5,000	4250-10 Planning Fees - Land Use Fees - Planning Comm Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
3,345	5,515	2,000	4250-15 Planning Fees - Land Use Fees - City Council Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
0	0	1,400	4250-20 Planning Fees - Annexation Fees Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	1,550	1,550	1,550
4,008	2,186	2,250	4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications.	2,500	2,500	2,500
0	0	13,000	4250-30 Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the May 2015 non-primary election.	13,000	13,000	13,000
24,033	22,391	27,650	TOTAL LICENSES AND PERMITS	26,050	26,050	26,050
INTERGOVERNMENTAL						
0	12,806	0	4535 Federal NPS CLG Grant Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with the preservation of local historic structures and their histories. Grant funds are available for 2014-15.	12,000	12,000	12,000
52,060	53,780	54,748	5070-05 Water & Light - Economic Development McMinnville Water and Light Department economic development support which helps to fund City economic development functions and Planning Department current and long-range planning activities.	56,226	56,226	56,226
52,060	66,586	54,748	TOTAL INTERGOVERNMENTAL	68,226	68,226	68,226
MISCELLANEOUS						
46	0	25	6600-99 Other Income - Planning Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	25	25	25
46	0	25	TOTAL MISCELLANEOUS	25	25	25
76,139	88,977	82,423	TOTAL RESOURCES	94,301	94,301	94,301

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

291,494	296,011	242,745	7000-05 Salaries & Wages - Regular Full Time Planning Director - 1.00 FTE Principal Planner - 1.00 FTE Executive Secretary - 1.00 FTE Permit Technician (Planning) / Administrative Specialist II (Fire) - 0.50 FTE	255,439	255,439	255,439
239	423	100	7000-20 Salaries & Wages - Overtime	0	0	0
17,147	17,643	15,056	7300-05 Fringe Benefits - FICA - Social Security	15,837	15,837	15,837
4,010	4,126	3,520	7300-06 Fringe Benefits - FICA - Medicare	3,703	3,703	3,703
67,983	68,137	69,648	7300-15 Fringe Benefits - PERS - OPSRP - IAP	62,021	62,021	62,021
40,437	46,842	39,888	7300-20 Fringe Benefits - Medical Insurance	40,736	40,736	40,736
284	279	221	7300-25 Fringe Benefits - Life Insurance	440	440	440
1,597	1,570	1,318	7300-30 Fringe Benefits - Long Term Disability	1,388	1,388	1,388
3,668	4,123	3,983	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,346	4,346	4,346
115	118	119	7300-37 Fringe Benefits - Workers' Benefit Fund	119	119	119
0	0	27,245	7300-40 Fringe Benefits - Unemployment	27,248	27,248	27,248
426,975	439,272	403,843	TOTAL PERSONNEL SERVICES	411,277	411,277	411,277

MATERIALS AND SERVICES

1,663	1,831	3,000	7520 Public Notices & Printing Legal notices for Citizens Advisory Committee (CAC), Historic Landmark Committee (HLC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Also included are publication, notification and ballot preparation expenses.	3,000	3,000	3,000
99	120	500	7540 Employee Development	500	500	500
1,241	1,084	2,000	7550 Travel & Education Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association seminars, and Oregon Planner's Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission training and work session expenses are also included.	2,000	2,000	2,000
149	191	200	7590 Fuel - Vehicle & Equipment	200	200	200
3,188	3,048	3,350	7600 Electric & Natural Gas Department's share of Community Development Center electricity expense, ~37%.	3,600	3,600	3,600
1,670	1,800	1,800	7610-05 Insurance - Liability	1,700	1,700	1,700
510	900	1,000	7610-10 Insurance - Property	1,100	1,100	1,100

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
3,430	3,043	3,250	7620	Telecommunications		3,250	3,250	3,250
2,238	2,446	2,450	7650	Janitorial Department's share of Community Development Center janitorial service and supply costs, ~37%.		2,300	2,300	2,300
4,237	2,435	3,500	7660	Materials & Supplies Office supplies and planning publications.		3,000	3,000	3,000
1,000	0	0	7660-27	Materials & Supplies - Downtown Project Develop/Improve		0	0	0
0	12,806	0	7710	Materials & Supplies - Grants Federal National Park Service (NPS) Certified Local Government (CLG) grant for expenses associated with the preservation of historic properties in McMinnville.		12,000	12,000	12,000
712	1,098	7,400	7720-08	Repairs & Maintenance - Building Repairs Department's share of Community Development Center's repairs and improvements, ~37%.		3,700	3,700	3,700
1,198	1,717	2,150	7720-10	Repairs & Maintenance - Building Maintenance Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%.		2,600	2,600	2,600
4,416	952	1,000	7750	Professional Services		950	950	950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	900	900	
				Section 125 administration fee	1	50	50	
38,914	7,056	0	7750-09	Professional Services - Legal		0	0	0
0	0	13,000	7750-30	Professional Services - Annexation Elections Election expenses related to the May 2015 election; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.		13,000	13,000	13,000
15,000	25,893	10,000	7760-07	Professional Svcs - Plan/Study - Downtown Master Plan Contract services for the preparation of an Urban Renewal Report and Plan.		0	0	0
0	0	0	7760-15	Professional Svcs - Plan/Study - DLCD Urban Growth Boundary		0	0	0
2,352	1,503	2,100	7790-20	Maintenance & Rental Contracts - Community Development Center Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.		1,500	1,500	1,500
0	0	0	7800	M & S Equipment		0	0	0
7,207	6,389	6,757	7840	M & S Computer Charges		5,851	5,851	5,851
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,851	5,851	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
4,590	5,821	6,675	7840-15	M & S Computer Charges - Planning		6,455	6,455	6,455
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Printer warranty and maintenance	1	1,545	1,545		
			Windows 7 software upgrade	3	120	360		
			Accela Permits Plus, 15% - shared with Engineering and Building	1	1,950	1,950		
			AutoCAD maintenance renewal - shared with Engineering	1	800	800		
			ESRI ArcIMS mapping, 17% - shared w/Eng, Pk Maint, St, Bld, WWS	1	1,800	1,800		
93,815	80,132	70,132	<u>TOTAL MATERIALS AND SERVICES</u>			66,706	66,706	66,706
			<u>CAPITAL OUTLAY</u>					
3,233	638	0	8750	Capital Outlay Computer Charges		497	497	497
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	497	497		
3,233	638	0	<u>TOTAL CAPITAL OUTLAY</u>			497	497	497
524,023	520,043	473,975	<u>TOTAL REQUIREMENTS</u>			478,480	478,480	478,480



POLICE DEPARTMENT



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
• Chief's Office	01-11-040
• Field Operations	01-11-043
• Investigations and Support	01-11-046
• Support Services	01-11-049
• Community Relations	01-11-052

In fiscal year 2013-14, Police Department organization sets were restructured.



Budget Highlights

The Police Department (PD) is committed to the safety and livability of our community. The 2014-15 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues.



Core Services

Field Operations

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

Investigations and Support Division

- o Investigation of mandated and serious felony crimes; i.e., homicide, rape, child abuse, etc.
- o Investigation of all serious person and property crimes.
- o High School Resource Officer (SRO)
- o Participation in multi-agency narcotics investigation team (YCINT)
- o Public Information
- o Emergency Management
- o Liaison to State and Federal agencies.
- o Code and Parking enforcement
- o Evidence and found property management and disposal.
- o Professional standards and Accreditation

Administrative

- o Budget, Accounts Payable, Payroll
- o Police records management and reporting required by law.
- o Records requests; i.e., information, police report copies, etc.
- o Community Relations
- o 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

Criminal Activity in McMinnville

Person and property crime in McMinnville reflected a modest increase in 2012. According to the most recent FBI Statistics, of the nine (9) reporting police jurisdictions in Oregon with a population of 25,000 to 50,000, McMinnville ranked 3rd in rate of violent crime (64) and 3rd in property crime (928).

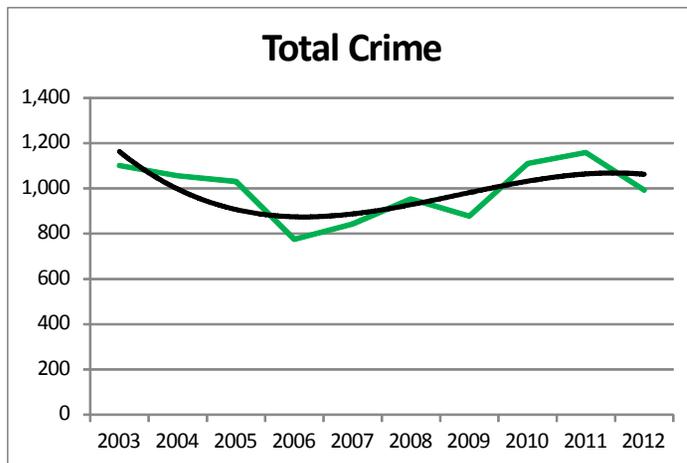
City	Population	Violent Crime	Property Crime
Tigard	49,359	67	1,717
Lake Oswego	37,309	35	652
Keizer	37,160	65	854
McMinnville	32,681	64	928
Oregon City	32,440	46	891
Redmond	26,835	92	1,266
Tualatin	26,747	29	886
Newberg-Dundee	25,613	23	421
West Linn	25,572	5	249

Source: FBI Uniform Crime Statistics

Preliminary numbers for 2013 suggest these numbers will remain about the same.

Current Trends

In the graph below the green line indicates violent crime and property crime as reported to the FBI over the past 10 years. The black line identifies the overall trend.



Source: FBI Uniform Crime Statistics

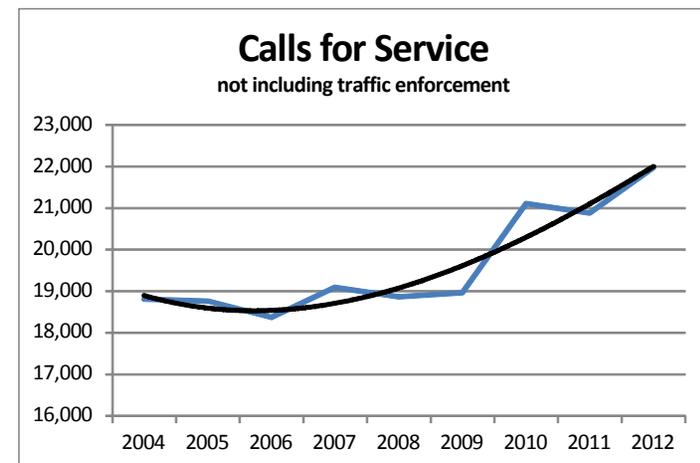
Professional Standards

To ensure the highest standards and to ensure best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance. Accreditation through the Alliance helps to ensure that the department's policies and practices are consistent with Oregon and Federal law, as well as state and national standards.

Staffing/Workload

The addition of two full-time police officers and one part-time police officer should prove to benefit the department's ability to ensure community safety, investigate criminal activity, and solve community livability issues. However, as the demand for services continues to increase, we are in many situations limited to a reactive role in the community, with reduced opportunities to be proactive.

As the community continues to invest in economic growth, developing tourism, and increasing job opportunities, the Police Department will need to increase its capacity to protect this community growth and continue to provide for a safe, livable community. In the graph below the blue line represents the total number of calls officers are dispatched to by YCOM. It does not include officer initiated traffic enforcement. The black line identifies the overall trend.



Source: YCOM

Federal, State and Local Assistance and Resources

With economic trends and budget issues impacting all of our partners at the Federal, State and Local levels, the PD is left with relying 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. The continued reduction in these resources has a direct impact on our ability to respond to unusual situations such as incidents related to bombs, Special Weapons and Tactics (SWAT), riot control and other disasters.

General Fund – Police

2014 – 2015 Proposed Budget --- Budget Summary

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	164,455	133,687	125,885	(7,802)
Personnel Services	4,744,561	5,762,127	5,996,278	234,151
Materials & Services	402,980	838,075	895,144	57,069
Capital Outlay	92,959	124,668	136,170	11,502
Total Expenditures	5,240,500	6,724,870	7,027,592	302,722
Net Expenditures	(5,076,045)	(6,591,183)	(6,901,707)	310,524

Full-Time Equivalents (FTE)

	2013-14		2014-15
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	43.86		
Support Services Mgr - Police		1.00	
Management Assistant - Police		(1.00)	
Police Officer - Patrol		3.00	
Police Officer - Traffic		(1.00)	
Extra Help - Police Officer		<u>0.73</u>	
FTE Proposed Budget		<u>2.73</u>	46.59

General Fund – Police

Historical Highlights

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.

2013 Department receives Accreditation Award from the Oregon Accreditation Alliance.

2013 Technology reductions include online crime mapping, crime analysis and in-vehicle mapping due to budget constraints.

2014 Detective reassigned to inter-agency narcotics team (YCINT) after a lengthy absence.

2014 Department Strategic Plan adopted

2014 Addition of two full-time police officers and one part-time police officer.

General Fund - Police

2014-2015 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund	Department Section Program				Page	Amount
<u>Police Community Support Coordinator</u>		1	140	59,557		
General Fund	Police					
	Investigations and Support					
	Code / Parking Enforcement (0.98 FTE)				50	58,366
Street Fund (0.02 FTE)					175	1,191



**POLICE DEPARTMENT
Chief's Office**



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-11-040-501
• Building Maintenance	01-11-040-550
• Records	01-11-040-580
• IS – Technology	01-11-040-589
• Community Education	01-11-040-592

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
150	200	300	4490 Licenses & Permits - Misc Permit fee for second hand merchants and pawnbrokers.	200	200	200
150	200	300	TOTAL LICENSES AND PERMITS	200	200	200
INTERGOVERNMENTAL						
2,943	1,614	10,116	4547-20 Federal Stimulus Funds - Justice Assist Recovery Grant	0	0	0
6,555	1,903	2,016	4560 BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	2,700	2,700	2,700
4,640	5,060	0	4600 Traffic Safety Grant-DUII	0	0	0
6,860	3,705	0	4610 Traffic Safety Grant-Safety Belt	0	0	0
20,998	12,282	12,132	TOTAL INTERGOVERNMENTAL	2,700	2,700	2,700
CHARGES FOR SERVICES						
5,803	5,385	6,000	5330 Police Fees Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 5 Photocopy per police report	6,000	6,000	6,000
25,834	25,834	25,835	5400-30 Property Rentals - YCOM Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	25,835	25,835	25,835
31,636	31,218	31,835	TOTAL CHARGES FOR SERVICES	31,835	31,835	31,835
MISCELLANEOUS						
5,496	4,027	5,000	6400 Donations - Police	5,000	5,000	5,000
7,237	35,516	0	6600-05 Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job for up to three months after a worker's compensation injury.	0	0	0
1,877	1,620	2,000	6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	2,000	2,000	2,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
24,836	23,722	25,000	6600-95 Other Income - Police Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40.	25,000	25,000	25,000
39,446	64,886	32,000	<u>TOTAL MISCELLANEOUS</u>	32,000	32,000	32,000
92,230	108,586	76,267	<u>TOTAL RESOURCES</u>	66,735	66,735	66,735

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

151,699	135,194	158,368	7000-05 Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	169,484	169,484	169,484
0	6,158	17,139	7000-10 Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE	18,376	18,376	18,376
4,382	7,919	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	23	0	7000-20 Salaries & Wages - Overtime	0	0	0
5,400	5,400	5,400	7000-30 Salaries & Wages - Auto Allowance Police Chief's \$540 per month automobile allowance.	6,480	6,480	6,480
9,700	9,432	11,216	7300-05 Fringe Benefits - FICA - Social Security	11,951	11,951	11,951
2,268	2,206	2,624	7300-06 Fringe Benefits - FICA - Medicare	2,817	2,817	2,817
37,100	36,129	49,747	7300-15 Fringe Benefits - PERS - OPSRP - IAP	44,747	44,747	44,747
14,324	11,885	10,784	7300-20 Fringe Benefits - Medical Insurance	11,012	11,012	11,012
126	132	189	7300-25 Fringe Benefits - Life Insurance	378	378	378
851	805	982	7300-30 Fringe Benefits - Long Term Disability	1,042	1,042	1,042
3,314	3,817	5,391	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,835	5,835	5,835
53	56	89	7300-37 Fringe Benefits - Workers' Benefit Fund	89	89	89
0	0	3,497	7300-40 Fringe Benefits - Unemployment	3,502	3,502	3,502
228	477	460	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	481	481	481
229,446	219,632	265,886	TOTAL PERSONNEL SERVICES	276,194	276,194	276,194

MATERIALS AND SERVICES

902	893	750	7520 Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	750	750	750
522	1,355	600	7530 Safety Training/OSHA	1,700	1,700	1,700
959	1,283	2,100	7540 Employee Development	2,200	2,200	2,200
4,765	4,743	4,600	7550 Travel & Education Memberships and training for Chief, Support Services Manager and Chaplains	6,150	6,150	6,150
895	0	0	7555 Travel & Education - Grants	0	0	0
2,486	2,669	2,500	7570 Dept Employee Recognition Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	3,000	3,000
435	530	500	7590 Fuel - Vehicle & Equipment	500	500	500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
46,310	59,400	58,500	7610-05	Insurance - Liability		64,400	64,400	64,400
4,990	7,200	8,100	7610-10	Insurance - Property		9,300	9,300	9,300
5,617	6,005	8,784	7620	Telecommunications		9,480	9,480	9,480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - 9 landlines	1	6,480	6,480	
				Frontier - lines for fire panel alarms	1	900	900	
				Telecom - call processing charges for main lines	1	1,080	1,080	
				Cell phone - front office	1	276	276	
				Data plan for two Ipads	1	744	744	
1,614	1,054	1,200	7630-05	Uniforms - Employee		1,200	1,200	1,200
				Uniforms for Chief, Support Services Manager, Chaplains and Office Specialist				
13,380	12,265	15,000	7660	Materials & Supplies		15,000	15,000	15,000
1,870	1,614	0	7660-25	Materials & Supplies - Grants		0	0	0
5,496	4,027	5,000	7680	Materials & Supplies - Donations		5,000	5,000	5,000
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	7720-06	Repairs & Maintenance - Equipment		0	0	0
1,332	295	400	7720-14	Repairs & Maintenance - Vehicles		500	500	500
19,682	19,427	13,080	7750	Professional Services		14,500	14,500	14,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	11,800	11,800	
				Micellaneous services	1	2,700	2,700	
0	0	10,116	7750-04	Professional Services - Grants		0	0	0
0	0	24,400	7790	Maintenance & Rental Contracts		43,701	43,701	43,701
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aircard usage	1	9,800	9,800	
				Photocopier lease and copy fees	1	6,700	6,700	
				PowerDMS policy management	1	2,500	2,500	
				Lexipol maintenance	1	2,850	2,850	
				Rapid software	1	1,614	1,614	
				Police training officer (PTO) software	1	2,314	2,314	
				Crimepad	1	3,000	3,000	
				In-time scheduling software	1	3,300	3,300	
				Parking software	1	3,840	3,840	
				Other maintenance/contracts	1	2,500	2,500	
				Protected Trust	1	1,440	1,440	
				Active 911	1	108	108	
				Data 911 GPS Mapping	1	3,735	3,735	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,486	2,003	500	7800	M & S Equipment Miscellaneous office furniture	300	300	300
8,820	3,807	4,032	7820	M & S Equipment - Grants 2014 BVP Grant - Purchasing 9 vests that will be expiring during the 2014-2015 fiscal year.	5,400	5,400	5,400
121,562	128,568	160,162	<u>TOTAL MATERIALS AND SERVICES</u>		183,081	183,081	183,081
<u>CAPITAL OUTLAY</u>							
0	0	0	8720	Equipment - Grants	0	0	0
0	0	15,000	8850	Vehicles	0	0	0
0	0	15,000	<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
351,008	348,200	441,048	<u>TOTAL REQUIREMENTS</u>		459,275	459,275	459,275

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :550 - BUILDING MAINTENANCE	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
27,542	26,728	0	7000-15 Salaries & Wages - Temporary	0	0	0
1,708	1,657	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
399	388	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
5,525	5,362	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
879	968	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
20	20	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
36,072	35,122	0	TOTAL PERSONNEL SERVICES	0	0	0
MATERIALS AND SERVICES						
43,321	43,586	0	7600 Electric & Natural Gas	0	0	0
1,090	900	0	7610-05 Insurance - Liability	0	0	0
4,560	7,600	0	7610-10 Insurance - Property	0	0	0
112	0	0	7630-05 Uniforms - Employee	0	0	0
15,509	24,253	0	7650-10 Janitorial - Services	0	0	0
1,550	2,886	0	7650-15 Janitorial - Supplies	0	0	0
40,929	40,082	0	7720-10 Repairs & Maintenance - Building Maintenance	0	0	0
107,071	119,306	0	TOTAL MATERIALS AND SERVICES	0	0	0
CAPITAL OUTLAY						
0	0	0	8710 Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
143,143	154,428	0	TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :580 - RECORDS

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET	
REQUIREMENTS							
PERSONNEL SERVICES							
0	0	145,422	7000-05	Salaries & Wages - Regular Full Time	136,697	136,697	139,008
				Police Records Specialist - 3.00 FTE			
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	320	7000-20	Salaries & Wages - Overtime	336	336	336
0	0	9,022	7300-05	Fringe Benefits - FICA - Social Security	8,482	8,482	8,625
0	0	2,113	7300-06	Fringe Benefits - FICA - Medicare	1,987	1,987	2,021
0	0	37,930	7300-15	Fringe Benefits - PERS - OPSRP - IAP	29,173	29,173	29,666
0	0	55,452	7300-20	Fringe Benefits - Medical Insurance	62,652	62,652	62,652
0	0	378	7300-25	Fringe Benefits - Life Insurance	378	378	378
0	0	760	7300-30	Fringe Benefits - Long Term Disability	738	738	750
0	0	480	7300-35	Fringe Benefits - Workers' Compensation Insurance	511	511	519
0	0	102	7300-37	Fringe Benefits - Workers' Benefit Fund	102	102	102
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	251,979	TOTAL PERSONNEL SERVICES		241,056	241,056	244,057
MATERIALS AND SERVICES							
0	0	1,500	7550	Travel & Education	1,500	1,500	1,500
0	0	900	7630-05	Uniforms - Employee	900	900	900
0	0	4,700	7660	Materials & Supplies	4,500	4,500	4,500
0	0	100	7750	Professional Services	100	100	100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	100	100
0	0	0	7800	M & S Equipment	0	0	0
0	0	6,400	8040	Regional Automated Info Network	6,400	6,400	6,400
0	0	13,600	TOTAL MATERIALS AND SERVICES		13,400	13,400	13,400
0	0	265,579	TOTAL REQUIREMENTS		254,456	254,456	257,457

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :589 - IS - TECHNOLOGY

2015
PROPOSED BUDGET

2015
APPROVED BUDGET

2015
ADOPTED BUDGET

REQUIREMENTS

MATERIALS AND SERVICES

0 0 65,123 **7840** **M & S Computer Charges** 76,842 76,842 76,842

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
IS Department M&S costs shared city-wide	1	76,842	76,842

0 0 88,700 **7840-20** **M & S Computer Charges - Police** 55,511 55,511 55,511

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Workstation replacements	7	1,700	11,900
Workstation warranty extensions	4	300	1,200
APS e-ticketing, 67% - shared with Muni Ct	1	7,111	7,111
Evidence OnQ	1	7,900	7,900
Netmotion, 50% - shared with Fire and Ambulance	1	2,100	2,100
Visionaire remote support connectivity	1	400	400
Visionaire e-ticketing import script	1	1,200	1,200
Visionaire message switch	1	2,750	2,750
Visionair mobile renewal	1	7,050	7,050
Visionair RMS renewal	1	8,500	8,500
WebLEDS renewal	1	1,000	1,000
MDT hardware maintenance	1	4,400	4,400

0 0 153,823 TOTAL MATERIALS AND SERVICES 132,353 132,353 132,353

CAPITAL OUTLAY

0 0 0 **8750** **Capital Outlay Computer Charges** 6,530 6,530 6,530

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
IS Department capital costs shared city-wide	1	6,530	6,530

0 0 44,668 **8750-20** **Capital Outlay Computer Charges - Police** 8,500 8,500 8,500

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Mobile Data Computer	1	8,500	8,500

0 0 44,668 TOTAL CAPITAL OUTLAY 15,030 15,030 15,030

0 0 198,491 TOTAL REQUIREMENTS 147,383 147,383 147,383

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
0	0	750	7520	Public Notices & Printing		500	500	500
0	0	4,300	7660	Materials & Supplies		4,000	4,000	4,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			National night out / Neighborhood watch	1	500	500		
			Turkey Rama	1	250	250		
			McGruff costume cleaning	1	250	250		
			Marketing materials	1	1,500	1,500		
			Brochure / flyer printing	1	1,000	1,000		
			Citizen forums / meetings	1	500	500		
0	0	5,050	<u>TOTAL MATERIALS AND SERVICES</u>			4,500	4,500	4,500
0	0	5,050	<u>TOTAL REQUIREMENTS</u>			4,500	4,500	4,500



POLICE DEPARTMENT Field Operations



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-11-043-501
• Patrol	01-11-043-553
• Traffic	01-11-043-556
• Code/Parking Enforcement	01-11-043-559
• Reserves	01-11-043-562
• Canine	01-11-043-565

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

91,965	93,600	98,177	7000-05 Salaries & Wages - Regular Full Time Police Captain - Field Operations - 1.00 FTE	101,692	101,692	101,692
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
5,372	5,569	6,087	7300-05 Fringe Benefits - FICA - Social Security	6,305	6,305	6,305
1,256	1,303	1,424	7300-06 Fringe Benefits - FICA - Medicare	1,475	1,475	1,475
22,182	22,576	28,158	7300-15 Fringe Benefits - PERS - OPSRP - IAP	24,691	24,691	24,691
14,324	15,085	15,516	7300-20 Fringe Benefits - Medical Insurance	15,848	15,848	15,848
63	63	63	7300-25 Fringe Benefits - Life Insurance	126	126	126
510	514	522	7300-30 Fringe Benefits - Long Term Disability	542	542	542
2,785	3,212	4,477	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,790	4,790	4,790
24	25	34	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
138,482	141,948	154,458	TOTAL PERSONNEL SERVICES	155,503	155,503	155,503

MATERIALS AND SERVICES

3,315	618	840	7530 Safety Training/OSHA	4,300	4,300	4,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Automated external defibrillators (AED)	2	1,600	3,200
			AED replacement pads and batteries	1	600	600
			Bloodborne pathogen supplies	1	500	500
2,229	1,521	1,500	7550 Travel & Education Membership and training	1,500	1,500	1,500
1,875	1,546	1,500	7590 Fuel - Vehicle & Equipment	1,800	1,800	1,800
23,309	22,230	21,824	7620 Telecommunications Includes telecommunications for entire Field Operations Division.	23,879	23,879	23,879
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Cell phones for field ops	1	10,884	10,884
			Telecom - Landlines - 14 lines	1	10,500	10,500
			Telecom - Voice mail boxes	23	65	1,495
			Blackbox services - programming and moving phones	1	500	500
			Repair/replace broken or damaged cellphones	1	500	500
256	87	900	7630-05 Uniforms - Employee	900	900	900
130	653	500	7660 Materials & Supplies	500	500	500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
7,450	4,001	6,550	7750	Professional Services		6,550	6,550	6,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				In custody hospital bills for blood draws and detox	1	6,500	6,500	
				Section 125 administration fee	1	50	50	
58	0	350	7800	M & S Equipment		500	500	500
38,622	30,654	33,964	<u>TOTAL MATERIALS AND SERVICES</u>			39,929	39,929	39,929
			<u>CAPITAL OUTLAY</u>					
0	0	0	8710	Equipment		0	0	0
0	0	25,000	8850	Vehicles		0	0	0
0	0	25,000	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
177,104	172,602	213,422	<u>TOTAL REQUIREMENTS</u>			195,432	195,432	195,432

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

1,611,376	1,731,810	1,755,644	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 5.00 FTE Police Officer - Patrol - 21.00 FTE	1,992,353	1,992,353	2,023,859
0	0	0	7000-15 Salaries & Wages - Temporary Extra Help - Police Officer - 0.73 FTE	45,240	45,240	45,240
269,282	288,326	324,920	7000-20 Salaries & Wages - Overtime	304,958	304,958	304,958
115,471	123,899	114,576	7300-05 Fringe Benefits - FICA - Social Security	132,253	132,253	134,204
27,005	28,976	30,171	7300-06 Fringe Benefits - FICA - Medicare	33,967	33,967	34,424
417,230	453,927	584,652	7300-15 Fringe Benefits - PERS - OPSRP - IAP	552,991	552,991	560,396
370,555	404,485	408,417	7300-20 Fringe Benefits - Medical Insurance	484,670	484,670	484,670
3,170	2,961	2,898	7300-25 Fringe Benefits - Life Insurance	3,276	3,276	3,276
8,228	8,852	8,840	7300-30 Fringe Benefits - Long Term Disability	10,072	10,072	10,238
56,530	68,554	94,873	7300-35 Fringe Benefits - Workers' Compensation Insurance	110,335	110,335	111,817
667	721	782	7300-37 Fringe Benefits - Workers' Benefit Fund	909	909	909
0	0	3,497	7300-40 Fringe Benefits - Unemployment	29,999	29,999	29,999
2,879,515	3,112,512	3,329,270	TOTAL PERSONNEL SERVICES	3,701,023	3,701,023	3,743,990

MATERIALS AND SERVICES

3,893	4,634	5,650	7550 Travel & Education	8,530	8,530	8,530
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Membership and training for patrol division	1	4,650	4,650
			Leadership training for sergeants	1	2,880	2,880
			Tactical team training classes	1	1,000	1,000
64,755	70,885	75,000	7590 Fuel - Vehicle & Equipment	75,000	75,000	75,000
15,079	10,853	16,500	7630-05 Uniforms - Employee Regular uniform replacements and multiple rain coat replacement	21,500	21,500	21,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL				2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
10,958	9,520	10,500	7660	Materials & Supplies			19,800	19,800	19,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Batteries, CD's, forms and equipment for patrol	1	9,500	9,500		
				Replace honor guard equipment	1	500	500		
				Trauma kit supplies	1	200	200		
				Tac team supplies (ammunition. 40 mm, simunitions)	1	6,500	6,500		
				Baton breakaway caps	30	20	600		
				Pepperball supplies	1	2,500	2,500		
471	2,139	1,000	7720	Repairs & Maintenance			2,200	2,200	2,200
				Radar calibration					
21,701	35,544	55,700	7720-14	Repairs & Maintenance - Vehicles			38,000	38,000	38,000
0	292	2,000	7720-20	Repairs & Maintenance - Vehicle Electronics			3,800	3,800	3,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Repairs of electronic equipment	1	2,000	2,000		
				Battery eliminators (report beam printers)	9	200	1,800		
93	255	280	7750	Professional Services			280	280	280
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 administration fee	1	140	140		
				Other	1	140	140		
48,541	16,018	15,100	7800	M & S Equipment			19,780	19,780	19,780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Motorola APX6500 mobile radios	5	2,316	11,580		
				Traffic safety radars - Stalker	4	1,613	6,450		
				Binoculars - tactical team	2	400	800		
				Telestep ladder and evac litter	1	950	950		
165,492	150,140	181,730		<u>TOTAL MATERIALS AND SERVICES</u>			188,890	188,890	188,890
				<u>CAPITAL OUTLAY</u>					
101,907	69,063	0	8850	Vehicles			103,140	103,140	103,140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Dodge Charger patrol vehicles	3	34,380	103,140		
101,907	69,063	0		<u>TOTAL CAPITAL OUTLAY</u>			103,140	103,140	103,140
3,146,914	3,331,715	3,511,000		<u>TOTAL REQUIREMENTS</u>			3,993,053	3,993,053	4,036,020

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
69,498	72,450	71,230	7000-05	Salaries & Wages - Regular Full Time	0	0	0
10,892	12,163	10,000	7000-20	Salaries & Wages - Overtime	0	0	0
4,926	5,524	4,592	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
1,152	1,292	1,178	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
19,390	20,409	23,297	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
17,794	19,812	20,338	7300-20	Fringe Benefits - Medical Insurance	0	0	0
126	126	126	7300-25	Fringe Benefits - Life Insurance	0	0	0
345	366	364	7300-30	Fringe Benefits - Long Term Disability	0	0	0
2,313	2,914	3,704	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
27	26	34	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
126,463	135,081	134,863	TOTAL PERSONNEL SERVICES		0	0	0
MATERIALS AND SERVICES							
813	0	1,050	7550	Travel & Education	0	0	0
914	1,378	2,000	7590	Fuel - Vehicle & Equipment	500	500	500
2,124	29	2,000	7630-05	Uniforms - Employee	0	0	0
142	153	350	7660	Materials & Supplies	0	0	0
3,014	2,468	3,500	7720-14	Repairs & Maintenance - Vehicles	1,100	1,100	1,100
0	3,891	1,500	7800	Motorcycle repairs & maintenance. M & S Equipment	0	0	0
7,007	7,919	10,400	TOTAL MATERIALS AND SERVICES		1,600	1,600	1,600
CAPITAL OUTLAY							
0	23,896	0	8850	Vehicles	0	0	0
0	23,896	0	TOTAL CAPITAL OUTLAY		0	0	0
133,470	166,895	145,263	TOTAL REQUIREMENTS		1,600	1,600	1,600

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
625	450	0	6115 Code Enforcement Fines and forfeiture reimbursement for police department abatements (weeds/rubbish, etc)	0	0	0
625	450	0	<u>TOTAL FINES AND FORFEITURES</u>	0	0	0
625	450	0	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
104,891	108,252	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
6,325	6,545	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,479	1,531	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
23,243	23,987	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
18,978	20,998	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
249	249	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
552	572	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
3,201	3,716	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
50	51	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
1,752	962	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
160,719	166,863	0	TOTAL PERSONNEL SERVICES	0	0	0
MATERIALS AND SERVICES						
100	719	0	7550 Travel & Education	0	0	0
3,484	3,521	0	7590 Fuel - Vehicle & Equipment	0	0	0
1,104	799	0	7630-05 Uniforms - Employee	0	0	0
1,834	1,977	0	7660 Materials & Supplies	0	0	0
3,280	3,239	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
44	44	0	7750 Professional Services	0	0	0
1,110	1,165	0	7750-08 Professional Services - Code Enforcement	0	0	0
159	0	0	7800 M & S Equipment	0	0	0
11,116	11,464	0	TOTAL MATERIALS AND SERVICES	0	0	0
CAPITAL OUTLAY						
0	0	0	8850 Vehicles	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
171,835	178,327	0	TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
2,685	2,091	3,000	7000-15	Salaries & Wages - Temporary		3,000	3,000	3,000
				Extra Help - Police Reserves - 0.06 FTE				
166	130	186	7300-05	Fringe Benefits - FICA - Social Security		186	186	186
39	30	44	7300-06	Fringe Benefits - FICA - Medicare		44	44	44
89	77	137	7300-35	Fringe Benefits - Workers' Compensation Insurance		141	141	141
2	2	2	7300-37	Fringe Benefits - Workers' Benefit Fund		2	2	2
30	108	201	7300-40	Fringe Benefits - Unemployment		991	991	991
639	466	700	7400-05	Fringe Benefits - Volunteers - Life Insurance		700	700	700
1,466	819	1,690	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance		1,082	1,082	1,082
5,117	3,723	5,960	TOTAL PERSONNEL SERVICES			6,146	6,146	6,146
MATERIALS AND SERVICES								
355	229	0	7550	Travel & Education		2,120	2,120	2,120
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				OARPO membership dues	8	40	320	
				Mid Valley Reserve Training Academy	4	400	1,600	
				Training courses	1	200	200	
1,222	578	0	7630-10	Uniforms - Volunteer		7,000	7,000	7,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve uniform maintenance	1	1,000	1,000	
				New reserve uniform costs	3	2,000	6,000	
193	120	0	7660	Materials & Supplies		500	500	500
1,770	927	0	TOTAL MATERIALS AND SERVICES			9,620	9,620	9,620
6,887	4,650	5,960	TOTAL REQUIREMENTS			15,766	15,766	15,766

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
1,935	3,258	3,780	7550	Travel & Education		6,780	6,780	6,780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Membership and training	1	3,780	3,780	
				Training - replacement canine	1	3,000	3,000	
8,575	6,559	8,425	7660	Materials & Supplies		7,140	7,140	7,140
0	0	0	7800	M & S Equipment		0	0	0
10,510	9,817	12,205	<u>TOTAL MATERIALS AND SERVICES</u>			13,920	13,920	13,920
<u>CAPITAL OUTLAY</u>								
0	0	0	8710-15	Equipment - Canine		10,000	10,000	10,000
				Replacement for patrol canine Arco				
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>			10,000	10,000	10,000
10,510	9,817	12,205	<u>TOTAL REQUIREMENTS</u>			23,920	23,920	23,920



POLICE DEPARTMENT
Investigations & Support Division



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-11-046-501
• Building Maintenance	01-11-046-550
• Code/Parking Enforcement	01-11-046-559
• Investigations	01-11-046-568
• Narcotics	01-11-046-571
• School Resource	01-11-046-574
• In-Service Training	01-11-046-577
• Evidence	01-11-046-583
• Professional Standards	01-11-046-586

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

93,879	129,902	178,826	7000-05 Salaries & Wages - Regular Full Time Police Captain - Special Operations - 1.00 FTE Police Sergeant - Special Operations - 1.00 FTE	189,092	189,092	190,508
0	1,983	2,520	7000-20 Salaries & Wages - Overtime	2,503	2,503	2,503
5,547	7,870	11,132	7300-05 Fringe Benefits - FICA - Social Security	11,773	11,773	11,861
1,297	1,841	2,630	7300-06 Fringe Benefits - FICA - Medicare	2,778	2,778	2,799
22,644	31,811	52,010	7300-15 Fringe Benefits - PERS - OPSRP - IAP	46,521	46,521	46,864
14,324	23,518	35,854	7300-20 Fringe Benefits - Medical Insurance	36,732	36,732	36,732
63	116	189	7300-25 Fringe Benefits - Life Insurance	252	252	252
500	685	942	7300-30 Fringe Benefits - Long Term Disability	994	994	1,002
2,793	4,764	8,269	7300-35 Fringe Benefits - Workers' Compensation Insurance	9,025	9,025	9,091
25	39	34	7300-37 Fringe Benefits - Workers' Benefit Fund	68	68	68
0	400	554	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	97	97	97
141,072	202,927	292,960	TOTAL PERSONNEL SERVICES	299,835	299,835	301,777

MATERIALS AND SERVICES

0	0	0	7530 Safety Training/OSHA	0	0	0
1,383	2,682	3,800	7550 Travel & Education	8,800	8,800	8,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Professional training	1	2,500	2,500
			Advanced management training OEDI	1	1,300	1,300
			IACP conference	1	2,000	2,000
			Command college	1	3,000	3,000
1,368	1,632	1,500	7590 Fuel - Vehicle & Equipment	1,500	1,500	1,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
11,155	12,318	19,702	7620	Telecommunications		21,262	21,262	21,262
				Includes telecommunications for entire Special Operations Division.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - 15 landlines	1	9,450	9,450	
				Telecom - annual voicemail box	2	65	130	
				Cell phones for entire division	1	7,800	7,800	
				Pole cam cell service	1	516	516	
				Annual data service for 6 iPads	1	2,520	2,520	
				Landline - evidence facility	1	396	396	
				Blackbox services - phone moves, programming	1	450	450	
437	152	600	7630-05	Uniforms - Employee		1,000	1,000	1,000
1,465	342	800	7660	Materials & Supplies		800	800	800
641	172	1,000	7720-14	Repairs & Maintenance - Vehicles		1,000	1,000	1,000
4,744	5,412	7,500	7720-16	Repairs & Maintenance - Radio & Pagers		7,500	7,500	7,500
336	789	2,962	7750	Professional Services		5,050	5,050	5,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				DNA testing, transcription services, computer forensics	1	5,000	5,000	
0	0	0	7800	M & S Equipment		0	0	0
0	0	3,200	7800-06	M & S Equipment - Weapons		7,000	7,000	7,000
				Budget note: Purchase of handguns is to ensure there is replacement equipment in the event of repairs/service or handgun being placed in evidence.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mossberg 590A1 shotguns	4	900	3,600	
				M-4 223 rifles	2	1,700	3,400	
21,529	23,498	41,064	TOTAL MATERIALS AND SERVICES			53,912	53,912	53,912
			CAPITAL OUTLAY					
0	0	25,000	8850	Vehicles		0	0	0
0	0	25,000	TOTAL CAPITAL OUTLAY			0	0	0
162,601	226,425	359,024	TOTAL REQUIREMENTS			353,747	353,747	355,689

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :046 - INVESTIGATIONS AND SUPPORT
 Program :550 - BUILDING MAINTENANCE

2015 PROPOSED BUDGET
 2015 APPROVED BUDGET
 2015 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

0	0	33,894	7000-10	Salaries & Wages - Regular Part Time		36,465	36,465	36,465
				Facilities Maintenance Specialist II - 0.80 FTE				
0	0	0	7000-15	Salaries & Wages - Temporary		0	0	0
0	0	2,101	7300-05	Fringe Benefits - FICA - Social Security		2,261	2,261	2,261
0	0	491	7300-06	Fringe Benefits - FICA - Medicare		529	529	529
0	0	8,281	7300-15	Fringe Benefits - PERS - OPSRP - IAP		7,304	7,304	7,304
0	0	5,392	7300-20	Fringe Benefits - Medical Insurance		0	0	0
0	0	63	7300-25	Fringe Benefits - Life Insurance		82	82	82
0	0	186	7300-30	Fringe Benefits - Long Term Disability		190	190	190
0	0	1,559	7300-35	Fringe Benefits - Workers' Compensation Insurance		1,732	1,732	1,732
0	0	28	7300-37	Fringe Benefits - Workers' Benefit Fund		28	28	28
0	0	51,995	TOTAL PERSONNEL SERVICES			48,591	48,591	48,591

MATERIALS AND SERVICES

0	0	46,000	7600	Electric & Natural Gas		48,000	48,000	48,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electricity costs	1	35,000	35,000	
				Natural gas	1	13,000	13,000	
0	0	1,100	7610-05	Insurance - Liability		1,500	1,500	1,500
0	0	8,300	7610-10	Insurance - Property		9,800	9,800	9,800
0	0	100	7630-05	Uniforms - Employee		100	100	100
0	0	32,000	7650-10	Janitorial - Services		26,500	26,500	26,500
0	0	3,000	7650-15	Janitorial - Supplies		3,000	3,000	3,000
0	0	37,932	7720-10	Repairs & Maintenance - Building Maintenance		42,172	42,172	42,172
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Maintenance contracts	1	30,172	30,172	
				Materials, operations, repairs	1	10,100	10,100	
				Projects	1	1,900	1,900	
0	0	128,432	TOTAL MATERIALS AND SERVICES			131,072	131,072	131,072

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE				2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
			<u>CAPITAL OUTLAY</u>						
0	0	15,000	8710	Equipment		8,000	8,000	8,000	
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replace HVAC compressor 3, AHU-1		1	8,000	8,000		
0	0	15,000	<u>TOTAL CAPITAL OUTLAY</u>				8,000	8,000	8,000
0	0	195,427	<u>TOTAL REQUIREMENTS</u>				187,663	187,663	187,663

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
0	0	500 6115	Code Enforcement	500	500	500
0	0	500	<u>TOTAL FINES AND FORFEITURES</u>	500	500	500
0	0	500	<i>TOTAL RESOURCES</i>	500	500	500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
0	0	110,548	7000-05	Salaries & Wages - Regular Full Time Police Community Support Coordinator - 0.98 FTE Parking & Code Enforcement - 1.00 FTE		113,580	113,580	115,447
0	0	320	7000-20	Salaries & Wages - Overtime		336	336	336
0	0	6,860	7300-05	Fringe Benefits - FICA - Social Security		7,050	7,050	7,165
0	0	1,608	7300-06	Fringe Benefits - FICA - Medicare		1,652	1,652	1,679
0	0	29,536	7300-15	Fringe Benefits - PERS - OPSRP - IAP		25,346	25,346	25,762
0	0	21,560	7300-20	Fringe Benefits - Medical Insurance		22,136	22,136	22,136
0	0	250	7300-25	Fringe Benefits - Life Insurance		250	250	250
0	0	580	7300-30	Fringe Benefits - Long Term Disability		596	596	608
0	0	5,056	7300-35	Fringe Benefits - Workers' Compensation Insurance		5,366	5,366	5,454
0	0	68	7300-37	Fringe Benefits - Workers' Benefit Fund		68	68	68
0	0	2,073	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance		1,338	1,338	1,338
0	0	178,459	TOTAL PERSONNEL SERVICES			177,718	177,718	180,243
MATERIALS AND SERVICES								
0	0	1,100	7550	Travel & Education Memberships and training		1,100	1,100	1,100
0	0	4,000	7590	Fuel - Vehicle & Equipment Fuel for parking scooter, code enforcement vehicle and the volunteer parking patrol vehicle.		4,000	4,000	4,000
0	0	1,500	7630-05	Uniforms - Employee Uniforms for code/parking enforcement staff as well as volunteers.		1,500	1,500	1,500
0	0	2,000	7660	Materials & Supplies		2,500	2,500	2,500
0	0	3,500	7720-14	Repairs & Maintenance - Vehicles		3,500	3,500	3,500
0	0	50	7750	Professional Services		50	50	50
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
0	0	3,500	7750-08	Professional Services - Code Enforcement Services to clean up yard debris and grass abatements.		3,500	3,500	3,500
0	0	500	7800	M & S Equipment		500	500	500
0	0	16,150	TOTAL MATERIALS AND SERVICES			16,650	16,650	16,650

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	194,609	TOTAL REQUIREMENTS	194,368	194,368	196,893

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

362,106	380,098	389,258	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 4.00 FTE	396,994	396,994	403,010
1,469	596	2,000	7000-15 Salaries & Wages - Temporary Extra Help - Investigations - 0.04 FTE	2,000	2,000	2,000
42,427	31,218	40,000	7000-20 Salaries & Wages - Overtime	40,006	40,006	40,006
2,200	2,000	2,000	7000-35 Salaries & Wages - Clothing Allowance Detectives' \$400 annual clothing allowance.	2,000	2,000	2,000
25,362	25,650	25,087	7300-05 Fringe Benefits - FICA - Social Security	25,638	25,638	26,010
5,932	5,999	6,283	7300-06 Fringe Benefits - FICA - Medicare	6,395	6,395	6,482
92,386	94,353	121,400	7300-15 Fringe Benefits - PERS - OPSRP - IAP	104,248	104,248	105,674
84,172	93,640	96,128	7300-20 Fringe Benefits - Medical Insurance	98,706	98,706	98,706
630	630	630	7300-25 Fringe Benefits - Life Insurance	630	630	630
1,752	1,828	1,876	7300-30 Fringe Benefits - Long Term Disability	1,918	1,918	1,958
12,181	14,263	19,666	7300-35 Fringe Benefits - Workers' Compensation Insurance	20,678	20,678	20,960
142	136	137	7300-37 Fringe Benefits - Workers' Benefit Fund	172	172	172
153	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
630,912	650,411	704,465	TOTAL PERSONNEL SERVICES	699,385	699,385	707,608

MATERIALS AND SERVICES

4,558	3,401	4,250	7550 Travel & Education	5,750	5,750	5,750
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships and training for detectives	1	4,250	4,250
			Out of state investigations	1	1,500	1,500
6,147	5,356	6,000	7590 Fuel - Vehicle & Equipment	6,000	6,000	6,000
93	43	500	7630-05 Uniforms - Employee	500	500	500
2,371	1,859	2,000	7660 Materials & Supplies	2,500	2,500	2,500
2,727	1,861	4,500	7720-14 Repairs & Maintenance - Vehicles	4,500	4,500	4,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
424	451	1,000	7750	Professional Services		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				High speed internet	1	300	300	
				Section 125 administration fee	1	100	100	
				The Last One (TLO) usage fee	1	600	600	
0	6,394	4,200	7800	M & S Equipment		8,800	8,800	8,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Investigations camera	1	1,800	1,800	
				Motorola mobile radios	2	2,350	4,700	
				Video camera	1	500	500	
				Trunk vault system for Envoy	1	1,800	1,800	
16,320	19,365	22,450		TOTAL MATERIALS AND SERVICES		29,050	29,050	29,050
				CAPITAL OUTLAY				
19,185	0	0	8850	Vehicles		0	0	0
19,185	0	0		TOTAL CAPITAL OUTLAY		0	0	0
666,417	669,776	726,915		TOTAL REQUIREMENTS		728,435	728,435	736,658

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>INTERGOVERNMENTAL</u>						
1,568	0	1,250	5200 YCINT - ERAD Grant	0	0	0
1,568	0	1,250	<u>TOTAL INTERGOVERNMENTAL</u>	0	0	0
<u>FINES AND FORFEITURES</u>						
9,353	7,903	4,570	6110-10 Drug Forfeitures - State	10,150	10,150	10,150
9,353	7,903	4,570	<u>TOTAL FINES AND FORFEITURES</u>	10,150	10,150	10,150
10,922	7,903	5,820	<i>TOTAL RESOURCES</i>	10,150	10,150	10,150

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
71,188	75,064	76,066	7000-05 Salaries & Wages - Regular Full Time <small>Police Officer - Narcotics - 1.00 FTE</small>	78,078	78,078	79,303
9,763	14,844	13,400	7000-20 Salaries & Wages - Overtime	13,410	13,410	13,410
400	400	400	7000-35 Salaries & Wages - Clothing Allowance <small>Detective's \$400 annual clothing allowance.</small>	400	400	400
4,986	5,534	4,977	7300-05 Fringe Benefits - FICA - Social Security	5,126	5,126	5,202
1,166	1,294	1,303	7300-06 Fringe Benefits - FICA - Medicare	1,332	1,332	1,350
16,649	18,186	24,611	7300-15 Fringe Benefits - PERS - OPSRP - IAP	21,124	21,124	21,402
17,794	19,812	20,338	7300-20 Fringe Benefits - Medical Insurance	20,884	20,884	20,884
126	126	126	7300-25 Fringe Benefits - Life Insurance	126	126	126
345	362	364	7300-30 Fringe Benefits - Long Term Disability	392	392	398
2,363	2,822	4,080	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,310	4,310	4,367
30	31	34	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
124,809	138,476	145,699	TOTAL PERSONNEL SERVICES	145,216	145,216	146,876
MATERIALS AND SERVICES						
1,425	161	1,000	7550 Travel & Education	1,000	1,000	1,000
2,082	1,970	2,000	7590 Fuel - Vehicle & Equipment	2,000	2,000	2,000
711	772	700	7620 Telecommunications	700	700	700
0	312	200	7630-05 Uniforms - Employee	200	200	200
5,135	5,000	5,500	7660 Materials & Supplies	5,500	5,500	5,500
0	0	750	7720-14 Repairs & Maintenance - Vehicles	750	750	750
0	0	0	7800 M & S Equipment	0	0	0
9,353	8,215	10,150	TOTAL MATERIALS AND SERVICES	10,150	10,150	10,150
134,163	146,691	155,849	TOTAL REQUIREMENTS	155,366	155,366	157,026

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
41,653	44,566	48,100	5020-05 McMinnville School Dist #40 - SRO - High School McMinnville School District #40 shares in the cost of the High School Resource Officer by paying the City 50% of the officer's salary and fringe benefits for the nine-month school year.	45,500	45,500	46,000
41,653	44,566	48,100	TOTAL INTERGOVERNMENTAL	45,500	45,500	46,000
41,653	44,566	48,100	TOTAL RESOURCES	45,500	45,500	46,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
71,741	74,134	75,607	7000-05 Salaries & Wages - Regular Full Time Police Officer - High School Resource Officer - 1.00 FTE	77,524	77,524	78,691
6,520	8,594	7,520	7000-20 Salaries & Wages - Overtime	10,982	10,982	10,982
4,811	5,072	4,821	7300-05 Fringe Benefits - FICA - Social Security	5,020	5,020	5,092
1,125	1,186	1,205	7300-06 Fringe Benefits - FICA - Medicare	1,283	1,283	1,300
18,876	19,954	23,841	7300-15 Fringe Benefits - PERS - OPSRP - IAP	21,489	21,489	21,774
12,743	17,523	20,338	7300-20 Fringe Benefits - Medical Insurance	15,170	15,170	15,170
124	125	126	7300-25 Fringe Benefits - Life Insurance	126	126	126
345	359	364	7300-30 Fringe Benefits - Long Term Disability	372	372	380
2,329	2,662	3,791	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,168	4,168	4,224
27	29	34	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
118,642	129,639	137,647	TOTAL PERSONNEL SERVICES	136,168	136,168	137,773
MATERIALS AND SERVICES						
274	231	1,000	7550 Travel & Education	1,000	1,000	1,000
20	0	300	7660 Materials & Supplies Miscellaneous youth services program materials and supplies.	300	300	300
294	231	1,300	TOTAL MATERIALS AND SERVICES	1,300	1,300	1,300
118,936	129,870	138,947	TOTAL REQUIREMENTS	137,468	137,468	139,073

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
3,500	3,400	3,000	5380-02 Facility Rentals - Training Facility Revenue received from Oregon State Police and Yamhill County Community Corrections for use of the Firearms Facility.	3,000	3,000	3,000
3,500	3,400	3,000	TOTAL CHARGES FOR SERVICES	3,000	3,000	3,000
3,500	3,400	3,000	TOTAL RESOURCES	3,000	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

8,330	9,160	15,600	7000-15 Salaries & Wages - Temporary Extra Help - Training Facility - 0.38 FTE	15,600	15,600	15,600
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
516	568	967	7300-05 Fringe Benefits - FICA - Social Security	967	967	967
121	133	226	7300-06 Fringe Benefits - FICA - Medicare	226	226	226
277	344	711	7300-35 Fringe Benefits - Workers' Compensation Insurance	735	735	735
6	7	13	7300-37 Fringe Benefits - Workers' Benefit Fund	13	13	13
9,250	10,212	17,517	TOTAL PERSONNEL SERVICES	17,541	17,541	17,541

MATERIALS AND SERVICES

0	188	500	7550 Travel & Education Hazardous materials, first aid and other training materials	500	500	500
372	640	1,250	7550-05 Travel & Education - Defensive Tactics	2,200	2,200	2,200
-11	0	200	7550-10 Travel & Education - Driving Training	640	640	640
2,140	2,170	2,200	7550-15 Travel & Education - Emergency Management	2,200	2,200	2,200
1,245	745	2,000	7550-20 Travel & Education - Firearms Training	3,500	3,500	3,500
16,469	18,244	23,445	7660 Materials & Supplies	37,627	37,627	37,627

Description	Units	Amt/Unit	Total
Defensive tactics safety supplies	1	1,100	1,100
Simmunitions	1	3,302	3,302
EVOC track and vehicle rental	1	2,000	2,000
Taser supplies and repairs	1	7,925	7,925
Emergency management supplies (CERT and EOC)	1	1,000	1,000
Firearms supplies and ammunition	1	22,300	22,300

3,874	1,658	5,200	7720-18 Repairs & Maintenance - Training Facility	7,450	7,450	7,450
			Description	Units	Amt/Unit	Total
			Road maintenance	1	2,700	2,700
			Chem can rental	1	300	300
			Chemicals and other supplies	1	2,250	2,250
			Tractor maintenance	1	400	400
			Range construction	1	1,800	1,800

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
2,150	0	3,600	7800	M & S Equipment		3,500	3,500	3,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Defensive tactics protective instructor suit	1	1,700	1,700	
				Defensive tactics protective student suits	3	600	1,800	
26,239	23,646	38,395		TOTAL MATERIALS AND SERVICES		57,617	57,617	57,617
35,489	33,858	55,912		TOTAL REQUIREMENTS		75,158	75,158	75,158

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
0	0	51,976	7000-05	Salaries & Wages - Regular Full Time		54,043	54,043	54,972
				Police Evidence and Property Technician - 1.00 FTE				
0	0	1,000	7000-20	Salaries & Wages - Overtime		1,009	1,009	1,009
0	0	3,241	7300-05	Fringe Benefits - FICA - Social Security		3,371	3,371	3,428
0	0	769	7300-06	Fringe Benefits - FICA - Medicare		799	799	812
0	0	12,985	7300-15	Fringe Benefits - PERS - OPSRP - IAP		11,096	11,096	11,281
0	0	20,338	7300-20	Fringe Benefits - Medical Insurance		20,884	20,884	20,884
0	0	126	7300-25	Fringe Benefits - Life Insurance		126	126	126
0	0	288	7300-30	Fringe Benefits - Long Term Disability		296	296	302
0	0	212	7300-35	Fringe Benefits - Workers' Compensation Insurance		244	244	247
0	0	34	7300-37	Fringe Benefits - Workers' Benefit Fund		34	34	34
0	0	90,969	TOTAL PERSONNEL SERVICES			91,902	91,902	93,095
MATERIALS AND SERVICES								
0	0	500	7550	Travel & Education		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Memberships and training	1	500	500	
0	0	500	7590	Fuel - Vehicle & Equipment		500	500	500
0	0	400	7630-05	Uniforms - Employee		400	400	400
0	0	2,600	7660	Materials & Supplies		3,000	3,000	3,000
0	0	500	7720-14	Repairs & Maintenance - Vehicles		500	500	500
0	0	300	7790	Maintenance & Rental Contracts		300	300	300
				Evidence storage building alarm contract				
0	0	500	7800	M & S Equipment		500	500	500
0	0	5,300	TOTAL MATERIALS AND SERVICES			5,700	5,700	5,700
0	0	96,269	TOTAL REQUIREMENTS			97,602	97,602	98,795

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
0	0	900	7550	Travel & Education		2,050	2,050	2,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Professional training	1	500	500	
				Annual OAA membership dues	1	1,550	1,550	
0	0	3,000	7660	Materials & Supplies		350	350	350
0	0	3,900	<u>TOTAL MATERIALS AND SERVICES</u>			2,400	2,400	2,400
0	0	3,900	TOTAL REQUIREMENTS			2,400	2,400	2,400



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

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
73,619	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
4,352	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,018	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
17,757	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
58	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
357	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
154	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
20	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
97,335	0	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
3,187	0	0	7550 Travel & Education	0	0	0
5,630	3,517	0	7620 Telecommunications	0	0	0
192	0	0	7630-05 Uniforms - Employee	0	0	0
25	34	0	7660 Materials & Supplies	0	0	0
129	14	0	7750 Professional Services	0	0	0
25,864	23,899	0	7790 Maintenance & Rental Contracts	0	0	0
35,027	27,464	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
132,362	27,464	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :580 - RECORDS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
95,260	115,290	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
25,547	16,527	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
0	222	0	7000-20 Salaries & Wages - Overtime	0	0	0
7,116	7,832	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,664	1,832	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
26,324	28,642	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
35,817	45,639	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
315	341	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
633	696	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
276	333	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
72	75	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
193,025	217,429	0	TOTAL PERSONNEL SERVICES	0	0	0
MATERIALS AND SERVICES						
2,477	2,852	0	7550 Travel & Education	0	0	0
563	909	0	7630-05 Uniforms - Employee	0	0	0
4,129	4,627	0	7660 Materials & Supplies	0	0	0
45	86	0	7750 Professional Services	0	0	0
156	0	0	7800 M & S Equipment	0	0	0
6,317	6,314	0	8040 Regional Automated Info Network	0	0	0
13,687	14,789	0	TOTAL MATERIALS AND SERVICES	0	0	0
206,712	232,218	0	TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :583 - EVIDENCE	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
49,444	51,031	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
1,123	939	0	7000-20 Salaries & Wages - Overtime	0	0	0
3,077	3,157	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
720	738	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
10,144	10,425	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
17,794	19,812	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
126	126	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
275	284	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
111	130	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
26	27	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
82,839	86,670	0	TOTAL PERSONNEL SERVICES	0	0	0
MATERIALS AND SERVICES						
135	65	0	7550 Travel & Education	0	0	0
1,426	277	0	7590 Fuel - Vehicle & Equipment	0	0	0
316	420	0	7630-05 Uniforms - Employee	0	0	0
2,711	2,910	0	7660 Materials & Supplies	0	0	0
284	268	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
4,872	3,940	0	TOTAL MATERIALS AND SERVICES	0	0	0
CAPITAL OUTLAY						
18,150	0	0	8850 Vehicles	0	0	0
18,150	0	0	TOTAL CAPITAL OUTLAY	0	0	0
105,861	90,610	0	TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :586 - PROFESSIONAL STANDARDS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
200	210	0	7550 Travel & Education	0	0	0
1,558	1,578	0	7660 Materials & Supplies	0	0	0
1,758	1,788	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
1,758	1,788	0	TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :589 - IS - TECHNOLOGY	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
53,625	60,435	0	7840 M & S Computer Charges	0	0	0
64,813	58,935	0	7840-20 M & S Computer Charges - Police	0	0	0
118,438	119,369	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>CAPITAL OUTLAY</u>						
24,058	6,037	0	8750 Capital Outlay Computer Charges	0	0	0
24,003	22,829	0	8750-20 Capital Outlay Computer Charges - Police	0	0	0
48,061	28,866	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
166,499	148,236	0	<u>TOTAL REQUIREMENTS</u>	0	0	0



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

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
0	19,345	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
1,104	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	15	0	7000-20 Salaries & Wages - Overtime	0	0	0
68	1,200	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
16	281	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
0	3,881	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	25	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
0	109	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
37	52	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
1	11	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
1,226	24,919	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
0	2	0	7660 Materials & Supplies	0	0	0
0	2	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
1,226	24,921	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :592 - COMMUNITY EDUCATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
801	557	0	7520	Public Notices & Printing	0	0
4,809	2,651	0	7660	Materials & Supplies	0	0
5,610	3,207	0		<u>TOTAL MATERIALS AND SERVICES</u>	0	0
5,610	3,207	0		TOTAL REQUIREMENTS	0	0



MUNICIPAL COURT



Organization Set – Sections

- Court
- Parking Tickets

Organization Set

01-13-060
01-13-063



General Fund – Municipal Court

2014 – 2015 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 and Juvenile Courts are participating in Municipal Court's diversion programs.
- Continue an "early resolution" program for eligible defendants, reducing court appointed attorney fees and ensuring swift adjudication.
- 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.
- Fully implement e-ticketing so it will no longer be necessary to manually enter each citation into the Court's software system, tracking will improve, and the state will be able to include McMinnville in risk management assessments.
- Implement cash receipting to improve customer service, enhance our record keeping processes, and add financial safeguards.
- Contracting for the positions of Municipal Court Judge and City Prosecutor creates flexibility and cost savings.

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 once e-ticketing is fully implemented
- Work with Information Services to ensure that the new cash receipting program is as efficient and helpful as possible to both Court staff and customers
- Coordinate processes with Finance as cash receipting is implemented
- Increase collections activity through use of collections agency
- Complete procedure manuals for each position
- 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



Municipal Court processed 2,984 citations in 2013. Of those, 2,472 were traffic and 512 were misdemeanors.

General Fund – Municipal Court

2014 – 2015 Proposed Budget --- Budget Summary

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	704,950	690,500	692,200	1,700
Personnel Services	326,495	358,109	273,981	(84,128)
Materials & Services	69,104	110,110	168,819	58,709
Capital Outlay	862	-	933	933
Total Expenditures	396,461	468,219	443,733	(24,486)
Net Expenditures	308,488	222,281	248,467	(26,186)

Full-Time Equivalents (FTE)

	2013-14		2014-15
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	4.32		
Judge		(0.20)	
City Prosecutor		<u>(0.32)</u>	
FTE Proposed Budget		<u>(0.52)</u>	3.80

2013 Statistics

- ❖ 87 citizens over the age of 60 attended a driving refresher course sponsored by AARP.
- ❖ 58 DUII convictions and 40 DUII diversions were ordered.
- ❖ 23 people were assigned to seat belt class
- ❖ 74 juveniles assigned to BUSTED, the under-age substance abuse class
- ❖ 289 people participated in the online driving refresher course
- ❖ 686 people used the courts "Fix It" Ticket
- ❖ 110 defendants who were assigned court-appointed attorneys were ordered to pay the court appointed attorney fees
- ❖ 225 files were sent to collections





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.
- 2013** Municipal Court Judge and City Prosecutor positions become contract positions.
- 2014** Fine amnesty program successfully offered for a third time.



996 people used the Court's "Fix It" Ticket

General Fund - Municipal Court

2014-2015 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
<u>Fund</u>	<u>Number of</u>	<u>Range</u>	<u>Total</u>	<u>Page</u>	<u>Amount</u>
<u>Department</u>	<u>Employees</u>		<u>Salary</u>		
<u>City Attorney</u>	1	361	121,833		
General Fund					
Administration					
Legal (0.90 FTE)				10	109,650
Municipal Court					
Court (0.10 FTE)				71	12,183
<u>Court Clerk I</u>	1	316	14,940		
General Fund					
Municipal Court					
Court (0.29 FTE)				71	8,964
Parking Tickets (0.19 FTE)				75	5,976

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
FINES AND FORFEITURES						
664,237	671,718	660,000	6120 Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	660,000	660,000	660,000
14,025	3,321	500	6140 Peer Court Assessment Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. In 2012, the legislature adopted new fine schedules that cannot be increased with additional assessments. The Court will continue to collect assessments on citations issued prior to 2012.	1,200	1,200	1,200
8,017	8,802	7,000	6150 Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs.	8,000	8,000	8,000
686,279	683,841	667,500	TOTAL FINES AND FORFEITURES	669,200	669,200	669,200
MISCELLANEOUS						
929	1,048	1,000	6600-93 Other Income - Municipal Court	1,000	1,000	1,000
929	1,048	1,000	TOTAL MISCELLANEOUS	1,000	1,000	1,000
687,208	684,889	668,500	TOTAL RESOURCES	670,200	670,200	670,200

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

177,202	177,286	158,540	7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.00 FT	147,554	147,554	147,554
32,178	37,475	30,092	7000-10 Salaries & Wages - Regular Part Time Court Clerk I - 0.29 FTE Municipal Court - Interpreter - 0.05 FTE	14,664	14,664	14,664
The positions of Municipal Court Judge and City Prosecutor were regular part time positions until January, 2014, when they became contract positions. They are now budgeted under 01-13-060-7750-12 and 060-7750-18.						
1,780	6,293	8,000	7000-15 Salaries & Wages - Temporary Extra Help - Municipal Court Security - 0.17 FTE	8,000	8,000	8,000
264	55	500	7000-20 Salaries & Wages - Overtime	0	0	0
12,316	13,003	14,490	7300-05 Fringe Benefits - FICA - Social Security	10,523	10,523	10,523
2,890	3,047	3,395	7300-06 Fringe Benefits - FICA - Medicare	2,469	2,469	2,469
36,216	38,182	39,484	7300-15 Fringe Benefits - PERS - OPSRP - IAP	35,197	35,197	35,197
39,650	42,473	45,056	7300-20 Fringe Benefits - Medical Insurance	46,018	46,018	47,670
195	195	195	7300-25 Fringe Benefits - Life Insurance	390	390	428
773	772	784	7300-30 Fringe Benefits - Long Term Disability	814	814	814
316	544	491	7300-35 Fringe Benefits - Workers' Compensation Insurance	374	374	374
103	110	141	7300-37 Fringe Benefits - Workers' Benefit Fund	123	123	123
0	0	2,000	7300-40 Fringe Benefits - Unemployment	102	102	102
303,883	319,435	303,168	TOTAL PERSONNEL SERVICES	266,228	266,228	267,918

MATERIALS AND SERVICES

7,309	7,502	8,000	7500 Credit Card Fees Credit card fees for Municipal Court collections.	6,500	6,500	6,500
1,000	835	1,000	7520 Public Notices & Printing	1,000	1,000	1,000
97	127	200	7540 Employee Development	200	200	200
3,455	3,091	4,500	7550 Travel & Education Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs.	4,500	4,500	4,500
1,230	1,700	1,800	7610-05 Insurance - Liability	1,900	1,900	1,900

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
5,719	5,644	6,000	7620	Telecommunications		5,000	5,000	5,000
1,450	1,512	1,500	7630	Uniforms		1,500	1,500	1,500
11,234	6,665	12,000	7660-05	Materials & Supplies - Office Supplies		12,000	12,000	12,000
2,604	3,109	8,000	7660-15	Materials & Supplies - Postage		5,000	5,000	5,000
0	0	500	7660-17	Materials & Supplies - Court Security		500	500	500
1,275	1,199	10,300	7750	Professional Services		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	800	800	
				Shredding service	1	400	400	
0	0	25,500	7750-12	Professional Services - Contract Judge		39,940	39,940	39,940
				The position of Municipal Court Judge was a regular part time position (01-13-060-7000-10) until January, 2014, when it became a contract position.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Contract Municipal Court judge	1	37,440	37,440	
				Pro tem Municipal Court judge	1	2,500	2,500	
24,432	17,420	29,000	7750-15	Professional Services - Court Appointed Attorney		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.				
158	135	13,500	7750-18	Professional Services - Contract Prosecutor		40,000	40,000	40,000
				The position of City Prosecutor was a regular part time position (01-13-060-7000-10) until January 2014, when it became a contract position. Also included is a back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.				
60	60	100	7750-21	Professional Services - Security		100	100	100
				Security contract to provide panic button monitoring.				
14,025	3,321	500	7750-22	Professional Services - Peer Court Assessment		1,200	1,200	1,200
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
1,324	0	1,000	7800	M & S Equipment		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Filing cabinets	2	500	1,000	
8,463	8,634	10,676	7840	M & S Computer Charges		10,977	10,977	10,977
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	10,977	10,977	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
3,345	7,967	22,234	7840-25	M & S Computer Charges - Municipal Court		5,502	5,502	5,502
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			APS e-ticketing maintenance, 33% - shared with Police	1	3,502	3,502		
			Caselle maintenance	1	2,000	2,000		
96	182	800	8050	Trial Expense		800	800	800
			Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.					
87,273	69,104	157,110	TOTAL MATERIALS AND SERVICES			168,819	168,819	168,819
			CAPITAL OUTLAY					
3,795	862	0	8750	Capital Outlay Computer Charges		933	933	933
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	933	933		
3,795	862	0	TOTAL CAPITAL OUTLAY			933	933	933
394,951	389,401	460,278	TOTAL REQUIREMENTS			435,980	435,980	437,670

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
FINES AND FORFEITURES						
24,812	20,061	22,000	6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	22,000	22,000	22,000
24,812	20,061	22,000	TOTAL FINES AND FORFEITURES	22,000	22,000	22,000
24,812	20,061	22,000	TOTAL RESOURCES	22,000	22,000	22,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
4,528	5,517	5,693	7000-10 Salaries & Wages - Regular Part Time Court Clerk I - 0.19 FTE	5,976	5,976	5,976
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
281	342	353	7300-05 Fringe Benefits - FICA - Social Security	371	371	371
66	80	83	7300-06 Fringe Benefits - FICA - Medicare	87	87	87
350	1,107	1,391	7300-15 Fringe Benefits - PERS - OPSRP - IAP	1,197	1,197	1,197
6	8	12	7300-35 Fringe Benefits - Workers' Compensation Insurance	13	13	13
5	6	7	7300-37 Fringe Benefits - Workers' Benefit Fund	7	7	7
0	0	402	7300-40 Fringe Benefits - Unemployment	102	102	102
5,235	7,060	7,941	<u>TOTAL PERSONNEL SERVICES</u>	7,753	7,753	8,879
5,235	7,060	7,941	TOTAL REQUIREMENTS	7,753	7,753	8,879



FIRE DEPARTMENT



Organization Set – Sections

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

Organization Set #

01-15-070
01-15-073

Budget Highlights

- The 2014-15 Proposed Budget anticipates the replacement of three fire apparatus. The 1980 aerial truck, 1974 engine and the 1985 water tender will be replaced this year. Obtaining a new aerial ladder truck is critical to the Fire Department's ability to provide safe and effective fire service. A new aerial ladder truck



will 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.

- The Fire Station, while a beautiful building, was built in 1986. The age of the building is driving some of the maintenance cost increases in our budget. Mechanical systems are starting to fail and plumbing leaks are beginning to cause rot under the men's shower room. We will continue working with architects to produce a design for a remodel to upgrade the living area.
- Building repair costs have gone up due to the aging of the building and mechanical systems, requiring significant repairs or replacement of systems.

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

Future Challenges and Opportunities

- Develop a plan for future sub-stations within the City
- 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
- 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

General Fund – Fire

2014 – 2015 Proposed Budget --- Budget Summary

CALL TYPE	SUB-TYPE	CALLS FOR SERVICE	Fire Call Type%	Division %
FIRE	Structural	50	.78%	
	Brush/Wildland	26	.40%	
	Vehicle	10	.16%	
	Other	612	9.52%	
	Fire Sub-Total	698		10.86%
EMS	All EMS Calls	5,732		89.14%
Total		6,430		100%

Full-Time Equivalents (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	14.48		
Extra Help - Fire		(0.10)	
Extra Help - Fire Prevention		0.09	
FTE Proposed Budget		(0.01)	14.47

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	347,770	364,262	358,007	(6,255)
Personnel Services	1,728,419	1,952,051	1,993,435	41,384
Materials & Services	547,296	559,384	490,919	(68,465)
Capital Outlay	23,058	80,000	50,799	(29,201)
Debt Service	-	-	104,676	104,676
Total Expenditures	2,298,773	2,591,435	2,639,829	48,394
Net Expenditures	(1,951,003)	(2,227,173)	(2,281,822)	54,649



General Fund – Fire

Historical Highlights

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

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



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

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



General Fund – Fire

Historical Highlights

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



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

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

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

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

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

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

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

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

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

2012 Budget Challenges force the elimination of the Fire Marshal position.

2014 Council Authorizes purchase of fire apparatus, including a new aerial truck and an engine.

General Fund - Fire

2014-2015 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
<u>Fire Chief</u>	1	360	112,096		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				77	84,072
Ambulance Fund (0.25 FTE)				241	28,024
<u>Assistant Fire Chief</u>	1	354	101,634		
General Fund					
Fire					
Administration & Operations (0.50 FTE)				77	50,817
Ambulance Fund (0.50 FTE)				241	50,817
<u>Fire Captain</u>	3	240	271,013		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				77	94,855
Ambulance Fund (1.95 FTE)				241	176,158
<u>Fire Lieutenant</u>	3	235	246,384		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				77	86,234
Ambulance Fund (1.95 FTE)				241	160,150

<u>Position Description</u>					
Fund	Number of		Total	<u>Detailed Summary</u>	
Department	Employees	Range	Salary	Page	Amount
<u>Mechanic - Fire Dept</u>	1	332	28,078		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				77	14,039
Ambulance Fund (0.25 FTE)				241	14,039
<u>Firefighter / Paramedic</u>	18	220	1,340,009		
General Fund					
Fire					
Administration & Operations (6.30 FTE)				77	469,003
Ambulance Fund (11.70 FTE)				241	871,005
<u>Firefighter / EMT</u>	6	207	328,199		
General Fund					
Fire					
Administration & Operations (2.10 FTE)				77	114,870
Ambulance Fund (3.90 FTE)				241	213,329
<u>Office Manager</u>	1	328	45,228		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				77	15,830
Ambulance Fund (0.65 FTE)				241	29,398

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
0	0	0	4840-05 OR Conflagration Reimbursement - Personnel	3,500	3,500	3,500
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	5,000	5,000	5,000
299,600	308,543	317,842	5030-05 McMinnville Rural Fire District - Contract Fire Protection McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2014-15 proposed budget assumes 3% increase in contract.	327,377	327,377	327,377
299,600	308,543	317,842	TOTAL INTERGOVERNMENTAL	335,877	335,877	335,877
CHARGES FOR SERVICES						
1,947	3,920	3,000	5340 Fire Department Service Fees Non-resident motor vehicle incident charges for Fire Department required services.	3,500	3,500	3,500
1,947	3,920	3,000	TOTAL CHARGES FOR SERVICES	3,500	3,500	3,500
MISCELLANEOUS						
17,869	18,602	23,920	6310-07 Interest - LOSAP Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	17,130	17,130	17,130
294	0	1,000	6410 Donations - Fire Donations received to help support the Fire Department.	1,500	1,500	1,500
630	3,872	500	6600 Other Income	500	500	500
1,844	517	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
9,047	12,317	18,000	6600-07 Other Income - LOSAP Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	1,500	1,500	1,500
29,684	35,308	43,420	TOTAL MISCELLANEOUS	20,630	20,630	20,630
OTHER FINANCING SOURCE						
0	0	0	6830 Loan Proceeds	0	0	0
0	0	0	6830-05 Loan Proceeds - Fire Vehicle	0	0	0
0	0	0	TOTAL OTHER FINANCING SOURCE	0	0	0
331,231	347,770	364,262	TOTAL RESOURCES	360,007	360,007	360,007

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

736,089	840,716	869,149	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.75 FTE Assistant Fire Chief - 0.50 FTE Fire Captain - 1.05 FTE Fire Lieutenant - 1.05 FTE Firefighter / Paramedic - 6.30 FTE Firefighter / EMT - 2.10 FTE Office Manager - 0.35 FTE	915,679	915,679	915,679
91,364	2,361	13,536	7000-10 Salaries & Wages - Regular Part Time Mechanic - Fire Department - 0.25 FTE	14,039	14,039	14,039
219	0	3,500	7000-15 Salaries & Wages - Temporary Extra Help - Fire - 0.03 FTE	1,000	1,000	1,000
24,900	20,730	37,500	7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	37,500	37,500	37,500
55,474	90,810	99,756	7000-20 Salaries & Wages - Overtime	104,995	104,995	104,995
54,784	57,869	63,457	7300-05 Fringe Benefits - FICA - Social Security	66,547	66,547	66,547
12,813	13,534	14,841	7300-06 Fringe Benefits - FICA - Medicare	15,567	15,567	15,567
198,031	214,325	270,436	7300-15 Fringe Benefits - PERS - OPSRP - IAP	239,743	239,743	239,743
139,940	149,877	141,286	7300-20 Fringe Benefits - Medical Insurance	150,772	150,772	150,772
0	29,724	28,525	7300-22 Fringe Benefits - VEBA Plan	30,800	30,800	30,800
1,258	1,426	1,454	7300-25 Fringe Benefits - Life Insurance	1,582	1,582	1,582
4,053	4,315	4,476	7300-30 Fringe Benefits - Long Term Disability	4,796	4,796	4,796
28,043	33,724	44,342	7300-35 Fringe Benefits - Workers' Compensation Insurance	48,086	48,086	48,086
422	466	579	7300-37 Fringe Benefits - Workers' Benefit Fund	575	575	575
355	2,324	5,095	7300-40 Fringe Benefits - Unemployment	5,003	5,003	5,003
3,331	2,641	3,500	7400-05 Fringe Benefits - Volunteers - Life Insurance	3,500	3,500	3,500
12,795	9,272	17,295	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	14,360	14,360	14,360
26,616	25,884	90,000	7400-15 Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current 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.	94,000	94,000	94,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
9,110	10,617	12,300	7400-21	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.		11,500	11,500	11,500
7,521	7,521	8,000	7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance		8,000	8,000	8,000
1,407,116	1,518,137	1,729,027	<u>TOTAL PERSONNEL SERVICES</u>			1,768,044	1,768,044	1,768,044
<u>MATERIALS AND SERVICES</u>								
0	0	500	7530	Safety Training/OSHA		500	500	500
259	364	800	7540	Employee Development		900	900	900
18,315	20,752	20,000	7550	Travel & Education Fire training, education, and travel expenses for career and volunteer staff. Development training includes Incident Command System Training (ICS), National Fire Academy (NFA), Fire Officer I and II, Fireground Leader, Firefighter I and II courses and related training materials.		20,000	20,000	20,000
28,386	24,270	25,000	7590	Fuel - Vehicle & Equipment		25,000	25,000	25,000
19,705	17,515	20,625	7600	Electric & Natural Gas		20,625	20,625	20,625
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas	1	9,000	9,000	
				Electric	1	11,625	11,625	
8,890	11,300	11,800	7610-05	Insurance - Liability		12,600	12,600	12,600
10,850	15,100	17,400	7610-10	Insurance - Property		14,700	14,700	14,700
14,926	13,765	15,000	7620	Telecommunications This increase represents a shift in percentage from 35% Fire 65% Ambulance to 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.		25,500	25,500	25,500
0	17	0	7630	Uniforms		0	0	0
6,764	7,346	7,500	7630-05	Uniforms - Employee Career, part-time, and volunteer fire uniforms.		7,500	7,500	7,500
36,621	26,257	35,000	7630-15	Uniforms - Protective Clothing Safety clothing for firefighting and OSHA compliance. National Fire Protection Association (NFPA) requires replacement of all turnouts over 10 years old. Also continue to upgrade and purchase additional wildland firefighting clothing.		25,000	25,000	25,000
3,213	3,322	6,000	7650	Janitorial Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.		6,000	6,000	6,000
19,671	17,787	22,000	7660	Materials & Supplies Supplies for fire operations, fire prevention, administration.		22,000	22,000	22,000
294	0	1,000	7680	Materials & Supplies - Donations		1,500	1,500	1,500
3,593	3,930	5,000	7700	Hazardous Materials		3,000	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
8,194	4,254	5,000	7720	Repairs & Maintenance		6,000	6,000	6,000
3,966	7,046	5,000	7720-06	Repairs & Maintenance - Equipment		5,000	5,000	5,000
29,970	40,250	20,000	7720-08	Repairs & Maintenance - Building Repairs		30,000	30,000	30,000
20,301	16,727	30,000	7720-14	Repairs & Maintenance - Vehicles		25,000	25,000	25,000
2,133	2,756	3,000	7720-16	Repairs & Maintenance - Radio & Pagers		3,000	3,000	3,000
90,295	7,805	5,000	7720-22	Repairs & Maintenance - Breathing Apparatus		5,000	5,000	5,000
38,019	54,148	42,090	7750	Professional Services		54,280	54,280	54,280
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	4,300	4,300	
				Section 125 administration fee	1	130	130	
				Labor negotiations arbitrator 65% shared with Amb	1	750	750	
				NFPA physicals	1	42,500	42,500	
				LOSAP actuarial valuation	1	6,600	6,600	
0	0	18,800	7750-57	Professional Services - Financing Administration		0	0	0
				Financing costs for Fire Vehicle.				
5,171	3,469	13,000	7790	Maintenance & Rental Contracts		13,000	13,000	13,000
				Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts. Increase accounts for storage rental for Christmas decorations.				
5,432	9,194	11,000	7800	M & S Equipment		11,000	11,000	11,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Interoperable radio equipment	1	5,000	5,000	
				Miscellaneous	1	6,000	6,000	
2,489	2,253	100,000	7800-09	M & S Equipment - Radios		5,000	5,000	5,000
4,901	107,700	5,000	7800-30	M & S Equipment - Breathing Apparatus		5,000	5,000	5,000
31,985	31,656	30,960	7840	M & S Computer Charges		32,932	32,932	32,932
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	32,932	32,932	

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
10,651	11,130	16,610	7840-30	M & S Computer Charges - Fire		20,563	20,563	20,563
				Increases in this account are the result of the windows 7 upgrade required for security purposes. The upgrades include software as well as hardware replacements that are required on units that will not run Windows 7. In an effort of cost reduction mobile computers will be replaced with tablets saving \$4,000 per vehicle.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements, 35% - shared with Ambulance	5	595	2,975	
				SCBA software upgrade, 35% - shared with Ambulance	1	525	525	
				Windows 7 software upgrade	4	42	168	
				MDT replacement, tablets, 35% - shared with Ambulance	7	525	3,675	
				Firehouse software support, 35% - shared with Ambulance	1	420	420	
				Firehouse software, web based, 35% - shared with Ambulance	1	1,575	1,575	
				Firehouse maintenance	1	3,500	3,500	
				Netmotion MDT software, 25% - shared with Police and Amb	1	1,000	1,000	
				VisionAir maintenance (mobile, RMS), 35% - shared with Ambulance	1	4,725	4,725	
				MDT hardware maintenance	1	2,000	2,000	
55,038	57,669	52,399	8090	Hydrant Rental & Maintenance		57,669	57,669	57,669
				Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.				
6,503	9,824	10,000	8110	Hoses, Nozzles, & Adapters		10,000	10,000	10,000
				Fire hose, nozzles, and adapters with values under \$5,000.				
4,415	4,120	5,500	8120	Hose & Ladder Testing		5,500	5,500	5,500
				Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards.				
490,950	531,727	560,984	TOTAL MATERIALS AND SERVICES			473,769	473,769	473,769
CAPITAL OUTLAY								
26,441	0	0	8710	Equipment		0	0	0
14,348	3,162	0	8750	Capital Outlay Computer Charges		2,799	2,799	2,799
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	2,799	2,799	
4,688	0	80,000	8800	Building Improvements		0	0	0
0	19,896	0	8850	Vehicles		48,000	48,000	48,000
				Replace a 1997 Explorer with high mileage and broken seats. This vehicle replacement was scheduled for last year's budget and was deferred due to lack of funding.				

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
45,477	23,058	80,000	TOTAL CAPITAL OUTLAY	50,799	50,799	50,799
			DEBT SERVICE			
0	0	0	9442 2014 Fire Vehicle Financing	0	0	0
0	0	0	9442-05 2014 Fire Vehicle Financing - Principal Debt payment for purchase of new ladder, engine, and used tender authorized in 2014-15	65,000	65,000	68,594
0	0	0	9442-10 2014 Fire Vehicle Financing - Interest	39,676	39,676	46,698
0	0	0	TOTAL DEBT SERVICE	104,676	104,676	115,292
1,943,543	2,072,923	2,370,011	TOTAL REQUIREMENTS	2,397,288	2,397,288	2,407,904

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

207,685	118,059	124,929	7000-05 Salaries & Wages - Regular Full Time Fire and Life Safety Division Chief - 1.00 FTE Fire Prevention Specialist - 1.00 FTE	137,654	137,654	137,654
28	0	0	7000-15 Salaries & Wages - Temporary Extra Help - Fire Prevention - 0.09 FTE	2,500	2,500	2,500
2,680	965	0	7000-17 Salaries & Wages - Volunteer Reimbursement	0	0	0
4,463	4,065	4,997	7000-20 Salaries & Wages - Overtime	5,005	5,005	5,005
13,036	7,735	8,056	7300-05 Fringe Benefits - FICA - Social Security	9,000	9,000	9,000
3,049	1,809	1,885	7300-06 Fringe Benefits - FICA - Medicare	2,105	2,105	2,105
51,170	29,456	37,265	7300-15 Fringe Benefits - PERS - OPSRP - IAP	35,244	35,244	35,244
42,504	27,221	23,796	7300-20 Fringe Benefits - Medical Insurance	24,362	24,362	24,362
0	1,500	1,500	7300-22 Fringe Benefits - VEBA Plan	1,500	1,500	1,500
310	215	189	7300-25 Fringe Benefits - Life Insurance	252	252	252
1,077	662	694	7300-30 Fringe Benefits - Long Term Disability	766	766	766
7,312	4,840	5,925	7300-35 Fringe Benefits - Workers' Compensation Insurance	6,838	6,838	6,838
77	55	68	7300-37 Fringe Benefits - Workers' Benefit Fund	71	71	71
0	13,624	13,623	7300-40 Fringe Benefits - Unemployment	0	0	0
39	76	97	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	94	94	94
333,428	210,282	223,024	TOTAL PERSONNEL SERVICES	225,391	225,391	225,391

MATERIALS AND SERVICES

68	54	100	7540 Employee Development	100	100	100
4,302	3,534	5,000	7550 Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided.	5,000	5,000	5,000
0	0	0	7680 Materials & Supplies - Donations	0	0	0
244	171	100	7750 Professional Services	50	50	50
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	50	50
10,880	11,826	12,000	8080 Fire Prevention Education Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures.	12,000	12,000	12,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
15,494	15,586	17,200	TOTAL MATERIALS AND SERVICES	17,150	17,150	17,150
348,922	225,868	240,224	TOTAL REQUIREMENTS	242,541	242,541	242,541



PARKS & RECREATION



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



General Fund – Parks & Recreation - Administration

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

- Throughout 2014-15, Parks and Recreation staff will be reaching out in various ways to our patrons and citizens of all ages in an expanded effort to learn more about what direct program services will best meet their interests and needs. Already this year, new opportunities for “underserved” teens have been created at the Aquatic Center (AC) and Community Center (CC). On Tuesday and Thursday evenings at the AC, “teen only” hours have been created between 7:30 pm and 8:45 pm, during which both pools, the hot tub and weight room are available just for teens (no adults). Wednesday evenings at the Community Center have hosted a variety of dodge ball competitions with over 45 young players attending each week. Participating teens will also help us define new spring and summer teen program opportunities. Additionally, McMinnville citizen’s 20-35 years of age are being invited this spring to participate in a brief on-line survey (via “SurveyMonkey”) seeking their input about preferred programs and facilities. The Parks and Recreation Department continues to serve a vast array of constituents ranging from toddlers to elders within the community, but based on feedback in the City’s 2011 National Citizen Survey as well as a Department sponsored follow-up “recreation opportunities” survey in 2012, we feel compelled to learn more about young adults 20-35 year age group. Class evaluations and other recreation center surveys are also available for citizens to complete throughout the year. In the spirit of past Community Choices efforts.....we’re listening.
- Our three recreation centers (Aquatic, Community and Senior), open a combined 177.5 hours per week, are often filled with various recreation classes and programs as well as other community uses. Our many classes and events offer thousands of special interest program hours that directly serve the interests of families and individuals in McMinnville and surrounding communities. Coupled with our daily Kids on the Block (KOB) after school enrichment program, our year-round youth/adult sports leagues as well as the unlimited hours of un-programmed park experiences offered along our many trails, atop our skate parks, or within our many playgrounds, picnic sites and open spaces....the benefits of our budget investments outlined here-in impact our community far beyond the numbers; Parks and Recreation services and facilities significantly enrich the lives of our citizens and fundamentally support the quality of life in McMinnville.
- The Parks and Recreation Department budget for 2014-15 represents an overall self-supporting level of about 56%, with anticipated revenues of \$1,356,000. While slightly lower than the 58% achieved in the past two years, the proposed budget includes considerable new expenditures within the Aquatic Center for building improvement and preventative maintenance items that have been deferred for many years. These needed improvements, totaling approximately \$101,000, will refresh aesthetics, repair depreciating building conditions and improve facility longevity. Further discussion about such expenditures is provided in the AC budget summary. Other than these major additions, the overall Department budget remains conservative.
- In the Parks and Recreation Administration budget, there is a proposed increase of \$2,000 to support the Park Ranger program. This increase is intended specifically to increase Park Ranger presence in City Park during afternoon and evening hours in the spring, summer, and fall when our greatest behavioral challenges occur.
- KOB: An important shift in funding, program scheduling and staffing should also be noted within the Kids on the Block after school enrichment program. Because the 21st Century learning Centers Grant has been exhausted, the Power Hour component of the program (staffed by school personnel) will be re-shaped and absorbed into the School District budget. Instead of providing broad based academic assistance to all KOB participants, the School District will offer an independent

General Fund – Parks & Recreation

-Administration

2014 – 2015 Proposed Budget --- Budget Summary

“intervention program,” providing targeted instruction to selected children who have fallen behind grade level benchmarks in math, reading and writing. To help fund this independent program, the District will eliminate their annual \$55,000 cash contribution to the general KOB program. Replacement funding for the reduction of School District contributions will come from Mayor’s Ball reserves. The enrichment and recreation component of KOB, staffed by City hired Site Directors and Recreation Leaders, will now be expanded back to its original three-hour schedule. More information is provided in the KOB budget summary.

Core Services

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

Future Challenges and Opportunities

McMinnville’s Park, Recreation and Open Space Master Plan, adopted in 1999, should be updated, as funds allow. McMinnville residents value their many parks and greenways, recreation centers and the many City sponsored recreation programs and services that enrich their lives. But the community is changing, the Aquatic and Community Centers are aging and less flexible today than in the past to meet indoor recreation needs, and our parks and park amenities must continue to evolve to stay relevant in providing for our residents. Engaging our citizens in this review will identify community-wide recreation program and facility development priorities, determine citizen’s willingness to pay to implement those priorities and further address critical park system funding.

Park Development and Improvement Issues

- o The Riverside Drive Dog Park lighting project is completed.
- o Currently awaiting decisions related to our proposal to acquire approximately 3.46 acres for a neighborhood park site to serve residents in northwest McMinnville (the last of the targeted park bond projects approved in 2000.)
- o Continue to pursue grant dollars and other sources of funding support for facilities and services. A Federal Land and Water Conservation Fund Grant will be applied for this spring to make improvements at City Park in 2014-15.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	19,887	23,500	24,000	500
Personnel Services	170,938	185,010	186,966	1,956
Materials & Services	47,359	48,718	51,248	2,530
Capital Outlay	96	-	93	93
Total Expenditures	218,393	233,728	238,307	4,579
Net Expenditures	(198,506)	(210,228)	(214,307)	4,079

Full-Time Equivalent (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	1.96		
Rec Leadership - Park Ranger		<u>0.06</u>	
FTE Proposed Budget			2.02



General Fund – Parks & Recreation – Administration

Historical Highlights

- 1948** McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968** First Director of Parks and Recreation, Galen McBee is hired.
- 1968** Recreation Commission abolished.
- 1969** City hires first Swimming Pool Manager.
- 1977** City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a short-term position.
- 1981** Community Center opens and Parks & Recreation Department headquarters move from City Hall to the new Center
- 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 is hired.
- 1995** McMinnville Senior Center opens in October 1995.
- 1997** Long-time Park & Rec. Director, Galen McBee retires. Asst. Director Jay Pearson is appointed Director.
- 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.
- 2011** In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called "ActiveNet." Citizens now are able to register from home or office via the internet for any Aquatic or Community Center class or program, 24-7.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
8,825	5,497	8,500	6420 Donations - Parks & Recreation Donations received from various community organizations and businesses primarily to support our summer concerts program.	9,000	9,000	9,000
5,791	14,389	15,000	6600 Other Income Income received from sale of advertising space within seasonal Parks & Recreation brochure (supports expenditure in line item 7520); also includes concessions income from Discovery Meadows as well as sale of metal detecting permits.	15,000	15,000	15,000
0	0	0	6600-26 Other Income - Park Rangers	0	0	10,000
14,616	19,887	23,500	<u>TOTAL MISCELLANEOUS</u>	24,000	24,000	34,000
14,616	19,887	23,500	<i>TOTAL RESOURCES</i>	24,000	24,000	34,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

98,865	98,888	100,577	7000-05 Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	104,160	104,160	104,160
24,529	20,558	22,000	7000-15 Salaries & Wages - Temporary Recreation Leadership - Park Ranger - 1.02 FTE	24,000	24,000	32,850
			Park Rangers are assigned to monitor activities in Discovery Meadows, City Park and other park venues throughout McMinnville from late May through September.			
90	0	0	7000-20 Salaries & Wages - Overtime	100	100	100
7,331	7,159	7,600	7300-05 Fringe Benefits - FICA - Social Security	7,952	7,952	8,501
1,714	1,674	1,777	7300-06 Fringe Benefits - FICA - Medicare	1,859	1,859	1,987
25,416	23,852	32,001	7300-15 Fringe Benefits - PERS - OPSRP - IAP	28,229	28,229	29,302
14,324	15,085	15,516	7300-20 Fringe Benefits - Medical Insurance	15,848	15,848	15,848
63	63	63	7300-25 Fringe Benefits - Life Insurance	126	126	126
525	526	534	7300-30 Fringe Benefits - Long Term Disability	554	554	554
2,597	2,687	3,336	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,638	3,638	4,122
60	54	67	7300-37 Fringe Benefits - Workers' Benefit Fund	69	69	82
1,033	0	1,004	7300-40 Fringe Benefits - Unemployment	102	102	102
204	392	535	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	329	329	329
176,751	170,938	185,010	TOTAL PERSONNEL SERVICES	186,966	186,966	198,063

MATERIALS AND SERVICES

16,968	30,390	29,000	7520 Public Notices & Printing 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.	29,000	29,000	29,000
38	30	300	7540 Employee Development	300	300	300
787	1,093	1,200	7550 Travel & Education Professional development conferences and workshop fees. Membership fees for State and National Park and Recreation Associations.	1,500	1,500	1,500
510	700	700	7610-05 Insurance - Liability	700	700	700
80	100	100	7610-10 Insurance - Property	100	100	100

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,035	842	1,100	7620	Telecommunications		1,200	1,200	1,200
1,565	3,813	1,500	7660	Materials & Supplies		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	5,497	8,500	7680	Materials & Supplies - Donations		9,000	9,000	9,000
				Summer Concert related expenditures funded with community donations received in revenue account 6420.				
1,299	684	550	7750	Professional Services		450	450	450
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
				Section 125 administration fee	1	50	50	
937	959	1,068	7840	M & S Computer Charges		1,098	1,098	1,098
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	1,098	1,098	
7,621	1,200	1,200	7840-35	M & S Computer Charges - Parks & Rec Administration		2,900	2,900	2,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Activenet maintenance	1	1,200	1,200	
0	2,051	3,500	8140	Summer Concerts		3,500	3,500	3,500
				The overall summer concert budget proposed for 2014-15 is \$12,500 providing for 5 concerts in July and August. \$3,500 of the total comes from the City. The balance of additional concert series related expenditures will be covered through community donations included in Revenues in the Administration Donations account 6420 and expended through Donations account 7680.				
30,842	47,359	48,718	<u>TOTAL MATERIALS AND SERVICES</u>			51,248	51,248	51,248
<u>CAPITAL OUTLAY</u>								
419	96	0	8750	Capital Outlay Computer Charges		93	93	93
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	93	93	
5,402	0	0	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration		0	0	0
5,821	96	0	<u>TOTAL CAPITAL OUTLAY</u>			93	93	93
213,414	218,393	233,728	<u>TOTAL REQUIREMENTS</u>			238,307	238,307	249,404



PARKS & RECREATION Aquatic Center



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• 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.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
37,321	38,890	39,000	5360-05 Admissions - Child/Student Aquatic Center daily child/student admission fees.	37,000	37,000	37,000
68,287	78,662	75,000	5360-10 Admissions - Adult/Seniors Aquatic Center daily adult/senior admission fees.	74,500	74,500	74,500
94,784	99,158	104,000	Budget Note: No fee adjustments in 2014-15. 5370-05 Memberships - Family Aquatic Center full-year, half-year, and new 3-month family membership swim passes.	92,000	92,000	92,000
59,209	57,781	62,500	Budget Note: No fee adjustments in 2014-15. 5370-10 Memberships - Individual Aquatic Center full-year, half-year and new 3-month individual membership swim passes.	59,000	59,000	59,000
12,325	13,056	12,000	Budget Note: No fee adjustments in 2014-15. 5380-05 Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, annual triathlon and other organizations.	12,000	12,000	12,000
9,947	7,352	10,000	5380-10 Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	10,000	10,000	10,000
2,474	2,823	3,000	Budget Note: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family and single memberships. 5380-15 Facility Rentals - Lockers & Equipment	3,000	3,000	3,000
284,347	297,721	305,500	<u>TOTAL CHARGES FOR SERVICES</u>	287,500	287,500	287,500
<u>MISCELLANEOUS</u>						
0	0	0	6420 Donations - Parks & Recreation	0	0	0
1,120	697	500	6420-05 Donations - Parks & Recreation - Scholarships Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
0	783	50	6420-10 Donations - Parks & Recreation - Equipment Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.	50	50	50
773	643	150	6600 Other Income	200	200	200
1,893	2,123	700	<u>TOTAL MISCELLANEOUS</u>	750	750	750
286,241	299,844	306,200	<u>TOTAL RESOURCES</u>	288,250	288,250	288,250

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

156,635	156,672	159,389	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE	166,024	166,024	166,024
32,382	21,318	22,556	7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator I - 0.60 FTE	24,460	24,460	25,715
124,653	131,441	128,999	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Lifeguard - 5.12 FTE Extra Help - Aquatics I, II, III - Office - 1.11 FTE	129,991	129,991	129,991
61	375	300	7000-20 Salaries & Wages - Overtime	200	200	200
18,809	18,771	19,296	7300-05 Fringe Benefits - FICA - Social Security	19,881	19,881	19,958
4,399	4,390	4,513	7300-06 Fringe Benefits - FICA - Medicare	4,651	4,651	4,669
58,090	58,172	69,808	7300-15 Fringe Benefits - PERS - OPSRP - IAP	61,042	61,042	61,293
33,717	35,412	36,424	7300-20 Fringe Benefits - Medical Insurance	37,202	37,202	37,202
252	252	252	7300-25 Fringe Benefits - Life Insurance	504	504	504
963	968	978	7300-30 Fringe Benefits - Long Term Disability	1,018	1,018	1,034
10,138	11,659	14,319	7300-35 Fringe Benefits - Workers' Compensation Insurance	15,233	15,233	15,292
285	298	338	7300-37 Fringe Benefits - Workers' Benefit Fund	338	338	338
0	0	100	7300-40 Fringe Benefits - Unemployment	102	102	102
21	16	33	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	16	16	16
440,405	439,744	457,305	TOTAL PERSONNEL SERVICES	460,662	460,662	462,338

MATERIALS AND SERVICES

3,227	6,194	6,000	7500 Credit Card Fees	6,000	6,000	6,000
0	123	100	7530 Safety Training/OSHA State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations.	100	100	100
191	108	200	7540 Employee Development	200	200	200

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
895	956	2,500	7550	Travel & Education	Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff.	3,000	3,000	3,000
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				NRPA Revenue School		1	2,000	2,000
				General Staff Training & Re-certification		1	1,000	1,000
79,778	80,516	85,250	7600	Electric & Natural Gas		85,200	85,200	85,200
1,880	2,200	2,300	7610-05	Insurance - Liability		2,600	2,600	2,600
2,750	5,000	5,600	7610-10	Insurance - Property		6,500	6,500	6,500
3,528	3,323	3,500	7620	Telecommunications		4,000	4,000	4,000
9,720	10,190	19,200	7650-10	Janitorial - Services		19,776	19,776	19,776
7,296	4,585	4,500	7650-15	Janitorial - Supplies		5,000	5,000	5,000
1,691	2,188	1,800	7660-05	Materials & Supplies - Office Supplies		2,000	2,000	2,000
0	0	500	7680	Materials & Supplies - Donations	Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
14,244	14,465	14,000	7690	Chemicals	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.	14,000	14,000	14,000
25,872	21,752	26,175	7720	Repairs & Maintenance	General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems. Additionally, several previously deferred improvements as well as cleaning and painting of both pool tanks and the AC exterior are planned.	84,850	84,850	84,850
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Pool licenses		1	850	850
				General day to day repairs		1	18,000	18,000
				Repaint both pools		1	35,000	35,000
				Clean and paint building exterior		1	20,000	20,000
				Replace interior door		1	3,500	3,500
				Paint duct work in men's locker room		1	3,000	3,000
				Touch-up paint on deck high traffic areas		1	2,500	2,500
				Replace weight room carpet with rubber matting		1	2,000	2,000
985	1,232	1,300	7750	Professional Services		1,200	1,200	1,200
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation		1	1,200	1,200

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
12,075	9,637	13,525	7790	Maintenance & Rental Contracts		13,820	13,820	13,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Fire alarm monitoring	1	550	550	
				Employee background checks	1	200	200	
				Copy machine service contract	1	720	720	
				Garbage service	1	850	850	
				Fire suppression system inspection & service	1	1,000	1,000	
				Weight room preventative maintenance	1	2,000	2,000	
				Annual chlorinator service	1	2,500	2,500	
				HVAC preventative maintenance	1	6,000	6,000	
2,443	0	0	7800	M & S Equipment		0	0	0
907	505	500	7800-03	M & S Equipment - Office		1,000	1,000	1,000
				Office chairs and tables.				
10,580	2,251	4,000	7800-36	M & S Equipment - Weight Room		0	0	0
0	783	50	7810	M & S Equipment - Donations		50	50	50
				Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.				
2,819	4,796	5,338	7840	M & S Computer Charges		5,489	5,489	5,489
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,489	5,489	
1,956	2,941	2,900	7840-40	M & S Computer Charges - Aquatic Center		6,020	6,020	6,020
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	2	1,700	3,400	
				Datacard printer	1	300	300	
				Windows 7 software upgrade	1	120	120	
				Miscellaneous peripherals	1	1,000	1,000	
				Activenet maintenance	1	1,200	1,200	
1,982	2,823	3,500	8130	Recreation Program Expenses		3,500	3,500	3,500
				Purchase of general recreation program supplies.				
184,816	176,570	202,738	TOTAL MATERIALS AND SERVICES			264,805	264,805	264,805
<u>CAPITAL OUTLAY</u>								
0	0	7,000	8710	Equipment		0	0	0
1,263	479	0	8750	Capital Outlay Computer Charges		466	466	466
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department captial costs shared city-wide	1	466	466	
0	0	0	8750-40	Capital Outlay Computer Charges - Aquatic Center		0	0	0

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	0	8800	Building Improvements		39,000	39,000	39,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replace balcony windows and frames	1	25,000	25,000	
				Replace main entry doors and frames	1	14,000	14,000	
1,263	479	7,000		TOTAL CAPITAL OUTLAY		39,466	39,466	39,466
626,483	616,793	667,043		TOTAL REQUIREMENTS		764,933	764,933	766,609

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
63,814	73,502	72,500	5350 Registration Fees Aquatic Center - Swim Lessons	76,500	76,500	76,500
63,814	73,502	72,500	TOTAL CHARGES FOR SERVICES	76,500	76,500	76,500
63,814	73,502	72,500	TOTAL RESOURCES	76,500	76,500	76,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
21,079	21,858	21,505	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Swim Lessons - 1.06 FTE	21,757	21,757	21,757
1,307	1,356	1,335	7300-05 Fringe Benefits - FICA - Social Security	1,353	1,353	1,353
306	317	310	7300-06 Fringe Benefits - FICA - Medicare	314	314	314
1,995	2,600	3,083	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,643	2,643	2,643
411	0	990	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,032	1,032	1,032
31	34	36	7300-37 Fringe Benefits - Workers' Benefit Fund	36	36	36
25,130	26,166	27,259	TOTAL PERSONNEL SERVICES	27,135	27,135	27,135
MATERIALS AND SERVICES						
330	717	750	8130 Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	1,000	1,000	1,000
330	717	750	TOTAL MATERIALS AND SERVICES	1,000	1,000	1,000
25,460	26,882	28,009	TOTAL REQUIREMENTS	28,135	28,135	28,135

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
36,972	39,320	41,000	5350 Registration Fees Aquatic Center - Fitness Programs.	38,500	38,500	38,500
36,972	39,320	41,000	TOTAL CHARGES FOR SERVICES	38,500	38,500	38,500
36,972	39,320	41,000	TOTAL RESOURCES	38,500	38,500	38,500

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
3,445	2,396	4,496	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Fitness Classes - 0.20 FTE	4,500	4,500	4,500
214	148	279	7300-05 Fringe Benefits - FICA - Social Security	277	277	277
50	35	66	7300-06 Fringe Benefits - FICA - Medicare	66	66	66
495	401	646	7300-15 Fringe Benefits - PERS - OPSRP - IAP	545	545	545
64	0	206	7300-35 Fringe Benefits - Workers' Compensation Insurance	213	213	213
5	3	7	7300-37 Fringe Benefits - Workers' Benefit Fund	7	7	7
4,272	2,984	5,700	TOTAL PERSONNEL SERVICES	5,608	5,608	5,608
MATERIALS AND SERVICES						
203	527	2,000	8130 Recreation Program Expenses Fitness program supplies (i.e. exercise belts & hand weights).	2,000	2,000	2,000
203	527	2,000	TOTAL MATERIALS AND SERVICES	2,000	2,000	2,000
4,475	3,511	7,700	TOTAL REQUIREMENTS	7,608	7,608	7,608

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
5,803	5,723	6,500	5410 Sales Aquatic Center revenues from sale of swim accessories and related merchandise.	6,500	6,500	6,500
5,803	5,723	6,500	TOTAL CHARGES FOR SERVICES	6,500	6,500	6,500
5,803	5,723	6,500	TOTAL RESOURCES	6,500	6,500	6,500

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
3,214	2,776	3,500	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	3,750	3,750
3,214	2,776	3,500	<u>TOTAL MATERIALS AND SERVICES</u>	3,750	3,750	3,750
3,214	2,776	3,500	<i>TOTAL REQUIREMENTS</i>	3,750	3,750	3,750

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
2,507	1,901	2,000	5350 Registration Fees Aquatic Center - Classes & Programs (Jr. Lifesaving & Lifeguard Training)	1,500	1,500	1,500
2,507	1,901	2,000	TOTAL CHARGES FOR SERVICES	1,500	1,500	1,500
2,507	1,901	2,000	TOTAL RESOURCES	1,500	1,500	1,500

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
81	127	596	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Classes & Programs - 0.03 FTE	602	602	602
5	8	36	7300-05 Fringe Benefits - FICA - Social Security	36	36	36
1	2	9	7300-06 Fringe Benefits - FICA - Medicare	9	9	9
16	28	85	7300-15 Fringe Benefits - PERS - OPSRP - IAP	73	73	73
2	0	27	7300-35 Fringe Benefits - Workers' Compensation Insurance	29	29	29
0	0	2	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
105	165	755	TOTAL PERSONNEL SERVICES	751	751	751
MATERIALS AND SERVICES						
606	484	1,000	8130 Recreation Program Expenses Lifeguard & Jr. Lifesaving program materials and student certification fees.	250	250	250
606	484	1,000	TOTAL MATERIALS AND SERVICES	250	250	250
711	649	1,755	TOTAL REQUIREMENTS	1,001	1,001	1,001

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
2,415	1,756	2,500	5350 Registration Fees Aquatic Center - Special Events (additional public swims hosted during holidays and non-school days during the week)	2,500	2,500	2,500
2,415	1,756	2,500	TOTAL CHARGES FOR SERVICES	2,500	2,500	2,500
2,415	1,756	2,500	TOTAL RESOURCES	2,500	2,500	2,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
2,064	1,705	1,603	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Special Events - 0.08 FTE	1,600	1,600	1,600
128	106	98	7300-05 Fringe Benefits - FICA - Social Security	98	98	98
30	25	24	7300-06 Fringe Benefits - FICA - Medicare	24	24	24
162	140	229	7300-15 Fringe Benefits - PERS - OPSRP - IAP	193	193	193
31	0	73	7300-35 Fringe Benefits - Workers' Compensation Insurance	77	77	77
3	3	2	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
2,418	1,979	2,029	<u>TOTAL PERSONNEL SERVICES</u>	1,994	1,994	1,994
MATERIALS AND SERVICES						
44	342	250	8130 Recreation Program Expenses Materials & supplies (candy, toys, raffle items) for extra non-school day swims (i.e. holidays, spring break, etc.).	250	250	250
44	342	250	<u>TOTAL MATERIALS AND SERVICES</u>	250	250	250
2,461	2,321	2,279	<u>TOTAL REQUIREMENTS</u>	2,244	2,244	2,244



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

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
37,577	39,270	45,000	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	45,000	45,000	45,000
14,682	12,120	16,000	5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc. Reduction indicates fewer major private events and loss of some seasonal rentals.	10,000	10,000	10,000
3,233	3,179	4,000	5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor.	3,200	3,200	3,200
6,712	6,847	9,000	5380-35 Facility Rentals - Athletic Facilities Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs.	6,800	6,800	6,800
9,109	9,270	10,000	5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. Also includes fees collected when McMinnville Police Department staff is required for event supervision.	8,000	8,000	8,000
2,965	2,508	2,500	5380-42 Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	500	500	500
74,278	73,193	86,500	TOTAL CHARGES FOR SERVICES	73,500	73,500	73,500
MISCELLANEOUS						
865	2,265	1,500	6600 Other Income Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	1,000	1,000	1,000
0	728	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
865	2,993	1,500	TOTAL MISCELLANEOUS	1,000	1,000	1,000
75,143	76,186	88,000	TOTAL RESOURCES	74,500	74,500	74,500

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01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

63,201	52,672	64,354	7000-05 Salaries & Wages - Regular Full Time Recreation Program Supervisor - 1.00 FTE Recreation Program Coordinator - 1.00 FTE	81,885	81,885	81,885
28,081	22,212	29,948	7000-10 Salaries & Wages - Regular Part Time	0	0	0
26,067	29,327	28,000	7000-15 Salaries & Wages - Temporary Extra Help - Community Center - 1.39 FTE Extra Help - Community Center Security - 0.02 FTE	28,000	28,000	28,000
241	189	200	7000-20 Salaries & Wages - Overtime	0	0	0
6,921	6,284	7,595	7300-05 Fringe Benefits - FICA - Social Security	6,813	6,813	6,813
1,619	1,470	1,776	7300-06 Fringe Benefits - FICA - Medicare	1,593	1,593	1,593
22,994	20,187	27,396	7300-15 Fringe Benefits - PERS - OPSRP - IAP	20,044	20,044	20,044
19,506	15,240	20,908	7300-20 Fringe Benefits - Medical Insurance	11,012	11,012	11,012
127	96	126	7300-25 Fringe Benefits - Life Insurance	252	252	252
508	383	516	7300-30 Fringe Benefits - Long Term Disability	458	458	458
2,044	2,224	1,711	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,462	1,462	1,462
93	87	110	7300-37 Fringe Benefits - Workers' Benefit Fund	117	117	117
371	403	265	7300-40 Fringe Benefits - Unemployment	500	500	500
47	59	53	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	58	58	58
171,820	150,832	182,958	TOTAL PERSONNEL SERVICES	152,194	152,194	152,194

MATERIALS AND SERVICES

4,295	3,054	2,500	7500 Credit Card Fees	3,500	3,500	3,500
88	54	100	7540 Employee Development	100	100	100
500	546	2,500	7550 Travel & Education Professional development conference and workshops and membership in the Oregon Recreation and Parks Association.	2,800	2,800	2,800
65,239	62,576	67,000	7600 Electric & Natural Gas	67,000	67,000	67,000
1,880	2,100	2,500	7610-05 Insurance - Liability	3,100	3,100	3,100
6,730	11,900	13,500	7610-10 Insurance - Property	15,500	15,500	15,500
2,807	4,430	2,800	7620 Telecommunications	4,200	4,200	4,200
25,876	26,756	31,080	7650-10 Janitorial - Services	32,000	32,000	32,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
4,122	2,774	2,800	7650-15	Janitorial - Supplies		2,500	2,500	2,500
1,938	1,501	2,750	7660	Materials & Supplies		2,000	2,000	2,000
15,851	42,062	20,000	7720	Repairs & Maintenance		13,000	13,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Routine and unanticipated Community Center repairs	1	6,500	6,500	
				Elevator repairs	1	2,000	2,000	
				General HVAC repairs	1	4,500	4,500	
930	978	800	7750	Professional Services		800	800	800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	800	800	
11,284	9,583	14,189	7790	Maintenance & Rental Contracts		13,445	13,445	13,445
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Employee background checks	1	125	125	
				Garbage service	1	2,275	2,275	
				Fire alarm & sprinkler system annual inspection	1	800	800	
				Copy machine lease and maintenance contract	1	3,300	3,300	
				HVAC system annual maintenance contract	1	3,125	3,125	
				Fire alarm system monitoring	1	400	400	
				Elevator annual maintenance contract	1	1,920	1,920	
				Carpet cleaning	1	1,500	1,500	
0	0	0	7800	M & S Equipment		300	300	300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office chairs for front reception area	2	150	300	
2,819	4,796	4,270	7840	M & S Computer Charges		4,391	4,391	4,391
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,391	4,391	
1,425	1,349	2,900	7840-45	M & S Computer Charges - Community Center		3,140	3,140	3,140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Windows 7 software upgrade	2	120	240	
				Activenet maintenance	1	1,200	1,200	
2,904	2,112	2,500	8130-50	Recreation Program Expenses - Contract Event Security		500	500	500
				Costs associated with event security provided by a private agency when Community Center events require additional security. Costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security.				
14,044	0	0	8140	Summer Concerts		0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
162,730	176,572	172,189	TOTAL MATERIALS AND SERVICES			168,276	168,276	175,276
CAPITAL OUTLAY								
0	0	10,500	8710	Equipment		0	0	0
1,263	479	0	8750	Capital Outlay Computer Charges		373	373	373
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	373	373		
1,263	479	10,500	TOTAL CAPITAL OUTLAY			373	373	373
335,813	327,883	365,647	TOTAL REQUIREMENTS			320,843	320,843	327,843

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
57,000	74,183	72,500	5350 Registration Fees Community Center special interest programs and classes serving children and adults.	85,000	85,000	85,000
550	0	600	5350-12 Registration Fees - Piano Registration fees for students taking piano lessons.	500	500	500
57,550	74,183	73,100	TOTAL CHARGES FOR SERVICES	85,500	85,500	85,500
MISCELLANEOUS						
2,974	4,546	2,900	6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	500	500	500
2,974	4,546	2,900	TOTAL MISCELLANEOUS	500	500	500
60,524	78,729	76,000	TOTAL RESOURCES	86,000	86,000	86,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
20,800	27,966	22,000	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.96 FTE	40,000	40,000	40,000
1,290	1,734	1,364	7300-05 Fringe Benefits - FICA - Social Security	2,480	2,480	2,480
302	406	319	7300-06 Fringe Benefits - FICA - Medicare	580	580	580
280	36	3,155	7300-15 Fringe Benefits - PERS - OPSRP - IAP	4,856	4,856	4,856
806	1,234	1,164	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,184	2,184	2,184
22	23	38	7300-37 Fringe Benefits - Workers' Benefit Fund	33	33	33
23,499	31,399	28,040	TOTAL PERSONNEL SERVICES	50,133	50,133	50,133
MATERIALS AND SERVICES						
9,902	14,559	14,000	8130 Recreation Program Expenses Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	9,000	9,000	9,000
2,869	4,336	3,500	8130-33 Recreation Program Expenses - Piano Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.	1,000	1,000	1,000
12,771	18,895	17,500	TOTAL MATERIALS AND SERVICES	10,000	10,000	10,000
36,270	50,294	45,540	TOTAL REQUIREMENTS	60,133	60,133	60,133

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
6,884	4,895	7,000	5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	4,800	4,800	4,800
6,884	4,895	7,000	TOTAL CHARGES FOR SERVICES	4,800	4,800	4,800
6,884	4,895	7,000	TOTAL RESOURCES	4,800	4,800	4,800

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
890	710	1,200	8130 Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark.	800	800	800
890	710	1,200	<u>TOTAL MATERIALS AND SERVICES</u>	800	800	800
890	710	1,200	TOTAL REQUIREMENTS	800	800	800

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
12,615	13,943	15,000	5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, annual Sprint Triathlon, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	15,500	15,500	15,500
12,615	13,943	15,000	TOTAL CHARGES FOR SERVICES	15,500	15,500	15,500
12,615	13,943	15,000	TOTAL RESOURCES	15,500	15,500	15,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
8,137	9,215	7,000	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, annual Sprint Triathlon, and other department-sponsored special events.	8,000	8,000	8,000
8,137	9,215	7,000	<u>TOTAL MATERIALS AND SERVICES</u>	8,000	8,000	8,000
8,137	9,215	7,000	<i>TOTAL REQUIREMENTS</i>	8,000	8,000	8,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
47,000	52,500	53,550	5350 Registration Fees Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting.	53,550	53,550	53,550
47,000	52,500	53,550	TOTAL CHARGES FOR SERVICES	53,550	53,550	53,550
MISCELLANEOUS						
0	0	400	6420-50 Donations - Parks & Recreation - STARS Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations.	100	100	100
0	0	400	TOTAL MISCELLANEOUS	100	100	100
47,000	52,500	53,950	TOTAL RESOURCES	53,650	53,650	53,650

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
23,608	27,725	25,815	7000-15 Salaries & Wages - Temporary Site Director - Summer STARS - 0.17 FTE Assistant Site Director - Summer STARS - 0.17 FTE Recreation Leadership - Summer STARS - 0.99 FTE	26,009	26,009	26,009
57	6	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,467	1,719	1,601	7300-05 Fringe Benefits - FICA - Social Security	1,613	1,613	1,613
343	402	374	7300-06 Fringe Benefits - FICA - Medicare	377	377	377
900	2,853	3,703	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,157	3,157	3,157
548	852	1,366	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,421	1,421	1,421
34	42	45	7300-37 Fringe Benefits - Workers' Benefit Fund	46	46	46
26,958	33,598	32,904	TOTAL PERSONNEL SERVICES	32,623	32,623	32,623
MATERIALS AND SERVICES						
0	0	400	7680 Materials & Supplies - Donations STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	100	100	100
7,507	9,849	9,500	8130 Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	9,500	9,500	9,500
7,507	9,849	9,900	TOTAL MATERIALS AND SERVICES	9,600	9,600	9,600
34,465	43,447	42,804	TOTAL REQUIREMENTS	42,223	42,223	42,223



PARKS & RECREATION
Kids on the Block



Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
55,000	55,000	55,000	5020-15 McMinnville School Dist #40 - Kids on the Block McMinnville School District #40 funding support for the Kids on the Block After-School Program will now be directed to the District's internal budget to directly support academic interventions that help selected, struggling students, including some KOB participants, meet grade level competencies in math, reading and writing. Budget Note: City's \$45,000 support is KOB revenues less KOB program direct and indirect expenditures	0	0	0
9,972	15,000	0	5020-17 McMinnville School Dist #40 - 21st Century Grant McMinnville School District #40, Federal 21st Century Learning Centers Grant, which has helped fund the KOB program in the past, is no longer available.	0	0	0
64,972	70,000	55,000	TOTAL INTERGOVERNMENTAL	0	0	0
CHARGES FOR SERVICES						
123,784	119,796	130,000	5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees. The two-hour enrichment/recreation component will expand back to it's original three hours (and include basic homework assistance by KOB staff). There will be a slight fee increase in 2014-15.	130,000	130,000	130,000
34,298	31,172	38,500	5350-10 Registration Fees - KOB - Power Hour Because grant dollars are no longer available, the "Power Hour " component of KOB (direct academic support for all KOB participants managed by the School District staff) will no longer be offered. The two-hour KOB enrichment/recreation component will expand back to it's original three hours (and include basic homework assistance by KOB staff). "Power Hour only" fees will no longer be collected.	0	0	0
158,082	150,967	168,500	TOTAL CHARGES FOR SERVICES	130,000	130,000	130,000
MISCELLANEOUS						
0	1,500	0	6420 Donations - Parks & Recreation Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	0	0	0
0	21,423	76,941	6420-15 Donations - Parks & Recreation - KOB, Inc. - Elementary Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	165,041	165,041	165,041
0	0	18,000	6420-20 Donations - Parks & Recreation - KOB, Inc. - Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	28,000	28,000	28,000
0	0	3,000	6420-25 Donations - Parks & Recreation - KOB, Inc. - Misc Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	3,900	3,900	3,900

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
24,000	24,000	24,000	6420-30	Donations - Parks & Recreation - Mayor's Ball Mayor's Charity Ball Director funded by Ball proceeds.	24,000	24,000	24,000
200	0	0	6600	Other Income	500	500	500
24,200	46,923	121,941	TOTAL MISCELLANEOUS		221,441	221,441	221,441
247,254	267,890	345,441	TOTAL RESOURCES		351,441	351,441	351,441

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

63,139	63,216	64,354	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	66,725	66,725	66,725
100,865	119,332	141,070	7000-15 Salaries & Wages - Temporary Site Director II - 0.91 FTE Site Director - 1.68 FTE Assistant Site Director - 1.63 FTE Recreation Leadership - 3.58 FTE Increase reflects new staffing levels to accomodate the elimination of Power Hour (staffed by School District 40) and the return of KOB to the original full three hour enrichment/recreation program (staffed fully by City employed KOB personnel).	164,654	164,654	164,654
32	74	0	7000-20 Salaries & Wages - Overtime	0	0	0
10,074	11,258	12,736	7300-05 Fringe Benefits - FICA - Social Security	14,346	14,346	14,346
2,356	2,633	2,978	7300-06 Fringe Benefits - FICA - Medicare	3,356	3,356	3,356
19,039	18,135	35,950	7300-15 Fringe Benefits - PERS - OPSRP - IAP	33,352	33,352	33,352
5,070	5,242	5,392	7300-20 Fringe Benefits - Medical Insurance	5,506	5,506	5,506
63	63	63	7300-25 Fringe Benefits - Life Insurance	126	126	126
356	354	360	7300-30 Fringe Benefits - Long Term Disability	374	374	374
2,000	2,383	3,040	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,518	3,518	3,518
173	210	245	7300-37 Fringe Benefits - Workers' Benefit Fund	302	302	302
558	-420	1,771	7300-40 Fringe Benefits - Unemployment	1,797	1,797	1,797
18	51	50	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	44	44	44
203,742	222,531	268,009	TOTAL PERSONNEL SERVICES	294,100	294,100	294,100

MATERIALS AND SERVICES

1,197	3,508	2,500	7500 Credit Card Fees	4,250	4,250	4,250
117	30	100	7540 Employee Development	100	100	100
660	700	1,100	7610-05 Insurance - Liability	500	500	500
1,321	716	1,200	7620 Telecommunications	700	700	700
2	22	0	7660-05 Materials & Supplies - Office Supplies	0	0	0
0	0	0	7680 Materials & Supplies - Donations	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,030	610	700	7750	Professional Services		600	600	600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	600	600	
24,000	24,000	24,000	7750-39	Professional Services - Mayor's Ball Director Mayor's Charity Ball Director funded by Ball proceeds.		24,000	24,000	24,000
937	959	1,068	7840	M & S Computer Charges		1,098	1,098	1,098
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	1,098	1,098	
2,400	2,598	2,650	7840-50	M & S Computer Charges - Kids on the Block		4,100	4,100	4,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Activenet maintenance	1	2,400	2,400	
6,531	9,940	12,000	8130	Recreation Program Expenses Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for occasional field trips may also be included.		15,000	15,000	15,000
34,298	31,172	38,500	8130-30	Recreation Program Expenses - Power Hour Fees Power Hour will no longer be offered. Therefore, PH only fees will not be collected nor expended in this account as in the past.		0	0	0
5,408	4,138	18,000	8130-35	Recreation Program Expenses - Enrichment Programs 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. With Power Hour being eliminated, enrichment programming will be expanded.		28,000	28,000	28,000
1,311	2,068	3,000	8130-40	Recreation Program Expenses - Miscellaneous Kids on the Block expenses for miscellaneous program and staff meeting supplies.		3,900	3,900	3,900
8,401	8,279	7,500	8130-45	Recreation Program Expenses - Workstudy Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff.		10,000	10,000	10,000
Budget Note: Budget amount represents the City's share of the work study costs which actually total approximately \$40,000 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.								
87,613	88,740	112,318	TOTAL MATERIALS AND SERVICES			92,248	92,248	92,248
CAPITAL OUTLAY								
419	96	0	8750	Capital Outlay Computer Charges		93	93	93
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	93	93	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
419	96	0	TOTAL CAPITAL OUTLAY	93	93	93
291,773	311,367	380,327	TOTAL REQUIREMENTS	386,441	386,441	386,441



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

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
4,500	5,490	5,500	5380-60 Facility Rentals - Field Rentals Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs.	5,500	5,500	5,500
4,500	5,490	5,500	TOTAL CHARGES FOR SERVICES	5,500	5,500	5,500
4,500	5,490	5,500	TOTAL RESOURCES	5,500	5,500	5,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

133,350	65,776	61,158	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	66,459	66,459	66,459
0	8,203	19,000	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.53 FTE Extra Help - Office - .17 FTE	23,025	23,025	23,025
499	2,062	0	7000-20 Salaries & Wages - Overtime	0	0	0
8,016	4,547	4,970	7300-05 Fringe Benefits - FICA - Social Security	5,548	5,548	5,548
1,875	1,063	1,163	7300-06 Fringe Benefits - FICA - Medicare	1,298	1,298	1,298
32,284	16,374	20,265	7300-15 Fringe Benefits - PERS - OPSRP - IAP	18,933	18,933	18,933
15,143	12,153	11,222	7300-20 Fringe Benefits - Medical Insurance	11,458	11,458	11,458
121	78	63	7300-25 Fringe Benefits - Life Insurance	126	126	126
615	363	326	7300-30 Fringe Benefits - Long Term Disability	356	356	356
1,116	700	1,005	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,150	1,150	1,150
52	45	59	7300-37 Fringe Benefits - Workers' Benefit Fund	58	58	58
837	277	1,735	7300-40 Fringe Benefits - Unemployment	2,001	2,001	2,001
2,430	2,368	3,053	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	2,837	2,837	2,837
196,338	114,007	124,019	TOTAL PERSONNEL SERVICES	133,249	133,249	133,249

MATERIALS AND SERVICES

1,690	2,661	2,300	7500 Credit Card Fees	2,800	2,800	2,800
85	30	100	7540 Employee Development	100	100	100
0	96	100	7550 Travel & Education	500	500	500
202	446	500	7590 Fuel - Vehicle & Equipment	500	500	500
730	1,000	600	7610-05 Insurance - Liability	700	700	700
150	200	200	7610-10 Insurance - Property	200	200	200
2,290	1,560	1,600	7620 Telecommunications	1,600	1,600	1,600
0	0	0	7660 Materials & Supplies	0	0	0
54	16	0	7660-05 Materials & Supplies - Office Supplies	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
930	565	550	7750	Professional Services		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
0	0	0	7800	M & S Equipment		0	0	0
1,881	1,919	2,135	7840	M & S Computer Charges		2,195	2,195	2,195
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,195	2,195	
1,200	1,200	3,700	7840-55	M & S Computer Charges - Recreational Sports		1,320	1,320	1,320
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Windows 7 software upgrade	1	120	120	
				Activenet maintenance	1	1,200	1,200	
0	0	0	8130	Recreation Program Expenses		0	0	0
0	0	1,000	8130-15	Recreation Program Expenses - Concessions		1,000	1,000	1,000
9,212	9,692	12,785	<u>TOTAL MATERIALS AND SERVICES</u>			11,415	11,415	11,415
<u>CAPITAL OUTLAY</u>								
844	192	0	8750	Capital Outlay Computer Charges		187	187	187
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	187	187	
844	192	0	<u>TOTAL CAPITAL OUTLAY</u>			187	187	187
206,393	123,891	136,804	<u>TOTAL REQUIREMENTS</u>			144,851	144,851	144,851

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
21,901	20,696	24,500	5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	22,000	22,000	22,000
21,901	20,696	24,500	TOTAL CHARGES FOR SERVICES	22,000	22,000	22,000
21,901	20,696	24,500	TOTAL RESOURCES	22,000	22,000	22,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
2,424	2,014	4,900	7000-15	Salaries & Wages - Temporary Recreation Program Labor - 0.24 FTE	4,900	4,900	4,900
150	125	304	7300-05	Fringe Benefits - FICA - Social Security	304	304	304
35	29	71	7300-06	Fringe Benefits - FICA - Medicare	71	71	71
393	76	703	7300-15	Fringe Benefits - PERS - OPSRP - IAP	595	595	595
0	0	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0
99	87	259	7300-35	Fringe Benefits - Workers' Compensation Insurance	268	268	268
4	3	8	7300-37	Fringe Benefits - Workers' Benefit Fund	8	8	8
3,105	2,334	6,245	TOTAL PERSONNEL SERVICES		6,146	6,146	6,146
MATERIALS AND SERVICES							
12,480	13,421	13,000	8130	Recreation Program Expenses Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.	13,500	13,500	13,500
12,480	13,421	13,000	TOTAL MATERIALS AND SERVICES		13,500	13,500	13,500
15,585	15,755	19,245	TOTAL REQUIREMENTS		19,646	19,646	19,646

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
78,327	77,899	86,000	5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons.	86,000	86,000	86,000
850	393	1,000	5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City.	1,000	1,000	1,000
79,177	78,292	87,000	TOTAL CHARGES FOR SERVICES	87,000	87,000	87,000
79,177	78,292	87,000	TOTAL RESOURCES	87,000	87,000	87,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
15,135	13,623	17,000	7000-15	Salaries & Wages - Temporary Recreation Program Labor - 0.72 FTE	14,150	14,150	14,150
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
938	845	1,054	7300-05	Fringe Benefits - FICA - Social Security	877	877	877
220	198	247	7300-06	Fringe Benefits - FICA - Medicare	205	205	205
294	312	2,438	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,718	1,718	1,718
711	633	899	7300-35	Fringe Benefits - Workers' Compensation Insurance	773	773	773
25	23	30	7300-37	Fringe Benefits - Workers' Benefit Fund	25	25	25
17,323	15,633	21,668	TOTAL PERSONNEL SERVICES		17,748	17,748	17,748
MATERIALS AND SERVICES							
25,554	21,087	27,800	8130	Recreation Program Expenses Soccer equipment, team t-shirts, field supplies, and printing, etc.	27,800	27,800	27,800
25,554	21,087	27,800	TOTAL MATERIALS AND SERVICES		27,800	27,800	27,800
42,877	36,719	49,468	TOTAL REQUIREMENTS		45,548	45,548	45,548

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
16,732	15,057	16,500	5350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball.	19,000	19,000	19,000
16,732	15,057	16,500	TOTAL CHARGES FOR SERVICES	19,000	19,000	19,000
16,732	15,057	16,500	TOTAL RESOURCES	19,000	19,000	19,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
7,029	6,725	7,600	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.43 FTE	8,300	8,300	8,300
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
436	417	471	7300-05 Fringe Benefits - FICA - Social Security	515	515	515
102	98	110	7300-06 Fringe Benefits - FICA - Medicare	120	120	120
406	321	1,090	7300-15 Fringe Benefits - PERS - OPSRP - IAP	1,008	1,008	1,008
331	332	402	7300-35 Fringe Benefits - Workers' Compensation Insurance	453	453	453
12	11	13	7300-37 Fringe Benefits - Workers' Benefit Fund	15	15	15
8,315	7,903	9,686	TOTAL PERSONNEL SERVICES	10,411	10,411	10,411
MATERIALS AND SERVICES						
2,299	2,974	2,750	8130 Recreation Program Expenses T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	5,150	5,150	5,150
2,299	2,974	2,750	TOTAL MATERIALS AND SERVICES	5,150	5,150	5,150
10,614	10,877	12,436	TOTAL REQUIREMENTS	15,561	15,561	15,561

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
48,389	50,041	57,700	5350 Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs.	60,000	60,000	60,000
1,025	500	1,000	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	1,000	1,000	1,000
49,414	50,541	58,700	TOTAL CHARGES FOR SERVICES	61,000	61,000	61,000
MISCELLANEOUS						
12,958	14,560	12,000	6420-35 Donations - Parks & Recreation - Base/Softball Sponsorships Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	12,000	12,000	12,000
3,905	3,265	3,000	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,000	3,000
16,863	17,825	15,000	TOTAL MISCELLANEOUS	15,000	15,000	15,000
66,277	68,366	73,700	TOTAL RESOURCES	76,000	76,000	76,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
17,659	20,639	21,000	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 1.08 FTE	21,700	21,700	21,700
104	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,101	1,280	1,302	7300-05 Fringe Benefits - FICA - Social Security	1,345	1,345	1,345
257	299	304	7300-06 Fringe Benefits - FICA - Medicare	315	315	315
403	449	3,011	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,634	2,634	2,634
712	986	1,111	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,185	1,185	1,185
28	37	36	7300-37 Fringe Benefits - Workers' Benefit Fund	37	37	37
20,266	23,689	26,764	TOTAL PERSONNEL SERVICES	27,216	27,216	27,216
MATERIALS AND SERVICES						
12,958	14,232	12,000	7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	12,000	12,000	12,000
23,557	22,765	22,715	8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	23,000	23,000	23,000
36,515	36,998	34,715	TOTAL MATERIALS AND SERVICES	35,000	35,000	35,000
56,781	60,687	61,479	TOTAL REQUIREMENTS	62,216	62,216	62,216

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
3,044	1,612	1,850	5350 Registration Fees Recreational Sports registration fees for several summer skill development youth sports camps and classes.	1,850	1,850	1,850
3,044	1,612	1,850	TOTAL CHARGES FOR SERVICES	1,850	1,850	1,850
3,044	1,612	1,850	TOTAL RESOURCES	1,850	1,850	1,850

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	95	300	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.01 FTE	300	300	300
0	6	19	7300-05 Fringe Benefits - FICA - Social Security	19	19	19
0	1	4	7300-06 Fringe Benefits - FICA - Medicare	4	4	4
0	0	43	7300-15 Fringe Benefits - PERS - OPSRP - IAP	36	36	36
0	4	16	7300-35 Fringe Benefits - Workers' Compensation Insurance	16	16	16
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	107	382	TOTAL PERSONNEL SERVICES	375	375	375
MATERIALS AND SERVICES						
2,992	27	100	8130 Recreation Program Expenses Incidental equipment or supplies to support youth sports camps and classes as needed.	100	100	100
2,992	27	100	TOTAL MATERIALS AND SERVICES	100	100	100
2,992	134	482	TOTAL REQUIREMENTS	475	475	475



**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

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
5,379	5,953	6,500	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	7,500	7,500	7,500
1,345	1,130	1,200	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	500	500	500
5,979	4,584	1,700	5380-40 Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	3,500	3,500	3,500
8,188	10,689	9,700	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	6,500	6,500	6,500
6,000	6,000	6,000	5380-50 Facility Rentals - Meal Site Mid-Willamette Valley Senior Services Agency fees paid for the use of Senior Center kitchen and dining areas for daily Senior Meals Program; contract renewed every two years.	6,000	6,000	6,000
6,290	3,120	1,750	5420 Newsletter Senior Program subscription fees for monthly senior newsletter.	2,125	2,125	2,125
33,180	31,476	26,850	TOTAL CHARGES FOR SERVICES	26,125	26,125	26,125
MISCELLANEOUS						
1,132	7,045	5,000	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	10,000	10,000	10,000
0	0	0	6420-46 Donations - Parks & Recreation - SC-Fry Family Irrevocable Trust Estate donation received in 2013-14 and carried forward into 2014-15.	10,000	10,000	10,000
1,033	2,437	2,500	6600 Other Income Senior Center announcement board fees and other incidental revenues.	1,500	1,500	1,500
0	717	1,200	6600-35 Other Income - Wortman Gallery Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	840	840	840
2,165	10,200	8,700	TOTAL MISCELLANEOUS	22,340	22,340	22,340
35,345	41,676	35,550	TOTAL RESOURCES	48,465	48,465	48,465

Budget Document Report

01 - GENERAL FUND

Department :17 - PARKS & RECREATION
 Section :099 - SENIOR CENTER
 Program :501 - ADMINISTRATION

2015 PROPOSED BUDGET
 2015 APPROVED BUDGET
 2015 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
63,932	64,116	65,254	7000-05	Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	67,625	67,625	67,625
0	0	0	7000-10	Salaries & Wages - Regular Part Time Recreation Program Coordinator I - 0.80 FTE	29,233	29,233	29,233
31,107	25,873	26,700	7000-15	Salaries & Wages - Temporary Extra Help - Senior Center - 0.50 FTE	9,500	9,500	9,500
50	215	0	7000-20	Salaries & Wages - Overtime	0	0	0
5,621	5,407	5,701	7300-05	Fringe Benefits - FICA - Social Security	6,594	6,594	6,594
1,315	1,264	1,333	7300-06	Fringe Benefits - FICA - Medicare	1,543	1,543	1,543
20,024	18,908	22,544	7300-15	Fringe Benefits - PERS - OPSRP - IAP	23,427	23,427	23,427
14,324	15,085	15,516	7300-20	Fringe Benefits - Medical Insurance	15,848	15,848	15,848
63	63	63	7300-25	Fringe Benefits - Life Insurance	252	252	252
354	354	360	7300-30	Fringe Benefits - Long Term Disability	526	526	526
1,529	1,611	1,779	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,301	2,301	2,301
69	64	75	7300-37	Fringe Benefits - Workers' Benefit Fund	79	79	79
0	1	100	7300-40	Fringe Benefits - Unemployment	102	102	102
1,325	1,249	1,355	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,499	1,499	1,499
139,711	134,210	140,780	TOTAL PERSONNEL SERVICES		158,529	158,529	158,529

MATERIALS AND SERVICES

1,363	1,130	1,300	7500	Credit Card Fees	1,300	1,300	1,300
48	30	100	7540	Employee Development	100	100	100
837	736	1,000	7550	Travel & Education Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	2,100	2,100	2,100
10,329	9,410	10,500	7600	Electric & Natural Gas	11,500	11,500	11,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Electricity	1	8,325	8,325
				Natural gas	1	3,175	3,175
580	600	700	7610-05	Insurance - Liability	800	800	800
1,020	2,000	2,200	7610-10	Insurance - Property	2,500	2,500	2,500
5,027	4,073	3,900	7620	Telecommunications	3,500	3,500	3,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
6,972	7,209	8,400	7650-10	Janitorial - Services		8,650	8,650	8,650
1,748	1,630	1,900	7650-15	Janitorial - Supplies		1,900	1,900	1,900
2,525	1,373	1,400	7660	Materials & Supplies		0	0	0
641	1,331	1,000	7680	Materials & Supplies - Donations		12,200	12,200	12,200
Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.								
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Fry Family Trust Donation		1	10,000	10,000	
			Other		1	2,200	2,200	
15,957	10,508	8,000	7720	Repairs & Maintenance		8,000	8,000	8,000
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			General HVAC repairs		1	3,000	3,000	
			Routine and unanticipated Senior Center repairs		1	5,000	5,000	
77	5,266	3,000	7720-24	Repairs & Maintenance - Donations - Seniors		5,300	5,300	5,300
Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors.								
1,139	690	500	7750	Professional Services		500	500	500
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Audit fee allocation		1	500	500	
1,194	6,051	5,925	7790	Maintenance & Rental Contracts		6,194	6,194	6,194
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Garbage service		1	1,235	1,235	
			Copier lease		1	1,248	1,248	
			Fire sprinkler & related annual inspection		1	1,300	1,300	
			HVAC maintenance		1	675	675	
			Per copy charges		1	250	250	
			Fire alarm monitoring service		1	342	342	
			Roof & gutter preventative maintenance		1	550	550	
			Pest control		1	594	594	
0	0	0	7800	M & S Equipment		0	0	0
414	448	1,000	7810	M & S Equipment - Donations		2,500	2,500	2,500
Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.								
2,819	2,878	3,203	7840	M & S Computer Charges		3,293	3,293	3,293
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			IS Department M&S costs shared city-wide		1	3,293	3,293	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
175	199	0	7840-60	M & S Computer Charges - Senior Center		3,520	3,520	3,520
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	2	1,700	3,400	
				Windows 7 software upgrade	1	120	120	
8,461	1,499	840	8130-05	Recreation Program Expenses - Newsletter		850	850	850
				Production and mailing senior newsletter, a monthly publication mailed to over 200 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.				
50	1,375	800	8135	Wortman Gallery Expenses		630	630	630
				Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.				
61,375	58,435	55,668	<u>TOTAL MATERIALS AND SERVICES</u>			75,337	75,337	75,337
<u>CAPITAL OUTLAY</u>								
1,263	287	0	8750	Capital Outlay Computer Charges		280	280	280
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	280	280	
1,263	287	0	<u>TOTAL CAPITAL OUTLAY</u>			280	280	280
202,349	192,933	196,448	<u>TOTAL REQUIREMENTS</u>			234,146	234,146	234,146

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
15,089	16,684	17,000	5350 Registration Fees Senior Center fees for recreational and special interest classes and programs.	22,200	22,200	22,200
15,089	16,684	17,000	TOTAL CHARGES FOR SERVICES	22,200	22,200	22,200
15,089	16,684	17,000	TOTAL RESOURCES	22,200	22,200	22,200

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
6,352	6,349	9,800	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.24 FTE	5,900	5,900	5,900
394	394	608	7300-05 Fringe Benefits - FICA - Social Security	366	366	366
92	92	142	7300-06 Fringe Benefits - FICA - Medicare	86	86	86
376	467	1,405	7300-15 Fringe Benefits - PERS - OPSRP - IAP	716	716	716
188	240	344	7300-35 Fringe Benefits - Workers' Compensation Insurance	214	214	214
8	9	14	7300-37 Fringe Benefits - Workers' Benefit Fund	8	8	8
7,410	7,550	12,313	TOTAL PERSONNEL SERVICES	7,290	7,290	7,290
MATERIALS AND SERVICES						
1,518	3,473	2,000	8130 Recreation Program Expenses Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	8,500	8,500	8,500
1,518	3,473	2,000	TOTAL MATERIALS AND SERVICES	8,500	8,500	8,500
8,928	11,024	14,313	TOTAL REQUIREMENTS	15,790	15,790	15,790

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
6,600	3,316	3,000	5350 Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	5,000	5,000	5,000
6,600	3,316	3,000	TOTAL CHARGES FOR SERVICES	5,000	5,000	5,000
6,600	3,316	3,000	TOTAL RESOURCES	5,000	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
3,807	1,982	2,300	8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs.	2,000	2,000	2,000
3,807	1,982	2,300	<u>TOTAL MATERIALS AND SERVICES</u>	2,000	2,000	2,000
3,807	1,982	2,300	TOTAL REQUIREMENTS	2,000	2,000	2,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>INTERGOVERNMENTAL</u>						
501	0	0	4775-05 ODOT State Grants - Special Transportation Fund	0	0	0
501	0	0	<u>TOTAL INTERGOVERNMENTAL</u>	0	0	0
<u>CHARGES FOR SERVICES</u>						
14,007	7,145	16,800	5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc.	11,000	11,000	11,000
14,007	7,145	16,800	<u>TOTAL CHARGES FOR SERVICES</u>	11,000	11,000	11,000
14,508	7,145	16,800	<u>TOTAL RESOURCES</u>	11,000	11,000	11,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
1,454	1,026	1,500	7000-15 Salaries & Wages - Temporary Extra Help - Senior Center Day Tours - 0.06 FTE	1,100	1,100	1,100
90	64	93	7300-05 Fringe Benefits - FICA - Social Security	68	68	68
21	15	22	7300-06 Fringe Benefits - FICA - Medicare	16	16	16
292	206	215	7300-15 Fringe Benefits - PERS - OPSRP - IAP	134	134	134
28	30	53	7300-35 Fringe Benefits - Workers' Compensation Insurance	40	40	40
2	1	2	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
1,887	1,341	1,885	<u>TOTAL PERSONNEL SERVICES</u>	1,360	1,360	1,360
MATERIALS AND SERVICES						
12,158	5,069	12,000	8130 Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	7,000	7,000	7,000
12,158	5,069	12,000	<u>TOTAL MATERIALS AND SERVICES</u>	7,000	7,000	7,000
14,045	6,411	13,885	<u>TOTAL REQUIREMENTS</u>	8,360	8,360	8,360

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
31,436	32,616	35,000	5350 Registration Fees Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc.	35,000	35,000	35,000
31,436	32,616	35,000	TOTAL CHARGES FOR SERVICES	35,000	35,000	35,000
31,436	32,616	35,000	TOTAL RESOURCES	35,000	35,000	35,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
18,614	25,354	31,700	8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	31,700	31,700	31,700
18,614	25,354	31,700	TOTAL MATERIALS AND SERVICES	31,700	31,700	31,700
18,614	25,354	31,700	TOTAL REQUIREMENTS	31,700	31,700	31,700



PARK MAINTENANCE





General Fund – Park Maintenance

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

- The 2014-15 proposed budget for Park Maintenance continues to reflect the Division's efforts to keep maintenance priorities in alignment with the City's available resources. The service levels proposed with this budget are status quo relative to 2013-14.
- As a part of fiscal year 2013-14's budget process, Park Maintenance staff completed an extensive review of then current operations, services levels and costs. That effort was followed by a process to identify key service level priorities to be continued. That process was also used to help identify activities and programs that would be reduced or eliminated.

The underlying premise of this prioritization process remains the focus of fiscal year 2014-15 budget proposal. The process brought focus to maintenance efforts that:

- Maintain user safety in our park facilities;
- Protect the City's investment in park assets;
- Further the City Council's, City Manager's, and Department's goals and objectives as resources allow; and
- Maintain and grow the knowledge and skill base in the staff used to care for park assets.

The process placed an emphasis on protecting the City's assets, and recognized that lower priority will be given to activities that don't necessarily protect an asset or preserve user safety. In some instances that has resulted in park aesthetics that are not as high quality as the typical McMinnville standard. However, it is important to note that staff continues to work under the premise that the work deferred can be done so without an irreparable negative impact on the given asset.

These service level changes continue to represent a conscious choice to protect the "heart" of the community's park system for the future. A city's parks and open space system speaks to that community's livability. The system's condition tells a story about the value the community places on these important public assets.

Again this year, that story continues to be based on doing "what we can, with what we have, where we are".

- Staff will continue to partner with key volunteer and inmate work groups. Examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps, local school teams, local school leadership classes), soccer field goal area restoration (McMinnville Youth Soccer), and various labor intensive landscape cleanup projects (Yamhill County Corrections). Materials, staff support, and supervisory oversight for these projects are typically provided by the City.
- Some maintenance needs will continue to be addressed through the use of independent contractors. 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. The work is a mix of demand and planned work. Contract services represent approximately 6% of the Division's operating budget.
- The Division's capital budget includes \$15,000 to repair and resurface two of four tennis courts in City Park. This is planned as a two year process, with the remaining two courts to be addressed in fiscal year 2015-16.

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 primary objective of this mission is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

General Fund – Park Maintenance

2014 – 2015 Proposed Budget --- Budget Summary

Park Services

- Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year round. This core service continues to be provided at a reduced level by decreasing staff visits (“rounds”) to various types of facilities. Service levels will be maintained during peak seasons (June 1- Labor Day) at the City’s community parks, but will be reduced during other times of the year. Overall reduction in this service is approximately 25% relative to pre-2013-14 levels. Similarly, park services to neighborhood and linear parks continue to be reduced throughout the year by 40 % and 50% respectively.
- Restrooms at the west side of City Park (Labor Day-February 28) and the east side of Wortman Park (November 1-February 28) will continue to be closed seasonally.

Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service has been reduced in some areas. Various facilities have been identified for irrigation shut downs, which results in reduced irrigation costs (start ups and repairs). Additionally, this change results in reduced mowing in these areas. These areas will “go brown” during the summer, and will remain dry until the fall rains. Park areas where the irrigation will be shut off include Lower City Park, neighborhood parks, and portions of the Goucher-Westvale linear park system. Non-sports related turf areas at Dancer Park will be mowed less frequently as well, but will remain irrigated.
- Approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed pesticide applicators, and all herbicide use on public facilities is recorded and tracked.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. The application of mulch has been eliminated at some facilities, and at other facilities the application cycle will be extended. These changes result in materials and labor savings, but do impact aesthetics and weed control.

- Annual flowers are planted in the spring at various City facilities. The fall annual planting program was eliminated in 2013-14, resulting in labor and materials savings.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The budget request continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- The Division assists with the maintenance and operation of the irrigation systems for various Street Department assets (parking structure and right-of-way beautification areas) and at the Airport. The costs of maintaining the landscaping of those areas have been assumed by the Street Department and the Airport, resulting in labor savings in the Park Maintenance budget.



Andy McCune

Sports Turf Maintenance

- This work is primarily performed in Dancer Park in support of City recreation programs. Sports turf is irrigated, fertilized, mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work helps to preserve the turf, improves user safety and supports the City’s programmed recreational sports efforts. Given resource constraints, the Division has eliminated deep aeration and top dressing for these fields. With the current usage levels, this may ultimately result in compaction issues in the turf stand. Current service level costs are offset by sports program revenues in the Parks and Recreation budget.

General Fund – Park Maintenance

2014 – 2015 Proposed Budget --- Budget Summary

Recreation Sports Program Facility Support

- This work is primarily performed in Dancer Park in support of City recreation programs. Soccer and baseball fields are set up each season and are “torn down” at the conclusion of the season. Given the location of Dancer Park, support amenities (benches, tables, garbage cans, concession stand, etc) must be removed from the park each fall to protect them from potential flood damage. These costs are offset by program revenues in the Parks and Recreation budget.

Tree Maintenance

- These activities included conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. This work also includes tree removal and replacement. This core area continues to be reduced approximately 90% relative to prior service levels. Storm damaged trees will be replaced, and approximately 10 trees per year throughout the remainder of the system will be replaced as the need arises.

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.

- Play equipment is pressure washed and kept clean. Cleaning cycles have been extended from an every year cleaning to an every other year cleaning.

Community Event/Volunteer support

- Prepare facilities for special community events.



Kristine Reed recruiting our future Utility Workers

Emergency Response

- Park Maintenance staff members are a key element in the City’s response to various incidents, and serve to augment Street Maintenance staff in this role. Activities include responding to vehicle accident and hazardous materials spills; snow response work including deicing, sanding and snow removal; flood/high water response; sanitary sewer and storm drain problems, clearing downed trees from streets, etc. Typically Park Maintenance staff functions as integral team members on these first responder crews.



Nate Brown and Liz Fliszar cleaning up after the tornado in 2013.

General Fund – Park Maintenance

2014 – 2015 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Maintenance planning

- Continued utilization of computerized maintenance management to plan, schedule, and track work. Utilizing this tool, staff will continue to make use of the data to track work against newly revised service levels, and to identify opportunities to streamline work practices.
- 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

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

Develop and implement water conservation strategies

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

Americans with Disability Act (ADA) Compliance

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

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	12,148	8,000	9,000	1,000
Personnel Services	616,265	655,175	673,103	17,928
Materials & Services	280,894	280,675	283,337	2,662
Capital Outlay	20,321	77,100	15,327	(61,773)
Total Expenditures	917,480	1,012,950	971,767	(41,183)
Net Expenditures	(905,332)	(1,004,950)	(962,767)	(42,183)

Full-Time Equivalent (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	9.06		
No change		-	
FTE Proposed Budget			9.06

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
35	Pet waste station
8	Restroom facilities
2	Cook shelters
859	Parking spaces
631	Irrigation zones
12	Soccer fields
13	Baseball/softball fields
9.81	Miles of hard path
5	Miles of soft nature trails
2	Skate parks
1	Off leash dog park (3.8 acres)



General Fund – Parks Maintenance

Historical Highlights

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

General Fund – Parks Maintenance

Historical Highlights

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

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

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

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

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

2012 Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to insure constant compliance with Oregon Health Division rules.

2014 Parks Maintenance staff plays a key role in Public Work's response to a major February snow storm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.

2014 Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.



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



Guy Smith working with Collections crew at Dancer Park.

General Fund - Park Maintenance

2014-2015 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<u>Public Works Superintendent</u>	1	348	83,350		
General Fund					
Park Maintenance (0.50 FTE)				145	41,675
Street Fund (0.50 FTE)				175	41,675
<u>Park Maintenance Supervisor</u>	1	338	66,882		
General Fund					
Park Maintenance (0.95 FTE)				145	63,538
Street Fund (0.05 FTE)				175	3,344
<u>Street Maintenance Supervisor</u>	1	338	68,155		
General Fund					
Park Maintenance (0.05 FTE)				145	3,408
Street Fund (0.95 FTE)				175	64,747
<u>Mechanic - Public Works</u>	1	326	44,089		
General Fund					
Park Maintenance (0.45 FTE)				145	19,840
Street Fund (0.45 FTE)				175	19,840
Wastewater Services Fund					
Administration (0.10 FTE)				217	4,409
<u>Operations Support Specialist</u>	1	326	46,540		
General Fund					
Park Maintenance (0.50 FTE)				145	23,270
Street Fund (0.50 FTE)				175	23,270

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES							
<u>CHARGES FOR SERVICES</u>							
9,501	8,828	7,600	5390	Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	8,500	8,500	8,500
9,501	8,828	7,600	<u>TOTAL CHARGES FOR SERVICES</u>		8,500	8,500	8,500
<u>MISCELLANEOUS</u>							
392	379	400	6600	Other Income	500	500	500
0	2,940	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
392	3,320	400	<u>TOTAL MISCELLANEOUS</u>		500	500	500
9,893	12,148	8,000	<u>TOTAL RESOURCES</u>		9,000	9,000	9,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
367,544	364,494	378,742	7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Utility Worker II - Public Works - 5.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE	395,491	395,491	395,491
54,577	38,184	25,685	7000-15 Salaries & Wages - Temporary Extra Help - Park Maintenance - 1.61 FTE	31,500	31,500	31,500
4,356	3,536	3,700	7000-20 Salaries & Wages - Overtime	4,200	4,200	4,200
24,945	24,246	25,305	7300-05 Fringe Benefits - FICA - Social Security	26,733	26,733	26,733
5,834	5,670	5,918	7300-06 Fringe Benefits - FICA - Medicare	6,252	6,252	6,252
93,943	88,777	107,120	7300-15 Fringe Benefits - PERS - OPSRP - IAP	93,854	93,854	93,854
67,181	67,485	72,578	7300-20 Fringe Benefits - Medical Insurance	76,100	76,100	76,100
469	460	471	7300-25 Fringe Benefits - Life Insurance	936	936	936
2,047	2,029	2,116	7300-30 Fringe Benefits - Long Term Disability	2,192	2,192	2,192
19,385	19,673	23,232	7300-35 Fringe Benefits - Workers' Compensation Insurance	25,538	25,538	25,538
267	250	310	7300-37 Fringe Benefits - Workers' Benefit Fund	310	310	310
7,912	1,461	9,998	7300-40 Fringe Benefits - Unemployment	9,997	9,997	9,997
648,461	616,265	655,175	<u>TOTAL PERSONNEL SERVICES</u>	673,103	673,103	673,103
MATERIALS AND SERVICES						
1,021	486	600	7530 Safety Training/OSHA	600	600	600
204	224	400	7540 Employee Development	400	400	400
2,369	1,758	2,500	7550 Travel & Education Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	4,000	4,000	4,000
25,291	22,260	22,000	7590 Fuel - Vehicle & Equipment	22,000	22,000	22,000
28,470	27,252	28,650	7600 Electric & Natural Gas	24,500	24,500	24,500
8,820	11,600	6,600	7610-05 Insurance - Liability	7,200	7,200	7,200
6,730	8,500	9,200	7610-10 Insurance - Property	11,000	11,000	11,000
4,865	4,855	4,100	7620 Telecommunications	5,225	5,225	5,225

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,245	1,288	1,400	7650	Janitorial		1,400	1,400	1,400
14,809	15,709	17,000	7660	Materials & Supplies		17,000	17,000	17,000
5,194	2,916	1,500	7720-10	Repairs & Maintenance - Building Maintenance Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.		1,500	1,500	1,500
28,486	23,126	25,000	7720-14	Repairs & Maintenance - Vehicles		25,000	25,000	25,000
80,031	67,221	65,425	7720-26	Repairs & Maintenance - Park Maintenance Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenities, bark, herbicides, garbage bags, irrigation parts, etc. Other significant costs include adding fall protection material at various playgrounds, replacement picnic tables and benches throughout the park system, play equipment repairs, dog park surfacing material and trail surfacing material.		65,425	65,425	65,425
5,584	4,245	5,000	7720-27	Repairs & Maintenance - Park Vandalism Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.		5,000	5,000	5,000
1,120	1,971	9,038	7750	Professional Services		1,820	1,820	1,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,700	1,700	
				Section 125 administration fee	1	120	120	
14,436	15,094	14,900	7780-07	Contract Services - Downtown Downtown litter patrol and solid waste disposal		15,500	15,500	15,500
80,771	61,192	56,075	7780-15	Contract Services - Park Maintenance Contract services to address system needs relative to building maintenance, electrical, plumbing, light construction, irrigation, play equipment repairs and maintenance, tree planting, pruning and removal, turf/landscape maintenance, herbicide/pesticide applications, water feature maintenance and various small projects in the park system.		60,225	60,225	60,225
2,953	1,821	1,500	7800-39	M & S Equipment - Parks Miscellaneous small equipment for operations and maintenance		6,500	6,500	6,500
0	189	500	7800-42	M & S Equipment - Shop Miscellaneous small equipment and tools for shop operations and maintenance		500	500	500
4,235	3,357	3,737	7840	M & S Computer Charges		3,842	3,842	3,842
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,842	3,842	
4,818	5,830	5,550	7840-65	M & S Computer Charges - Park Maintenance		4,700	4,700	4,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI, ArcIMS mapping, 17% -shared with PI, Blg, Eng, PM, St, WWS	1	1,800	1,800	
				Hanson sewer database, 25% - shared with Eng, Street, WWS	1	2,900	2,900	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
321,452	280,894	280,675	TOTAL MATERIALS AND SERVICES			283,337	283,337	283,337
CAPITAL OUTLAY								
1,901	335	0	8750	Capital Outlay Computer Charges		327	327	327
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			IS Department capital costs shared city-wide		1	327	327	
0	0	0	8800	Building Improvements		0	0	0
0	0	55,100	8850	Vehicles		0	0	0
0	0	22,000	8920	Land Improvements		0	0	0
0	19,985	0	9300-05	Park Improvements - Play Equipment		15,000	15,000	15,000
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Resurface two of four City Park tennis courts		1	15,000	15,000	
1,901	20,321	77,100	TOTAL CAPITAL OUTLAY			15,327	15,327	15,327
971,813	917,480	1,012,950	TOTAL REQUIREMENTS			971,767	971,767	971,767



LIBRARY DEPARTMENT



Budget Highlights

The McMinnville Public Library is a gathering place for learning and engaging with the community. Entering the front doors of the Library opens a world of discovery and knowledge.

After many years of changes- reduced hours, significant staffing changes, and declining book budgets, this year the library budget and service levels are holding steady. The Library looks forward to increasing services to the community in the coming years.

Library Strategic Plan goals developed by community for 2011-2015 have been affected by budget cuts in previous years. However, the Library is still finding opportunities to support these goals.

Goal: Visit a Comfortable Place

Library Plaza Enhancement Project: The Library aspires to create a safe and welcoming entrance to the Library; a space that provides a place for residents to meet and interact, a space that demonstrates a joy for lifelong learning and ignites the imagination of Library patrons and the community. The Library received a donation of almost \$13,000 that will be dedicated to the enhancement of the Library plaza.

Working with the Library Foundation and the Ford Institute, the Library has also received pledges for another \$33,000. Fundraising will continue in 2014-15.

Library HVAC System: Due to a breakdown of the cooling tower the Library required an increase in building repairs in 2013-14 and postponed repair of the window caulking until 2014-15.

Building Maintenance & Repair: Window sealant is proposed to take place over the next two fiscal years (2014-15 and 2015-16) to avoid water seepage into the stucco walls of the newer Library addition.



Goal: Create Young Readers



There is a 5 hour per week increase in personnel hours. This increase will allow a bit more time for staff to serve children and caregivers to increase literacy skills for 0-5 year olds.

“Literacy development begins at birth and is closely linked to a baby’s earliest experiences with books and stories.

Babies learn language through social literacy experiences...”
American Library Association

Goal: Information Fluency

Increase in the computer budget allows more opportunities for the Library to bridge the digital divide. In 2013 the Library saw a 23% increase in internet and computer use. Internet access at the Library is vital for the community to thrive. *“Those who frequently visit the Internet report using it for a variety of purposes.*

- *personal communications (77%)*
- *general information (66%)*
- *entertainment (48%)*
- *job searches, job training, or working from home (29%)*
- *healthcare (27%)*
- *education or schoolwork (23%)*

(Pew Internet and American Life Project)

Future Challenges and Opportunities

Challenges

The current HVAC system in the Library is now 35 years old, and many of the components of the system have exceeded their life expectancy. Repair costs have run annually from \$8,000-13,000.

A replacement system would offer far greater energy efficiency, monthly savings on electric bills, and follow the sustainability goals for the City. The cost to implement a new system could run \$200,000, although there are possible energy rebates that would significantly lower that figure.

Opportunities

The Library has strong partnerships in the City, County, and State that bring greater service and materials to our community. The Library will continue to harness the potential of these partnerships.

- The Ford Institute Leadership Program, Library Foundation, and Friends of the Library will work with the Library to raise funds for the plaza enhancement project.
- Chemeketa Cooperative Regional Library Service (CCRLS) augments the Library collection with reciprocal borrowing for CCRLS cardholders, funding for downloadable ebooks, audiobooks, and online databases. CCRLS is also financing a new integrated library computer system in 2014-15.
- Oregon Digital Library Consortium and Oregon Library Passport Program increase borrowing potential of library cardholders within the State.

Core Services

Reference and Information Services

- Provide residents with the information they need with timeliness, sensitivity and privacy so that they may improve their lives.
- Teach patrons how to locate and evaluate information so that they are more self-sufficient and empowered to engage in lifelong learning.
- Ensure that the library's information resources have depth and scope, reflect new and emerging information needs, and effectively provide our community access to diverse ideas to educate and engage.
- Provide technology access and training to connect people with community and ideas to enhance and improve their lives.
- Provide engaging and enriching resources and programming to support lifelong learning and information literacy.
- Foster a friendly and welcoming environment which inspires people to connect with each other, the community, and ideas.
- Collaborate with community partners to meet individual and community education, literacy, recreation, and technology needs so that residents may improve their lives.

- Foster community awareness of resources available for individuals to improve their lives.

Children's Services

- Provide programs for families to engage and educate.
- Connect with children and families to promote ideas, imagination, play, curiosity, and hope.
- Create a literate well-informed group of citizens who are able to make decisions that will take our country into a positive future.
- Encourage children to enjoy and value the richness of our language, culture, and history through literature.
- Enhance and supplement the curriculum of our local education community through available and readily accessible information.
- Meet the needs of children whose parents do not/cannot provide age appropriate books and technology.
- Offer year-round programs to keep children engaged with reading and learning through fun experiences.
- Provide a place of safe intellectual discovery where all children feel welcomed and their interests are valued.
- Provide parents with tools and skills to foster early literacy to encourage lifelong learning.

Circulation Services

- Circulate library materials accurately and efficiently so as to provide patrons access to library materials to enhance their lives.
- Collaborate with volunteers to create meaningful connections with individuals and the community for engagement and success.
- Manage patron accounts and communicate effectively to ensure the communities' access to diverse ideas.
- Provide information that allows patron access to materials to ignite their imagination

General Fund – Library

2014 – 2015 Proposed Budget --- Budget Summary

Technical Services

- Maintain a rich, diverse, and well cared for collection of materials.
- Update collections to meet the changing needs of the community.
- Acquire and catalog materials used to support literacy, imagination and access to diverse ideas.
- Accept donations of materials from community members to enhance the Library collection and support the Friends of the Library book sale.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	194,586	193,645	197,201	3,556
Personnel Services	981,806	957,991	974,683	16,692
Materials & Services	298,403	330,735	346,600	15,865
Capital Outlay	5,462	-	5,411	5,411
Total Expenditures	1,285,671	1,288,726	1,326,694	37,968
Net Expenditures	(1,091,085)	(1,095,081)	(1,129,493)	34,412

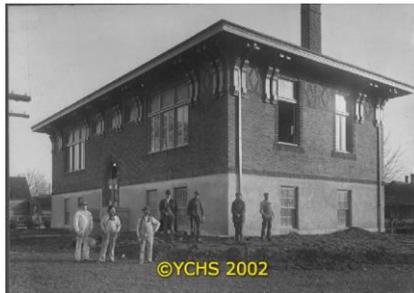
Full-Time Equivalents (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	15.38		
Librarian II		0.13	
Librarian I		1.00	
Library Assistant		(0.12)	
Library Tech Assistant		(1.00)	
Library Page		0.13	
FTE Proposed Budget		0.14	15.52

1909 The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.

1910 Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.

1913 In February 1913, the Carnegie library building is dedicated.



1973 McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).

**Chemeketa Cooperative
Regional Library Service**



Community. Literacy. Technology.

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

1982 Library addition opens adding 11,500 square feet.



1986 Library installs its first automation system.

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

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

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

2008 Library2Go downloadable book service offered through CCRLS and Oregon Digital Library Consortium.

2012 McMinnville Public Library celebrates 100 years serving the community.



2013 The Oregon Library Passport program extends borrowing privileges for McMinnville City patrons to over 130 public libraries

2014 Library begins plaza enhancement project.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
3,796	3,789	6,000	4780 OR State Aid Grant - Library Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries expended through expenditure account 8150-55, Books & Materials-State Grant Materials.	4,500	4,500	4,500
131,271	131,341	132,465	5050 CCRLS - Library Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	133,500	133,500	133,500
135,067	135,130	138,465	TOTAL INTERGOVERNMENTAL	138,000	138,000	138,000
CHARGES FOR SERVICES						
11,573	10,599	11,000	5430 Outside City User Fee \$60 per household per year as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.	10,000	10,000	10,000
11,573	10,599	11,000	TOTAL CHARGES FOR SERVICES	10,000	10,000	10,000
FINES AND FORFEITURES						
39,976	36,422	37,000	6160 Fines & Lost Books Overdue Fines --- Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item. Lost Materials --- \$5 processing fee added to lost material cost.	30,000	30,000	30,000
39,976	36,422	37,000	TOTAL FINES AND FORFEITURES	30,000	30,000	30,000
MISCELLANEOUS						
26	193	0	6310-15 Interest - Library Endowment Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0	0	0
309	432	450	6440 Donations - Library General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through expenditure account 8160, Donations-Library.	13,101	13,101	13,101
248	480	230	6440-05 Donations - Library - Bookmobile Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	100	100	100
4,399	1,512	0	6440-10 Donations - Library - Library Foundation	0	0	0
4,300	0	0	6440-15 Donations - Library - Friends of the Library	0	0	0
0	0	0	6440-20 Donations - Library - Adult Programs	0	0	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
2,102	2,056	2,500	6440-25 Donations - Library - Children's Programs Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	2,000	2,000	2,000
5,170	7,761	4,000	6600-98 Other Income - Library Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	4,000	4,000	4,000
16,554	12,435	7,180	TOTAL MISCELLANEOUS	19,201	19,201	19,201
203,170	194,586	193,645	TOTAL RESOURCES	197,201	197,201	197,201

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

528,873	493,747	394,854	7000-05 Salaries & Wages - Regular Full Time Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Children's Services - 1.00 FTE Library Circulation Specialist - 1.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE	422,968	422,968	422,968
234,598	208,118	257,040	7000-10 Salaries & Wages - Regular Part Time Librarian II - Reference - 1.78 FTE Librarian I - Children's - 0.75 FTE Librarian I - Reference - 0.25 FTE Library Technical Assistant - Circulation - 0.75 FTE Library Assistant - Children's - 0.75 FTE Library Assistant - Circulation - 1.25 FTE Library Assistant - Technical Services - 0.70 FTE Library Page - 1.21 FTE	267,703	267,703	267,703
2,078	2,026	1,789	7000-15 Salaries & Wages - Temporary Program Assistant - 0.08 FTE	1,820	1,820	1,820
0	14	0	7000-20 Salaries & Wages - Overtime	0	0	0
45,668	42,147	40,528	7300-05 Fringe Benefits - FICA - Social Security	42,935	42,935	42,935
10,680	9,857	9,480	7300-06 Fringe Benefits - FICA - Medicare	10,042	10,042	10,042
168,990	148,113	167,710	7300-15 Fringe Benefits - PERS - OPSRP - IAP	149,595	149,595	149,595
69,908	70,820	79,268	7300-20 Fringe Benefits - Medical Insurance	71,060	71,060	71,060
1,056	1,040	1,071	7300-25 Fringe Benefits - Life Insurance	2,016	2,016	2,016
3,942	3,598	3,389	7300-30 Fringe Benefits - Long Term Disability	3,498	3,498	3,498
1,748	1,800	2,094	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,284	2,284	2,284
453	427	529	7300-37 Fringe Benefits - Workers' Benefit Fund	533	533	533
0	0	100	7300-40 Fringe Benefits - Unemployment	102	102	102
107	100	139	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	127	127	127
1,068,101	981,806	957,991	TOTAL PERSONNEL SERVICES	974,683	974,683	974,683

MATERIALS AND SERVICES

1,078	1,166	1,000	7500 Credit Card Fees Charges for credit card payment at circulation desk for overdue fines, lost items and out of area library card fees.	1,500	1,500	1,500
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Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
Department :21 - LIBRARY Section :N/A Program :N/A					
373	461	900	7540	Employee Development	1,000
3,562	4,117	4,000	7550	Travel & Education Membership in professional organizations, registration and travel to workshops, conferences and seminars.	5,000
833	1,022	1,000	7580	Volunteer Recognition Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	1,000
998	943	1,100	7590	Fuel - Vehicle & Equipment Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.	1,000
32,224	30,266	33,000	7600	Electric & Natural Gas	35,000
5,500	7,100	7,200	7610-05	Insurance - Liability	7,800
3,840	7,100	7,900	7610-10	Insurance - Property	9,000
13,596	14,173	16,000	7620	Telecommunications Telephone and cell lines, elevator phone, bookmobile laptop connection, new internet service charges and installation costs, and alarm phones.	15,000
15,445	16,208	20,395	7650	Janitorial Contract janitorial services and supplies.	20,500
711	495	650	7660	Materials & Supplies General library and staff room supplies.	650
599	402	600	7660-15	Materials & Supplies - Postage Inter-library loan books returned by mail and other library mailing costs.	600
7,285	5,651	5,000	7660-20	Materials & Supplies - Public Services Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	5,200
555	542	600	7660-30	Materials & Supplies - Public Information Library yellow pages listing, bookmarks with hours and contact information.	700
2,476	1,694	1,300	7660-60	Materials & Supplies - Administration Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	1,300
5,111	4,953	5,200	7660-63	Materials & Supplies - Library Circulation Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.	5,200
5,472	4,585	5,000	7660-64	Materials & Supplies - Library Technical Services Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.	5,000
643	632	600	7660-65	Materials & Supplies - Children's Programs Craft supplies, paper and miscellaneous costs for children's programming.	1,000
26	206	0	7680-05	Materials & Supplies - Donations - Children's Programs - Endowment Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	0	7680-10	Materials & Supplies - Donations - Adult Programs		0	0	0
99	23,230	0	7680-11	Materials & Supplies - Donations - Library Foundation Lanouette Trust principal was disbursed to Library Foundation in 2012-13.		0	0	0
2,102	2,056	2,500	7680-15	Materials & Supplies - Donations - Children's Programs Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.		2,000	2,000	2,000
0	0	0	7680-16	Materials & Supplies - Donations - Friends of the Library		0	0	0
11,074	9,599	34,000	7720-08	Repairs & Maintenance - Building Repairs HVAC, plumbing, lighting, equipment and general repairs.		30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Window caulking and stucco repair	1	20,000	20,000	
				General repairs	1	10,000	10,000	
16,290	20,376	18,600	7720-10	Repairs & Maintenance - Building Maintenance 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.		18,000	18,000	18,000
0	123	400	7720-14	Repairs & Maintenance - Vehicles Repairs, maintenance and supplies for the library bookmobile.		200	200	200
1,061	2,526	2,400	7750	Professional Services		2,250	2,250	2,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,200	2,200	
				Section 125 administration fee	1	50	50	
10,224	7,532	9,500	7790	Maintenance & Rental Contracts Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.		8,000	8,000	8,000
0	0	0	7800	M & S Equipment		0	0	0
0	0	0	7810-05	M & S Equipment - Donations - Library Foundation		0	0	0
44,211	54,679	61,920	7840	M & S Computer Charges		63,669	63,669	63,669
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	63,669	63,669	
18,611	6,386	16,440	7840-70	M & S Computer Charges - Library		21,180	21,180	21,180
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	11	1,700	18,700	
				Color printer replacement	1	350	350	
				Windows 7 software upgrades	4	120	480	
				AWE software maintenance	1	1,650	1,650	
26,933	18,927	19,000	8150-05	Books & Materials - Adult Books Fiction and non-fiction print and electronic books for adult collections.		19,000	19,000	19,000

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,108	675	1,000	8150-10	Books & Materials - Reference Books Reference books and materials for adult print reference collection.		1,000	1,000	1,000
3,303	3,830	4,000	8150-15	Books & Materials - Reference Online Database Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.		4,000	4,000	4,000
13,998	13,980	14,000	8150-20	Books & Materials - Children's Books Library books, audio visual, and other materials for children ages 0 - 12.		14,000	14,000	14,000
4,152	4,500	4,500	8150-25	Books & Materials - Young Adult Books Library materials for young adults ages 12 - 17.		4,500	4,500	4,500
3,971	3,974	4,000	8150-30	Books & Materials - Large Print Books Large print books for visually impaired adults.		4,000	4,000	4,000
4,458	3,517	3,650	8150-35	Books & Materials - Spanish Language Materials Books, media, magazines and newspapers in Spanish.		3,650	3,650	3,650
0	0	0	8150-40	Books & Materials - Bookmobile		0	0	0
5,113	4,831	5,200	8150-45	Books & Materials - Periodicals Newspaper and magazine subscriptions, including Spanish language titles.		5,500	5,500	5,500
6,255	5,969	6,000	8150-50	Books & Materials - Audio Visuals-DVD Adult nonfiction and entertainment DVDs.		6,000	6,000	6,000
5,254	5,503	5,500	8150-51	Books & Materials - Audio Visuals-CD Books Fiction and nonfiction books on CD.		5,500	5,500	5,500
3,796	3,789	6,000	8150-55	Books & Materials - State Grant Materials State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library.		4,500	4,500	4,500
309	432	450	8160	Donations - Library Various library purchases and materials funded through revenue account 6440, Donations-Library.		13,101	13,101	13,101
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Library Plaza enhancement	1	13,101	13,101	
248	250	230	8160-05	Donations - Library - Bookmobile Books Books and materials for the bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.		100	100	100
282,896	298,403	330,735	TOTAL MATERIALS AND SERVICES			346,600	346,600	346,600
CAPITAL OUTLAY								
19,831	5,462	0	8750	Capital Outlay Computer Charges		5,411	5,411	5,411
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	5,411	5,411	
19,831	5,462	0	TOTAL CAPITAL OUTLAY			5,411	5,411	5,411
1,370,828	1,285,671	1,288,726	TOTAL REQUIREMENTS			1,326,694	1,326,694	1,326,694



**GENERAL FUND
NON-DEPARTMENTAL**





General Fund - Non- Departmental

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

Revenues

Property Taxes - Current

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

- The 2014-15 Proposed Budget projects a 2.0% increase in assessed value (AV) compared to 2013-14.
- Based on the projected assessed value, property taxes levied are estimated to be \$11,425,000.
- The City assumes an uncollectible rate of 8% on property taxes levied. The uncollectible rate includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for the 8% uncollectible amount, property taxes estimated to be collected are \$10,511,000.
- According to the Yamhill County Tax Assessor, recent events at Evergreen Airlines and Cascade Steel's appeal of their assessed value should not have a significant adverse affect on property tax collections.

Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2014-15 is projected to increase by 1% compared to 2013-14 due to population growth.
- Franchise fee revenue for cable, telephone, and waste collection are projected to be consistent with 2013-14 revenues. However, franchise fees for natural gas have decreased approximately 10% compared to 2011-12 due to a substantial reduction of rates by NW Natural to reflect market prices for natural gas.

Intergovernmental

- Inter-Agency Loan Repayment – The 2014-15 proposed budget includes a loan from the City's General Fund to the Urban Renewal District. According to Oregon statute, tax increment

urban renewal revenue can only be spent on debt service. Therefore, tax increment revenue, recorded in the Urban Renewal Debt Service Fund, will be used to repay the loan from the General Fund. Refer to the Urban Renewal Fund and Urban Renewal Debt Service Fund for additional information.

- State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette taxes are projected to remain consistent with prior years. However, the City's allocation of State shared revenue, which is a distribution of the State's liquor receipts, is expected to increase by 7% compared to the prior year.

Transfers In

- Reimbursement from other funds for General Fund personnel services support - \$1,008,040.
- Reimbursement from other funds for Engineering Materials And Services costs - \$84,421
- Distribution of surplus reserve in Insurance Services Fund - \$105,600. Over the last several years, the reserve in the Insurance Services Fund has grown, due to actual premium costs and claims expense being less than budgeted. Because the increase in the reserve is primarily attributable to workers' compensation insurance, the distribution of surplus reserve is allocated based on the cost of salaries and wages in the operating departments. A similar distribution of surplus reserve was done in fiscal year 2012-13.
- Transient Lodging Tax - \$142,400. This transfer represents 30% of the total Tax collected. Revenues and expenditures for the Transient Lodging Tax, which was implemented in January 2014, are accounted for in the Transient Lodging Tax Fund.

General Fund – Non-Departmental

2014 – 2015 Proposed Budget --- Budget Summary

Expenditures

Special Payments

- Inter-Agency Loan – Urban Renewal – The 2014-15 proposed budget includes a loan from the City's General Fund to the Urban Renewal District. The loan will not exceed the amount of tax increment revenue available to repay the loan.

Transfers Out

- Transfer to Emergency Communications Fund for police and fire emergency dispatch services. The City's share of the cost of dispatch services, provided by Yamhill Communications Agency (YCOM), is paid from the Emergency Communications Fund. The Transfer to the Emergency Communications Fund is 26% more than the 2013-14 transfer, partly due to an assumed 6% increase in the City's contribution to YCOM. Also, in 2013-14, approximately \$100,000 of the Emergency Communications Fund reserve was used to pay YCOM for dispatch services, thereby reducing the amount of transfer needed from the General Fund to the Emergency Communications Fund.
- General Fund support of the Ambulance Fund is necessary due to the gap between the cost of operations and reimbursement for transports. Notably, Medicare and Medicaid reimburse the City for approximately 25% of the total amount charged. This is significant, as 74% of the City's total transports are Medicare and Medicaid accounts. The transfer to the Ambulance Fund is increased in the 2014-15 Proposed Budget due to the need to purchase a new ambulance.
- Transfer reimburses the Information Systems and Services (IS) Fund for personnel services support. The transfer has increased by nearly 20%, primarily due to the addition of a Systems Analyst II position in the IS Fund.

Future Challenges and Opportunities

- The City's tax base grew rapidly between 2004 and 2009, resulting in significant increases in property tax revenue. However, due to local economic conditions and corresponding lack of building activity, the increase in assessed values and property tax revenue has not continued at the same rate over the last several years. To illustrate, the average increase in assessed value between 2005 and 2009 was 6%. The increase in assessed value in 2014-15 is projected to be 2%. For comparison purposes, a 1% increase in assessed value results in approximately \$100,000 in property tax revenue.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	14,809,983	14,740,333	15,368,861	628,528
Transfers Out	1,387,463	1,340,995	1,669,903	328,908
Total Expenditures	1,387,463	1,340,995	1,669,903	328,908
Net Expenditures	13,422,520	13,399,338	13,698,958	(299,620)



General Fund – Non-Departmental

Historical Highlights

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

- 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. Trend is due to extensive conservation initiatives W&L has undertaken over the last several years.
- 2007** Implementation of Logos.net financial system established “non-assigned” revenues in Non-Departmental classification.
- 2008** All operating permanent rate, \$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
PROPERTY TAXES						
10,017,028	10,249,794	10,232,000	4100-05 Property Taxes - Current \$11,425,000 2014-2015 Permanent operating property tax levy, \$5.02 per \$1,000 (\$914,000) Less: Uncollectible taxes - 8%. \$10,511,000 2014-2015 Current property taxes	10,511,000	10,511,000	10,511,000
489,144	437,788	315,000	4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies.	325,000	325,000	325,000
10,506,173	10,687,582	10,547,000	TOTAL PROPERTY TAXES	10,836,000	10,836,000	10,836,000
LICENSES AND PERMITS						
1,754,260	1,761,968	1,800,000	4205-05 Franchise Fees - McMinnville Water & Light McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users, 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.	1,820,000	1,820,000	1,820,000
34,914	31,550	32,450	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	30,000	30,000	30,000
34,607	56,082	55,860	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	50,000	50,000	50,000
153,953	164,252	162,250	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	165,000	165,000	165,000
127,114	133,155	135,000	4205-20 Franchise Fees - Recology Western Oregon Recology - Western Oregon collection franchise fee is 3%.	135,000	135,000	135,000
155,896	137,648	155,000	4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 3%.	140,000	140,000	140,000
3,038	3,736	1,500	4490 Licenses & Permits - Misc Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.	1,500	1,500	1,500
2,263,781	2,288,392	2,342,060	TOTAL LICENSES AND PERMITS	2,341,500	2,341,500	2,341,500

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
148,289	159,054	168,621	6900-20	Transfers In - Street		178,111	178,111	178,111
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	15,402	15,402	
				Engineering, Admin, & Finance personnel services support.	1	162,709	162,709	
44,452	51,437	61,122	6900-25	Transfers In - Airport		70,702	70,702	70,702
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Fund support of Engineering operations.	1	6,168	6,168	
				Engineering, Admin, & Finance personnel services support.	1	64,534	64,534	
52,091	45,022	48,252	6900-45	Transfers In - Transportation		78,727	78,727	78,727
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transportation Fund support of Engineering operations.	1	6,340	6,340	
				Engineering, Admin, & Finance personnel services support.	1	72,387	72,387	
49,090	48,324	51,363	6900-50	Transfers In - Park Development		51,320	51,320	51,320
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	51,320	51,320	
32,325	20,272	30,826	6900-70	Transfers In - Building		29,727	29,727	29,727
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineering, Admin, & Finance personnel services support.	1	29,727	29,727	
224,628	217,148	232,298	6900-75	Transfers In - Wastewater Services		239,210	239,210	239,210
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wastewater Services Fund support of Engineering operations.	1	19,631	19,631	
				Engineering, Admin, & Finance personnel services support.	1	219,579	219,579	
161,095	184,015	201,081	6900-77	Transfers In - Wastewater Capital		220,750	220,750	220,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wastewater Capital Fund support of Engineering operations.	1	19,983	19,983	
				Engineering, Admin, & Finance personnel services support.	1	200,767	200,767	

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
150,941	156,677	171,608	6900-79	Transfers In - Ambulance			180,063	180,063	180,063
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel including Amb Billing staff	1	180,063	180,063		
40,542	142,365	41,908	6900-85	Transfers In - Insurance Services			143,782	143,782	143,782
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel services support.	1	38,182	38,182		
				Insurance Services Fund reserve distribution	1	105,600	105,600		
910,200	1,029,623	1,084,773	TOTAL TRANSFERS IN				1,340,461	1,340,461	1,340,461
14,402,927	14,809,983	14,740,333	TOTAL RESOURCES				15,368,861	15,368,861	15,368,861

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
0	0	400	7750-57	Professional Services - Financing Administration		0	0	0
			Administrative fee for paying agent for 2006 Public Safety (PS) Facilities Construction Bonds.					
0	0	400	TOTAL MATERIALS AND SERVICES			0	0	0
SPECIAL PAYMENTS								
0	0	0	9395	Inter-Agency Loan - Urban Renewal		26,000	26,000	26,000
			Loan to the Urban Renewal Agency as provided for in City/Urban Renewal Agency intergovernmental agreements					
0	0	0	TOTAL SPECIAL PAYMENTS			26,000	26,000	26,000
TRANSFERS OUT								
746,800	596,400	511,900	9700-15	Transfers Out - Emergency Communications		647,100	647,100	647,100
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			General Fund support for YCOM dispatching service for PD & Fire.			1	647,100	647,100
50,000	0	0	9700-70	Transfers Out - Building		0	0	0
300,000	575,000	600,000	9700-79	Transfers Out - Ambulance		750,000	750,000	750,000
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Subsidy due to inadequate Medicare/Medicaid payments for service			1	750,000	750,000
213,671	216,063	229,095	9700-80	Transfers Out - Information Systems		272,803	272,803	272,803
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Information Systems personnel services support.			1	272,803	272,803
1,310,471	1,387,463	1,340,995	TOTAL TRANSFERS OUT			1,669,903	1,669,903	1,669,903
CONTINGENCIES								
0	0	652,700	9800	Contingencies		750,000	750,000	750,000
0	0	652,700	TOTAL CONTINGENCIES			750,000	750,000	750,000
ENDING FUND BALANCE								
468,301	562,639	584,000	9901-07	Designated End FB - General Fd - LOSAP		481,600	481,600	481,600
			Designated carryover from 2014-15 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.					

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
23,230	0	0	9901-10 Designated End FB - General Fd - Lanouette Endowment Designated Ending Fund Balance for the Lanouette Nonexpendable Trust corpus was disbursed to Library Foundation in 2012-2013.	0	0	0
500,000	600,000	600,000	9901-15 Designated End FB - General Fd - Fire - Vehicle Reserve Designated carryover for fire vehicle purchase was incorporated into unappropriated ending fund balance in 2013-14. Process to finance and purchase new fire vehicles is expected to be completed by the end of 2013-14.	0	0	0
6,486,296	6,930,985	4,787,491	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, includes the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	5,528,142	5,528,142	6,810,014
7,477,827	8,093,624	5,971,491	TOTAL ENDING FUND BALANCE	6,009,742	6,009,742	7,291,614
8,788,298	9,481,087	7,965,586	TOTAL REQUIREMENTS	8,455,645	8,455,645	9,737,517

Budget Document Report

01 - GENERAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
24,427,130	25,088,374	25,105,591	TOTAL RESOURCES	26,214,760	26,214,760	27,611,611
24,427,131	25,088,374	25,105,591	TOTAL REQUIREMENTS	26,214,760	26,218,160	27,611,611



SPECIAL ASSESSMENT FUND





Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments against properties which benefit from the district. The ordinance states that the district shall be in effect for three consecutive years and may be renewed at the end of the third year.
- The 2014-15 fiscal year is the second year of a three-year DEID assessment cycle. The assessment cycle duration is from August 1, 2013 through July 31, 2016.
- The enabling ordinance requires that DEID assessments collected by the City be passed through to the McMinnville Downtown Association (MDA).
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2014-15.

Core Services

- The Special Assessment Fund is used to account for the collection of DEID assessments, which are collected by the City and passed through to MDA. The Fund is also used to account 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.

- DEID assessments – The assessment for 2013 through 2016 is based on a rate of \$0.75 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3rd Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2nd Street and 4th Street. This compares to rates of \$0.70 and \$0.35 per square foot for 2011 through 2013.

Future Challenges and Opportunities

- In the future, it is unlikely that street and sidewalk improvement districts will be used to fund improvements.
- Interest is charged to property owners who do not pay their assessment in a timely manner. This interest is used to partially offset the City's administrative costs and is not passed through to the MDA.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	55,046	66,500	72,400	5,900
Materials & Services	53,744	65,200	71,100	5,900
Transfers Out	5,309	5,694	5,669	(25)
Total Expenditures	59,053	70,894	76,769	5,875
Net Expenditures	(4,007)	(4,394)	(4,369)	(25)



Special Assessment Fund

Historical Highlights

- | | | | | | |
|-------------|---|-------------|--|-------------|---|
| 1976 | City Council establishes Villard Street Local Improvement District. | 1991 | City Council establishes NE Newby Street Local Improvement District - \$98,000. | 2001 | City Council re-establishes DEID – 6th three-year assessment district ~\$47,000. |
| 1986 | City Council establishes Cleveland Avenue Local Improvement District - \$77,500. | 1992 | City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000. | 2004 | City Council re-establishes DEID – 7th three-year assessment district ~\$51,500. |
| 1986 | City Council establishes Downtown Economic Improvement District (DEID) – 1 st three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA). | 1993 | City Council establishes Pacific Avenue Local Improvement District - \$30,000. | 2007 | City Council re-establishes DEID – 8th three-year assessment district. |
| 1987 | City Council establishes Michelbook Lane Local Improvement District - \$71,500. | 1995 | City Council re-establishes DEID – 4th three-year assessment district ~\$42,000. | 2010 | City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA. |
| 1989 | City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA. | 1998 | City Council establishes Burnette Road Local Improvement District - \$361,500. | 2013 | City Council re-established DEID – 10 th three-year assessment district. DEID assessments collected are passed through to MDA. |
| 1991 | City Council establishes NE Hembree Street Local Improvement District - \$130,000. | 1998 | City Council re-establishes DEID – 5th three-year assessment district ~\$44,500. | | |
| | | 1999 | City Council establishes Newby Sidewalk Local Improvement District - \$23,000. | | |

05 - SPECIAL ASSESSMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
177,812	171,294	167,285	4090 Beginning Fund Balance Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.	164,600	164,600	164,600
177,812	171,294	167,285	TOTAL BEGINNING FUND BALANCE	164,600	164,600	164,600
SPECIAL ASSESSMENTS						
51,121	53,609	65,000	6250 Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance. Budget Note: The three-year DEID Assessment District's duration is from August 1, 2013 to July 31, 2016.	71,000	71,000	71,000
51,121	53,609	65,000	TOTAL SPECIAL ASSESSMENTS	71,000	71,000	71,000
MISCELLANEOUS						
998	947	1,100	6310 Interest	1,000	1,000	1,000
161	490	400	6310-25 Interest - Assessments Interest collected on past due assessment accounts.	400	400	400
1,159	1,437	1,500	TOTAL MISCELLANEOUS	1,400	1,400	1,400
230,092	226,341	233,785	TOTAL RESOURCES	237,000	237,000	237,000

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
930	136	200	7750	Professional Services		100	100	100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	100	100		
51,121	53,609	65,000	8020	McMinnville Downtown Association		71,000	71,000	71,000
			Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.					
52,051	53,744	65,200	<u>TOTAL MATERIALS AND SERVICES</u>			71,100	71,100	71,100
<u>TRANSFERS OUT</u>								
6,747	5,309	5,694	9700-01	Transfers Out - General Fund		5,669	5,669	5,669
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Administration and Finance personnel services support.	1	5,669	5,669		
6,747	5,309	5,694	<u>TOTAL TRANSFERS OUT</u>			5,669	5,669	5,669
<u>CONTINGENCIES</u>								
0	0	80,000	9800	Contingencies		80,000	80,000	80,000
0	0	80,000	<u>TOTAL CONTINGENCIES</u>			80,000	80,000	80,000
<u>ENDING FUND BALANCE</u>								
171,294	167,287	82,891	9999	Unappropriated Ending Fd Balance		80,231	80,231	80,231
			Undesignated carryover for July 1, 2015, includes the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.					
171,294	167,287	82,891	<u>TOTAL ENDING FUND BALANCE</u>			80,231	80,231	80,231
230,092	226,340	233,785	<u>TOTAL REQUIREMENTS</u>			237,000	237,000	237,000

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
230,092	226,341	233,785	TOTAL RESOURCES	237,000	237,000	237,000
230,092	226,341	233,785	TOTAL REQUIREMENTS	237,000	237,000	237,000



TRANSIENT LODGING TAX FUND





Transient Lodging Tax Fund

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

To fund the promotion of tourism, the 2003 Oregon Legislature established a statewide transient lodging tax. Generally, transient lodging is defined as hotel, motel, and other dwelling units designed for temporary overnight occupancy. State law requires that at least 70 percent of net revenue collected as transient lodging tax be used to fund tourism promotion or tourism-related facilities.

Cities and counties are also permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, campgrounds, and other temporary lodgings.

In 2013, the City Council adopted a TLT ordinance that assesses an 8% tax on the rent charged by a transient lodging provider. The tax is assessed on the occupant, collected by the provider, and turned over to the City of McMinnville.

The 2014-15 Proposed Budget includes estimated revenue of \$480,000 and appropriations for tourism promotion and programs, as defined by Oregon statute. Appropriations are also included for administrative costs, including materials and supplies and audit fees. Each year, the City will contract with a third party to review taxes collected and remitted to the City. The purpose of the review is to determine that transient lodging tax providers are in compliance with the City's ordinance.

While the Oregon law requires that at least 70 percent of net revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30 percent may be appropriated at the City Council's discretion. The 2014-15 Proposed Budget includes a transfer to the General Fund of \$142,400.

Core Services

City Council has established a Transient Lodging Tax Advisory Committee, which will provide input from interested parties regarding the process for distributing the TLT revenue. Interested parties

include representatives from the Chamber of Commerce, the McMinnville Downtown Association, retailers, restaurants, tourist attractions, and citizens at large.

Future Challenges and Opportunities

Determining the most effective use of TLT revenues that will significantly impact tourism and benefit local businesses and citizens.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	-	240,000	480,900	240,900
Materials & Services	-	168,000	506,500	338,500
Transfers Out	-	72,000	142,400	70,400
Total Expenditures	-	240,000	648,900	408,900
Net Expenditures	-	-	(168,000)	168,000





Transient Lodging Tax Fund

Historical Highlights

- 2013** Transient Lodging Tax Ordinance No. 4974 adopted by City Council.

- 2014** Transient Lodging Tax collected by lodging providers beginning in January 2014.

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4090 Beginning Fund Balance Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.	168,000	168,000	168,000
0	0	0	<u>TOTAL BEGINNING FUND BALANCE</u>	168,000	168,000	168,000
<u>LICENSES AND PERMITS</u>						
0	0	240,000	4220 Transient Lodging Tax Transient Lodging Tax collections began in January 2014.	480,000	480,000	480,000
0	0	240,000	<u>TOTAL LICENSES AND PERMITS</u>	480,000	480,000	480,000
<u>CHARGES FOR SERVICES</u>						
0	0	0	6020 Other Income	0	0	0
0	0	0	<u>TOTAL CHARGES FOR SERVICES</u>	0	0	0
<u>MISCELLANEOUS</u>						
0	0	0	6310 Interest	900	900	900
0	0	0	<u>TOTAL MISCELLANEOUS</u>	900	900	900
0	0	240,000	<u>TOTAL RESOURCES</u>	648,900	648,900	648,900

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
0	0	0	7660 Materials & Supplies	500	500	500
0	0	0	7750 Professional Services	2,000	2,000	2,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	300	300
			Agreed upon procedure - provider compliance	1	1,700	1,700
0	0	168,000	8017 Tourism Promotion & Programs Expenditures of Transient Lodging Tax revenues, as defined in Oregon Statute	504,000	504,000	504,000
0	0	168,000	<u>TOTAL MATERIALS AND SERVICES</u>	506,500	506,500	506,500
<u>TRANSFERS OUT</u>						
0	0	72,000	9700-01 Transfers Out - General Fund	142,400	142,400	142,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			30% of net transient lodging tax collected.	1	142,400	142,400
0	0	72,000	<u>TOTAL TRANSFERS OUT</u>	142,400	142,400	142,400
<u>ENDING FUND BALANCE</u>						
0	0	0	9999 Unappropriated Ending Fd Balance All funds are budgeted as expenditures instead of being carried over to ending fund balance. This allows all available dollars to be spent during the fiscal year.	0	0	0
0	0	0	<u>TOTAL ENDING FUND BALANCE</u>	0	0	0
0	0	240,000	<u>TOTAL REQUIREMENTS</u>	648,900	648,900	648,900

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	240,000	<i>TOTAL RESOURCES</i>	648,900	648,900	648,900
0	0	240,000	<i>TOTAL REQUIREMENTS</i>	648,900	648,900	648,900



TELECOMMUNICATIONS FUND





Budget Highlights

The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Frontier Communications and Comcast Cable. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are passed through to McMinnville Community Media (MCM).

The City also receives a Public Education and Government (PEG) subscriber fee from Frontier Communications and Comcast Cable. The PEG fee is \$1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes 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.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	238,051	237,400	231,100	(6,300)
Materials & Services	238,035	236,750	231,000	(5,750)
Total Expenditures	238,035	236,750	231,000	(5,750)
Net Expenditures	16	650	100	550



Telecommunications Fund

Historical Highlights

- | | | |
|--|---|---|
| <p>1982 Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.</p> | <p>2001 City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.</p> | <p>2003 January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.</p> |
| <p>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.</p> | <p>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.</p> | <p>2005 MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.</p> |
| <p>2001 New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.</p> | <p>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.</p> | <p>2006 January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings.</p> |
| <p>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.</p> | <p>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.</p> | <p>2007 Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.</p> |
| <p>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.</p> | <p>2002 April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.</p> | <p>2008 MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.</p> |
| | | <p>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.</p> |

Budget Document Report

10 - TELECOMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,458	1,581	1,681	4090 Beginning Fund Balance Estimated July 1, 2014 carryover from the 2013-14 fiscal year.	1,700	1,700	1,700
1,458	1,581	1,681	TOTAL BEGINNING FUND BALANCE	1,700	1,700	1,700
LICENSES AND PERMITS						
28,566	25,814	26,550	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	24,000	24,000	24,000
125,962	134,388	132,750	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	135,000	135,000	135,000
16,621	12,210	12,000	4275-07 Subscriber Fees - PEG - Frontier-Cable \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	10,000	10,000	10,000
66,206	65,623	66,000	4275-15 Subscriber Fees - PEG - Comcast-Cable \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	62,000	62,000	62,000
237,355	238,035	237,300	TOTAL LICENSES AND PERMITS	231,000	231,000	231,000
MISCELLANEOUS						
122	16	100	6310 Interest	100	100	100
122	16	100	TOTAL MISCELLANEOUS	100	100	100
238,935	239,631	239,081	TOTAL RESOURCES	232,800	232,800	232,800

10 - TELECOMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
125,962	134,388	132,750	8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	135,000	135,000	135,000
28,566	25,814	26,000	8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	24,000	24,000	24,000
66,206	65,623	66,000	8170-15 McMinnville Community Media - PEG Access Support-Comcast City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	62,000	62,000	62,000
16,621	12,210	12,000	8170-17 McMinnville Community Media - PEG Access Support-Frontier City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	10,000	10,000	10,000
237,355	238,035	236,750	<u>TOTAL MATERIALS AND SERVICES</u>	231,000	231,000	231,000
<u>CONTINGENCIES</u>						
0	0	1,450	9800 Contingencies	1,450	1,450	1,450
0	0	1,450	<u>TOTAL CONTINGENCIES</u>	1,450	1,450	1,450
<u>ENDING FUND BALANCE</u>						
1,581	1,597	881	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, includes excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	350	350	350
1,581	1,597	881	<u>TOTAL ENDING FUND BALANCE</u>	350	350	350
238,936	239,632	239,081	<u>TOTAL REQUIREMENTS</u>	232,800	232,800	232,800

10 - TELECOMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
238,935	239,631	239,081	TOTAL RESOURCES	232,800	232,800	232,800
238,936	239,631	239,081	TOTAL REQUIREMENTS	232,800	232,800	232,800



EMERGENCY COMMUNICATIONS FUND





Emergency Communications Fund

2014 – 2015 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** --- Senate Bill 1559 (SB 1559), effective January 1, 2013, requires the State of Oregon to disburse 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.
- **Transfers From Other Funds** --- Total transfers from the General Fund and Ambulance Funds equal \$726,200, a 26% increase compared to 2013-14, partly due to an assumed 6% increase in the City’s contribution to Yamhill Communications Agency (YCOM) for dispatch services. Also, in 2013-14, approximately \$112,000 of the Emergency Communications Fund reserve was used to pay YCOM for emergency dispatch services. This reduced the amount of transfers needed from the General Fund and Ambulance Fund in 2013-14.
- YCOM provides emergency dispatch services for the City. The City’s cost is allocated as follows:
 - Transfer - General Fund --- 90% (85% Police, 5% Fire)
 - 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. From 2011-12 through 2013-14, the City purchased and installed nearly \$350,000 of equipment to enhance the public safety radio system. The City is collecting system user fees, which pay for equipment maintenance agreements and equipment repairs.

- The 2014-15 proposed budget includes a capital outlay purchase of \$30,500 for purchase of public safety radio infrastructure equipment.
- **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

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

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	854,166	646,440	797,000	150,560
Materials & Services	771,088	719,700	771,900	52,200
Capital Outlay	37,744	150,000	30,500	(119,500)
Total Expenditures	808,832	869,700	802,400	(67,300)
Net Expenditures	45,334	(223,260)	(5,400)	(217,860)



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>
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
2013 – 2014	686,700
2014 – 2015	726,200

- 2006** YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.
- 2008** YCOM prepares to move into the City of McMinnville’s new Public Safety Building.
- 2012** McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

15 - EMERGENCY COMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
319,101	299,926	339,536	4090 Beginning Fund Balance <small>Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.</small>	103,000	103,000	253,000
319,101	299,926	339,536	<u>TOTAL BEGINNING FUND BALANCE</u>	103,000	103,000	253,000
<u>LICENSES AND PERMITS</u>						
26,019	42,066	42,140	4205-08 Franchise Fees - Frontier-Telephone <small>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.</small>	38,000	38,000	38,000
26,019	42,066	42,140	<u>TOTAL LICENSES AND PERMITS</u>	38,000	38,000	38,000
<u>INTERGOVERNMENTAL</u>						
158,728	78,749	0	4760 OR State 911 Emergency Services <small>SB 1559, effective January 1, 2013, requires the State to distribute 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.</small>	0	0	0
0	49,580	15,000	5040-05 Yamhill Communications Agency - Radio System <small>City funds for radio equipment reserve held by Yamhill County; a portion of reserve was first paid to City in 2011-12.</small>	18,000	18,000	18,000
158,728	128,329	15,000	<u>TOTAL INTERGOVERNMENTAL</u>	18,000	18,000	18,000
<u>CHARGES FOR SERVICES</u>						
0	12,500	12,500	5325 System Access Fees <small>Fees charged for access to City's radio system.</small>	13,000	13,000	13,000
0	12,500	12,500	<u>TOTAL CHARGES FOR SERVICES</u>	13,000	13,000	13,000
<u>MISCELLANEOUS</u>						
1,705	1,971	2,300	6310 Interest	1,800	1,800	1,800
1,705	1,971	2,300	<u>TOTAL MISCELLANEOUS</u>	1,800	1,800	1,800
<u>TRANSFERS IN</u>						
746,800	596,400	511,900	6900-01 Transfers In - General Fund	647,100	647,100	647,100
			<u>Description</u> General Fund support for YCOM dispatching service for PD & Fire.	<u>Units</u> 1	<u>Amt/Unit</u> 647,100	<u>Total</u> 647,100

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
70,800	72,900	62,600	6900-79	Transfers In - Ambulance		79,100	79,100	79,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ambulance Fund support for YCOM dispatching services.	1	79,100	79,100		
817,600	669,300	574,500	<u>TOTAL TRANSFERS IN</u>			726,200	726,200	726,200
1,323,153	1,154,092	985,976	<u>TOTAL RESOURCES</u>			900,000	900,000	1,050,000

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
6,298	8,913	15,000	7720-06 Repairs & Maintenance - Equipment	9,700	9,700	9,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Phase II of back-up power project at three radio sites	1	6,200	6,200
			Spare radio infrastructure equipment	1	3,500	3,500
0	0	18,000	7750 Professional Services	36,000	36,000	36,000
			Maintenance agreement for public safety radio system equipment			
53,807	16,898	0	7770 Professional Services - Projects	0	0	0
			Professional services for the engineering and installation of Public Safety radio system.			
649,399	666,528	686,700	8180-05 YCOM - Other Governmental Services	726,200	726,200	726,200
			City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).			
158,728	78,749	0	8180-10 YCOM - State of OR E911 Emergency Sys	0	0	0
			SB 1559, effective January 1, 2013, requires the State to distribute 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.			
868,233	771,088	719,700	<u>TOTAL MATERIALS AND SERVICES</u>	771,900	771,900	771,900
<u>CAPITAL OUTLAY</u>						
154,994	37,744	150,000	8710 Equipment	30,500	30,500	30,500
			Spare public safety radio infrastructure equipment.			
154,994	37,744	150,000	<u>TOTAL CAPITAL OUTLAY</u>	30,500	30,500	30,500
<u>CONTINGENCIES</u>						
0	0	75,000	9800 Contingencies	75,000	75,000	75,000
0	0	75,000	<u>TOTAL CONTINGENCIES</u>	75,000	75,000	75,000
<u>ENDING FUND BALANCE</u>						
299,926	345,260	41,276	9999 Unappropriated Ending Fd Balance	22,600	22,600	172,600
			Undesignated carryover for July 1, 2015 includes, excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.			
299,926	345,260	41,276	<u>TOTAL ENDING FUND BALANCE</u>	22,600	22,600	172,600
1,323,153	1,154,092	985,976	<u>TOTAL REQUIREMENTS</u>	900,000	900,000	1,050,000

15 - EMERGENCY COMMUNICATIONS FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,323,153	1,154,092	985,976	TOTAL RESOURCES	900,000	900,000	1,050,000
1,323,153	1,154,092	985,976	TOTAL REQUIREMENTS	900,000	900,000	1,050,000



STREET FUND





Budget Highlights

- The 2014-15 proposed budget reflects a largely status quo approach relative to service levels. In alignment with the City's goal of seeking a transportation related bond measure in the next year, the budget continues to put a high priority on pavement repair and maintenance activities. Funding has been set aside for localized pavement repair work in various locations around the city as well as for professional services work related to various potential bond projects. As with past practice, funds have been transferred to the Transportation Fund to support annual pavement preservation projects.
- This budget request includes continued funding for a city wide street sweeping contract. Last year, staff conducted a comprehensive examination of internal sweeping operations, and as a result recommended pursuing a contracted service delivery model. That contract commenced in December, 2013. Initial results are positive, and the staff will continue to monitor the program for comparison with in-house services in order to make a recommendation on this service delivery model when the current contract expires in 2015.

As part of that change, staff time previously dedicated to street sweeping as been re-allocated for other tasks in the Street Maintenance Division. Safety related tasks such as pot hole filling/repair, barricade repairs, localized pavement repairs, gravel road maintenance, pavement marking replacement and traffic median maintenance have been the focus of these efforts.

- The 2014-15 proposed budget continues to allocate funding to improve traffic signage and pavement markings throughout the community. In 2013 a pavement marking condition rating system was implemented. Similar to the annual night time street sign rating program, this process inventories and rates each marking on its condition. Deficient markings are identified and scheduled for replacement over the coming year.

Specific signage projects will include annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the second phase of a three year program to upgrade street signage along the City's collector and arterial streets to the new 6" letter standard.

- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance in known problem areas. The budget proposal carries over funding for a culvert repair/replacement on Edmunston Street in SW McMinnville. As a note, at this time the City is not under a storm water mandate relative to water quality standards. However, should this change in the future, it may be necessary to consider a dedicated funding source for this program in order to meet new storm water quality mandates.
- The 2014-15 budget continues funding for street lighting. Discussions between McMinnville Water and Light and the City continue on the feasibility of upgrading the street lighting system to LED fixtures. These upgrades would lead to significantly lower energy consumption, but at a high initial capital cost. Consistent with recent budgets, street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

Core Services

The Street Maintenance Division's primary mission is the maintenance of the City's transportation system. This includes 108 centerline miles of street, 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. These projects are developed, designed, procured and managed with significant support from Engineering staff.
- Street repairs; i.e., partial and full depth, skin patches, pot hole filling and temporary cold mix repairs in inclement weather.
- Curb, gutter, sidewalk repairs and curb painting. Sidewalk repairs are conducted adjacent to City properties or in a 50/50 split with downtown property owners who are repairing street tree related damages. Private property owners are responsible for sidewalks adjacent to their property. Curb painting is performed on a three year cycle, and with school zones and downtown areas being painted annually.



Street Department employees prepping site for hot patching.

Storm Water

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

Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff. The Public Works Division maintains 49 vehicles and 148 various pieces of equipment at the Riverside Drive facility.

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 Oregon Department of Transportation (ODOT) via an intergovernmental agreement.

Street Trees

- This program supports the Planning Department's administration of the street tree ordinance. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.
- Water and prune city owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone.
- Remove hazardous or storm damaged trees, and replace as appropriate

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/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

Street (State Gas Tax) Fund

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

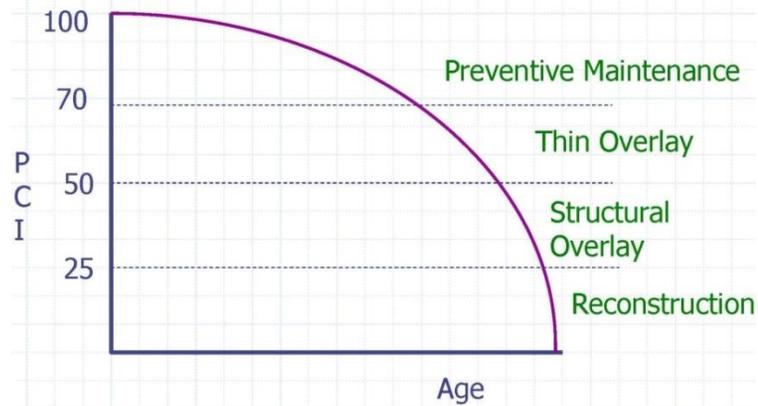
- o A portion of the City’s gas tax revenue increases from the 2009 House Bill 2001 will be dedicated to meet this obligation, with full interest and principal payments beginning in 2017. Use of these additional revenues will divert these funds from pavement preservation and system operational needs. That cost is estimated to be approximately \$200,000 per year over the twenty year life of the loan.

Maintenance Planning

- o Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- o As part of an on-going effort, Street Maintenance staff will be continuing its review of all operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- o Continue to grow partnership opportunities; i.e., ODOT, Yamhill County and local service clubs.

Pavement Management

- o Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a “Pavement Condition Index (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a “like new” street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in “very good” condition have a PCI of 70 or greater. At this point, about 64% of the City’s network meets that threshold:



To maintain that level will require an annual investment of approximately \$1.25 million dollars. At this point resource availability limits the City’s investment to approximately \$525,000. These limits, coupled with pending Newberg/Dundee bypass loan requirements, will mean that without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to higher preservation costs in the future.

Aging Fleet

- o The Street Maintenance Division’s powered rolling stock includes 22 units with an estimated replacement value of \$1.5 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (2) *	18.6 years
Utility trucks and vans (9)	20.4 years
Dump trucks (4)	21.8 years
Construction / maintenance equip (7) **	23.6 years

* Note that the 1988 sweeper is out of service indefinitely

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

Street (State Gas Tax) Fund

2014 – 2015 Proposed Budget --- Budget Summary

The challenge will be to develop a fiscally sustainable replacement strategy where units are replaced based on condition, usage and need, and not just age. Strategies will range from equipment replacements to evaluating operations to determine least cost options (contracts, rentals, lease, etc.). With the focus on pavement preservation, funds have not been allocated for equipment replacement in this budget cycle. However, this will become a more pressing matter in the near future as the fleet continues to age.

Americans with Disabilities Act (ADA) compliance

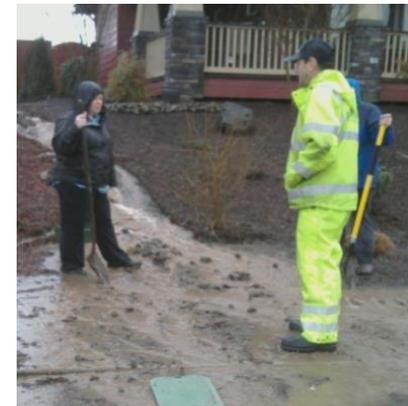
- o Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- o Continue to upgrade curb ramps along with street overlays as per Federal requirements.
- o Continue work on an ADA Transition Plan to identify pedestrian access challenges throughout the community and in the downtown core.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	1,784,580	1,824,450	1,863,850	39,400
Personnel Services	595,528	653,871	667,323	13,452
Materials & Services	604,598	875,874	895,520	19,646
Capital Outlay	431	-	420	420
Transfers Out	464,875	374,794	385,274	10,480
Total Expenditures	1,665,432	1,904,539	1,948,537	43,998
Net Expenditures	119,147	(80,089)	(84,687)	4,598

Full-Time Equivalent (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	8.66		
Extra Help - Street		<u>0.02</u>	
FTE Proposed Budget			8.68



Dale Marshall



Michael Payne



Street (State Gas Tax) Fund

Historical Highlights

1962	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	1997	Public Works Superintendent assumes managerial responsibility over parks maintenance.	2007	Computerized maintenance management program implemented, including a work order system and an asset management system.
1976	Downtown core area tree planting completed.	1997	City of McMinnville awarded "Tree CityUSA".	2007	Decorative antique street lights installed along 3 rd Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
1986	Crack Sealing Program begins on city streets to prolong street life.	2003	Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.	2007	City awarded "Tree CityUSA" designation for the 10 th consecutive year.
1987	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	2004	Street Department maintains 97 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	200 new street signs were installed.	2008	First slurry seal project on city streets to prolong street life.
1990	City maintains 64 miles of paved streets.	2005	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 th storm event.	2009	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
1994	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.				
1994	Street sweeping function partially contracted.				
1996	Seal Coating Program on city streets initiated to prolong street life.				

Street (State Gas Tax) Fund

Historical Highlights

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

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

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

2011 City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2nd to Wallace Road.

2011 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.

2012 2nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.

2012 Pedestrian crossing at 15th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.

2012 2nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks

2013 Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.

2014 Public Works crews in partnership with local contractors responded to a major February snow storm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.



Carlos Ochoa



Michael Payne at Grandhaven School during National Public Works Week.

Street Fund

2014-2015 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund	Department	Section	Program	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
							Page	Amount
		<u>Public Works Superintendent</u>		1	348	83,350		
		General Fund						
		Park Maintenance (0.50 FTE)					145	41,675
		Street Fund (0.50 FTE)					175	41,675
		<u>Park Maintenance Supervisor</u>		1	338	66,882		
		General Fund						
		Park Maintenance (0.95 FTE)					145	63,538
		Street Fund (0.05 FTE)					175	3,344
		<u>Street Maintenance Supervisor</u>		1	338	68,155		
		General Fund						
		Park Maintenance (0.05 FTE)					145	3,408
		Street Fund (0.95 FTE)					175	64,747
		<u>SS & SD Maintenance Supervisor</u>		1	338	68,980		
		Street Fund (0.10 FTE)					175	6,898
		Wastewater Services Fund						
		Conveyance Systems						
		Sanitary (0.90 FTE)					229	62,082
		<u>Senior Utility Worker - WWS</u>		1	330	54,334		
		Street Fund (0.10 FTE)					175	5,433
		Wastewater Services Fund						
		Conveyance Systems						
		Sanitary (0.90 FTE)					229	48,901

Position Description

Fund	Department	Section	Program	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
							Page	Amount
		<u>Mechanic - Public Works</u>		1	326	44,089		
		General Fund						
		Park Maintenance (0.45 FTE)					145	19,840
		Street Fund (0.45 FTE)					175	19,840
		Wastewater Services Fund						
		Administration (0.10 FTE)					217	4,409
		<u>Utility Worker II - WWS</u>		4	326	197,047		
		Street Fund (0.40 FTE)					175	19,705
		Wastewater Services Fund						
		Conveyance Systems						
		Sanitary (3.60 FTE)					229	177,342
		<u>Operations Support Specialist</u>		1	326	46,540		
		General Fund						
		Park Maintenance (0.50 FTE)					145	23,270
		Street Fund (0.50 FTE)					175	23,270
		<u>Police Community Support Coordinator</u>		1	140	59,557		
		General Fund						
		Police						
		Investigations and Support						
		Code / Parking Enforcement (0.98 FTE)					50	58,366
		Street Fund (0.02 FTE)					175	1,191

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES								
BEGINNING FUND BALANCE								
1,011,432	1,082,267	1,172,306	4090	Beginning Fund Balance		1,270,000	1,270,000	1,356,000
				Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.				
1,011,432	1,082,267	1,172,306	TOTAL BEGINNING FUND BALANCE			1,270,000	1,270,000	1,356,000
LICENSES AND PERMITS								
75	124	50	4300	Bicycle Fees		50	50	50
75	124	50	TOTAL LICENSES AND PERMITS			50	50	50
INTERGOVERNMENTAL								
1,756,888	1,766,929	1,815,000	4740	OR State Gas Taxes		1,850,000	1,850,000	1,850,000
				State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.				
1,756,888	1,766,929	1,815,000	TOTAL INTERGOVERNMENTAL			1,850,000	1,850,000	1,850,000
MISCELLANEOUS								
5,396	6,242	6,900	6310	Interest		7,100	7,100	7,100
7,128	1,747	2,500	6600	Other Income		1,500	1,500	1,500
0	3,388	0	6600-05	Other Income - Workers' Comp Reimbursement		0	0	0
12,523	11,377	9,400	TOTAL MISCELLANEOUS			8,600	8,600	8,600
TRANSFERS IN								
0	6,150	0	6900-85	Transfers In - Insurance Services		5,200	5,200	5,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance Services Fund reserve distribution	1	5,200	5,200	
0	6,150	0	TOTAL TRANSFERS IN			5,200	5,200	5,200
2,780,919	2,866,847	2,996,756	TOTAL RESOURCES			3,133,850	3,133,850	3,219,850

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

346,063	343,656	360,206	7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Street Maintenance - 0.95 FTE Supervisor - Park Maintenance - 0.05 FTE Supervisor - SS & SD Maintenance - 0.10 FTE Mechanic - Public Works - 0.45 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - Street - 4.00 FTE Utility Worker II - WWS - 0.40 FTE Operations Support Specialist - Public Works - 0.50 FTE Police Community Support Coordinator - 0.02 FTE	377,058	377,058	377,077
35,334	31,431	30,360	7000-15 Salaries & Wages - Temporary Extra Help - Streets - 1.61 FTE	31,530	31,530	31,530
2,884	1,878	2,600	7000-20 Salaries & Wages - Overtime	2,600	2,600	2,600
22,108	22,120	24,375	7300-05 Fringe Benefits - FICA - Social Security	25,490	25,490	25,492
5,171	5,173	5,700	7300-06 Fringe Benefits - FICA - Medicare	5,961	5,961	5,962
78,268	76,550	100,293	7300-15 Fringe Benefits - PERS - OPSRP - IAP	86,628	86,628	86,632
78,782	81,589	87,086	7300-20 Fringe Benefits - Medical Insurance	91,350	91,350	91,350
444	435	444	7300-25 Fringe Benefits - Life Insurance	884	884	884
1,911	1,897	1,994	7300-30 Fringe Benefits - Long Term Disability	2,084	2,084	2,084
26,107	28,819	36,520	7300-35 Fringe Benefits - Workers' Compensation Insurance	39,442	39,442	39,443
231	231	294	7300-37 Fringe Benefits - Workers' Benefit Fund	294	294	294
3,231	1,749	3,999	7300-40 Fringe Benefits - Unemployment	4,002	4,002	4,002
600,535	595,528	653,871	TOTAL PERSONNEL SERVICES	667,323	667,323	667,350

MATERIALS AND SERVICES

1,082	1,270	900	7530 Safety Training/OSHA	900	900	900
181	212	300	7540 Employee Development	400	400	400
3,002	2,475	2,000	7550 Travel & Education	3,000	3,000	3,000
33,100	29,724	25,000	7590 Fuel - Vehicle & Equipment	25,500	25,500	25,500
11,180	9,749	11,250	7600 Electric & Natural Gas	12,700	12,700	12,700
27,240	34,000	36,900	7610-05 Insurance - Liability	41,500	41,500	41,500

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
5,860	8,600	9,700	7610-10	Insurance - Property		11,100	11,100	11,100
4,935	5,844	5,400	7620	Telecommunications		6,200	6,200	6,200
1,245	1,288	1,400	7650	Janitorial		1,400	1,400	1,400
16,439	17,884	16,500	7660	Materials & Supplies		15,500	15,500	15,500
46,771	44,174	57,000	7720	Repairs & Maintenance		57,000	57,000	57,000
				Materials and supplies for street maintenance activities				
30,566	24,891	29,000	7720-06	Repairs & Maintenance - Equipment		29,000	29,000	29,000
6	5	0	7720-07	Repairs & Maintenance - Equipment-Inventory		0	0	0
4,318	2,961	1,500	7720-10	Repairs & Maintenance - Building Maintenance		1,500	1,500	1,500
				Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.				
1,528	98	0	7720-14	Repairs & Maintenance - Vehicles		0	0	0
5,109	6,431	6,000	7720-28	Repairs & Maintenance - Right of Way		6,500	6,500	6,500
				Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.				
14,419	38,675	41,000	7720-30	Repairs & Maintenance - Sidewalks		34,000	34,000	34,000
				Repair and construction of city sidewalks and wheelchair ramps.				
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Miscellaneous ADA projects	1	20,000	20,000		
			Program work-downtown reimbursements, ADA,etc.	1	14,000	14,000		
6,284	905	6,500	7720-32	Repairs & Maintenance - Traffic Signal		6,500	6,500	6,500
				Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.				
11,988	7,696	16,200	7720-34	Repairs & Maintenance - Parking Structure & Lots		16,500	16,500	16,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Maintenance contracts and permits	1	3,000	3,000		
			Flower basket program	1	3,500	3,500		
			Maintenance projects	1	10,000	10,000		
0	11,814	100,000	7720-35	Repairs & Maintenance - Storm Drains		100,000	100,000	100,000
				Repair of the storm drainage system within the public right-of-way.				
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Edmunston Street culvert replacement/repair	1	100,000	100,000		

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
2,231	10,176	32,670	7750	Professional Services		37,770	37,770	37,770
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,600	2,600	
				Section 125 administration fee	1	170	170	
				Pavement rating services	1	8,000	8,000	
				One Call utility locate services-Storm system	1	2,000	2,000	
				Transportation Bond support	1	25,000	25,000	
141,559	100,991	209,100	7780-12	Contract Services - Street Maintenance		210,100	210,100	210,100
				Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Downtown contract sweeping	1	28,500	28,500	
				City wide contract sweeping	1	69,000	69,000	
				Inmate Crew work	1	3,600	3,600	
				Striping	1	18,000	18,000	
				Snow removal contract services	1	15,000	15,000	
				Backflow testing	1	1,000	1,000	
				Pavement repairs	1	75,000	75,000	
4,643	872	1,500	7800	M & S Equipment		6,500	6,500	6,500
				Miscellaneous small equipment for operations and maintenance				
0	189	500	7800-42	M & S Equipment - Shop		500	500	500
				Miscellaneous small equipment and tools for shop operations and maintenance				
4,235	4,317	4,804	7840	M & S Computer Charges		4,940	4,940	4,940
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,940	4,940	
9,016	8,330	8,250	7840-75	M & S Computer Charges - Street		10,010	10,010	10,010
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Omega software upgrade	1	750	750	
				Windows 7 software upgrades	3	120	360	
				ESRI ArcIMS mapping, 17% - shared with Plan, Eng, Bldg, PW, WWS	1	1,800	1,800	
				Hansen sewer database, 25% - shared with Eng, Pk Maint, WWS	1	2,900	2,900	
				Street Saver software support	1	1,000	1,000	
				Street Saver subscription	1	1,500	1,500	
8,981	13,934	15,500	8190	Signs		15,500	15,500	15,500
				Street signing materials and supplies, along with replacement of downtown parking signage.				

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
191,457	207,883	225,000	8200	Street & Parking Lot Lighting		228,000	228,000	228,000
				McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.				
5,642	9,210	12,000	8210	Street Tree Program		13,000	13,000	13,000
				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.				
593,017	604,598	875,874	TOTAL MATERIALS AND SERVICES			895,520	895,520	895,520
CAPITAL OUTLAY								
49,156	0	0	8710	Equipment		0	0	0
1,901	431	0	8750	Capital Outlay Computer Charges		420	420	420
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department captial costs shared city-wide	1	420	420	
51,056	431	0	TOTAL CAPITAL OUTLAY			420	420	420
TRANSFERS OUT								
148,289	159,054	168,621	9700-01	Transfers Out - General Fund		178,111	178,111	178,111
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	15,402	15,402	
				Engineering, Admin, & Finance personnel services support.	1	162,709	162,709	
300,000	300,000	200,000	9700-45	Transfers Out - Transportation		200,000	200,000	200,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000	
5,755	5,821	6,173	9700-80	Transfers Out - Information Systems		7,163	7,163	7,163
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	7,163	7,163	
454,044	464,875	374,794	TOTAL TRANSFERS OUT			385,274	385,274	385,274
CONTINGENCIES								
0	0	250,000	9800	Contingencies		250,000	250,000	250,000
0	0	250,000	TOTAL CONTINGENCIES			250,000	250,000	250,000

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>ENDING FUND BALANCE</u>						
1,082,267	1,201,415	842,217	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	935,313	935,313	1,021,286
1,082,267	1,201,415	842,217	<u>TOTAL ENDING FUND BALANCE</u>	935,313	935,313	1,021,286
2,780,919	2,866,847	2,996,756	<i>TOTAL REQUIREMENTS</i>	3,133,850	3,133,850	3,219,850

Budget Document Report

20 - STREET FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
2,780,919	2,866,847	2,996,756	TOTAL RESOURCES	3,133,850	3,133,850	3,219,850
2,780,919	2,866,847	2,996,756	TOTAL REQUIREMENTS	3,133,850	3,133,850	3,219,850



AIRPORT MAINTENANCE FUND



- **Airport Layout Map**



Budget Highlights

- The 2014-15 proposed budget includes Federal Aviation Administration (FAA) grant funds to begin the design and environmental evaluation of the planned rehabilitation / reconstruction of the main runway 4-22. It is anticipated that construction will occur in fiscal year 2015-16.

FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match.

Additionally, the City has applied for a Connect Oregon V grant to cover the required 10% match funds. The results of the Connect Oregon V grant process will be known in late summer 2014.

Core Services

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

- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airport in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the Fixed Base Operations (FBO) building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, the 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 the 17-35 Runway/Taxiway project completed in 2010). 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.

Airport Maintenance Fund

2014 – 2015 Proposed Budget --- Budget Summary



There are 129 based aircraft at the McMinnville Municipal Airport.



The FBO or “Terminal Building” continues to be a priority but lacks a funding source.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	243,908	434,500	504,600	70,100
Materials & Services	85,049	327,600	400,078	72,478
Capital Outlay	106,241	-	-	-
Transfers Out	121,437	131,122	70,702	(60,420)
Total Expenditures	312,727	458,722	470,780	12,058
Net Expenditures	(68,819)	(24,222)	33,820	(58,042)



Airport Maintenance Fund

Historical Highlights

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

(SALMON RIVER HWY. NO. 39)

CRUCKSHANK RD.

EVERGREEN

EVERGREEN

CIRRUS AVE.

NIMBUS LP

Light Beacon

TAXIWAY "A1"

TAXIWAY "A"

AIRCRAFT HANGARS

TAXIWAY "A"

TAXIWAY "A2"

TAXIWAY "A3"

TAXIWAY "A"

TAXIWAY "A4"

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

RD.

AIRPORT

35

RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

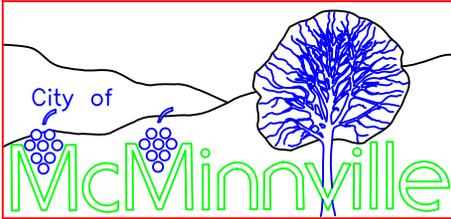
RUNWAY SAFETY AREA

SOUTH

YAMHILL RIVER

RIVER

Localizer Antenna



AIRPORT 2011

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
774,392	809,288	739,694	4090 Beginning Fund Balance Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.	710,000	710,000	731,000
774,392	809,288	739,694	TOTAL BEGINNING FUND BALANCE	710,000	710,000	731,000
INTERGOVERNMENTAL						
0	0	180,000	4580 FAA Grant FAA grant for environmental and design work related to the rehabilitation and reconstruction of the main runway 4-22 project planned for 2015-16. Grant will fund 90% of the cost; City will match will be 10%.	250,000	250,000	239,177
0	0	180,000	TOTAL INTERGOVERNMENTAL	250,000	250,000	239,177
CHARGES FOR SERVICES						
13,885	13,654	13,600	5400-05 Property Rentals - Crop Share & USDA	13,600	13,600	13,600
54,549	55,863	56,800	5400-10 Property Rentals - Land Leases	59,700	59,700	59,700
104,977	107,958	116,800	5400-15 Property Rentals - OSP Building	119,800	119,800	119,800
9,654	9,888	10,000	5400-20 Property Rentals - Fixed Base Operator Lease	10,200	10,200	10,200
44,184	41,508	42,000	5400-25 Property Rentals - City Hangar	40,000	40,000	40,000
227,250	228,871	239,200	TOTAL CHARGES FOR SERVICES	243,300	243,300	243,300
MISCELLANEOUS						
4,103	4,472	5,300	6310 Interest	4,300	4,300	4,300
9,832	10,565	10,000	6600 Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	7,000	7,000	7,000
13,935	15,037	15,300	TOTAL MISCELLANEOUS	11,300	11,300	11,300
1,015,577	1,053,196	1,174,194	TOTAL RESOURCES	1,214,600	1,214,600	1,224,777

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
0	106,241	0	8800	Building Improvements		0	0	0
0	0	0	8920-10	Land Improvements - FAA - Runway & Taxiway Const		0	0	0
0	0	0	8920-15	Land Improvements - Leasee Improvements		0	0	0
0	106,241	0	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
<u>TRANSFERS OUT</u>								
44,452	51,437	61,122	9700-01	Transfers Out - General Fund		70,702	70,702	70,702
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Airport Fund support of Engineering operations.	1	6,168	6,168		
			Engineering, Admin, & Finance personnel services support.	1	64,534	64,534		
70,000	70,000	70,000	9700-77	Transfers Out - Wastewater Capital		0	0	0
114,452	121,437	131,122	<u>TOTAL TRANSFERS OUT</u>			70,702	70,702	70,702
<u>CONTINGENCIES</u>								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	<u>TOTAL CONTINGENCIES</u>			300,000	300,000	300,000
<u>ENDING FUND BALANCE</u>								
809,288	740,468	415,472	9999	Unappropriated Ending Fd Balance		443,820	443,820	436,022
			Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.					
809,288	740,468	415,472	<u>TOTAL ENDING FUND BALANCE</u>			443,820	443,820	436,022
1,015,577	1,053,195	1,174,194	<u>TOTAL REQUIREMENTS</u>			1,214,600	1,214,600	1,224,777

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,015,577	1,053,196	1,174,194	TOTAL RESOURCES	1,214,600	1,214,600	1,224,777
1,015,577	1,053,196	1,174,194	TOTAL REQUIREMENTS	1,214,600	1,214,600	1,224,777



**PUBLIC SAFETY FACILITIES
CONSTRUCTION FUND**





Public Safety Facilities Construction Fund

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

- The McMinnville Civic Hall and Edward J. Gormley Plaza were completed in 2009-10. The Civic Hall is currently used for City Council meetings, Municipal Court sessions, and other City meetings and functions.
- 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. In fiscal year 2010-11, approximately \$107,000, or 90%, of the rebatable arbitrage liability was paid to the Internal Revenue Service.
- 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 budget included a \$42,337 transfer to the Debt Service Fund. This amount was the remaining unspent bond proceeds from the issuance of the 2006 Bonds. The transfer decreased the amount of property taxes that were levied in the Debt Service Fund for the 2012-13 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 are accounted for in General Fund Finance Department materials and services expenditures.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	39	60	50	(10)
Transfers Out	42,337	-	-	-
Total Expenditures	42,337	-	-	-
Net Expenditures	(42,298)	60	50	10



Public Safety Facilities Construction Fund

Historical Highlights

- 1940's** Police Department housed in south administrative area of old Fire Hall Building.
- 1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.
- 1940's** Present Police Department building a grocery store and later a hardware store. A bomb shelter was housed in the basement of the building.
- 1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.
- 1986** City of McMinnville purchased the building from McMinnville Water & Light Department.
- 1987** City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

- 1987** City of McMinnville Police Department and YCOM move into remodeled facilities.
- 1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.
- 2006** City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.
- 2006** The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.
- 2007** Construction of the new Public Safety Facility, located at the SW corner of 2nd St / Adams St, commences.
- 2008** The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

- 2009** The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.
- 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

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	11,476	11,476	4040-05 Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve Proceeds from 2006 issuance of bonds reserved for payment of possible arbitrage rebate liability. Final liability calculation will be completed in 2016.	11,476	11,476	11,476
53,935	42,358	33	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	110	110	110
53,935	53,833	11,509	<u>TOTAL BEGINNING FUND BALANCE</u>	11,586	11,586	11,586
<u>MISCELLANEOUS</u>						
1	7	0	6310 Interest	50	50	50
249	32	60	6310-30 Interest - Bond	0	0	0
250	39	60	<u>TOTAL MISCELLANEOUS</u>	50	50	50
54,185	53,872	11,569	<u>TOTAL RESOURCES</u>	11,636	11,636	11,636

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
352	0	0	7750-57 Professional Services - Financing Administration All resources remaining in this Fund, other than reserve for arbitrage liability, were transferred to the Debt Service Fund in 2012-13. Bond administration or paying agent fee is paid from General Fund, Non-Departmental Department.	0	0	0
352	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>TRANSFERS OUT</u>						
0	42,337	0	9700-60 Transfers Out - Debt Service	0	0	0
0	42,337	0	<u>TOTAL TRANSFERS OUT</u>	0	0	0
<u>CONTINGENCIES</u>						
0	0	0	9800 Contingencies	0	0	0
0	0	0	<u>TOTAL CONTINGENCIES</u>	0	0	0
<u>ENDING FUND BALANCE</u>						
11,476	11,476	11,569	9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve Proceeds from 2006 bonds reserved for possible arbitrage rebate liability. Final calculation will be completed in 2016.	11,476	11,476	11,476
42,357	59	0	9999 Unappropriated Ending Fd Balance Entire amount of fund balance is reserved as Designated Fund Balance-Arbitrage Rebate Reserve.	160	160	160
53,833	11,535	11,569	<u>TOTAL ENDING FUND BALANCE</u>	11,636	11,636	11,636
54,185	53,872	11,569	<u>TOTAL REQUIREMENTS</u>	11,636	11,636	11,636

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
54,185	53,872	11,569	TOTAL RESOURCES	11,636	11,636	11,636
54,185	53,872	11,569	TOTAL REQUIREMENTS	11,636	11,636	11,636



TRANSPORTATION FUND





Transportation Fund

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

- The 2014-15 proposed budget includes a transfer of \$200,000 from the Street Fund to help fund street preservation (overlays and slurry seal applications) work in various areas around the community.
- The 2014-15 budget proposal includes \$525,000 for pavement overlay and slurry seal application work during the summer of 2014.
- Also included in the 2014-15 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.



The City's annual pavement maintenance work in 2013 included approximately 1.6 miles of street overlays and the upgrade of 24 corner curb ramps to current accessibility standards.

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.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	820,618	734,488	694,762	(39,726)
Materials & Services	21,338	30,000	30,000	-
Capital Outlay	479,459	597,000	525,000	(72,000)
Debt Service	-	20,000	20,000	
Transfers Out	45,022	48,252	78,727	30,475
Total Expenditures	545,819	695,252	653,727	(41,525)
Net Expenditures	274,799	39,236	41,035	(1,799)



Transportation Fund

Historical Highlights

1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 st Street / Evans Street / 5 th Street.	1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	Transportation Fund implemented to account for SDCs and street capital projects.
1900	In the early 1900's, many of the downtown area streets constructed.	1986	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	1996	McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
1950	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 th Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.	1997	West 2 nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
1970	Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	1994	City adopts "Transportation Master Plan."	1997	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
1975	Voters pass 5-year roadway serial levy - \$120,000 per year.	1995	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.	1999	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.
1980	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.		

Transportation Fund

Historical Highlights

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

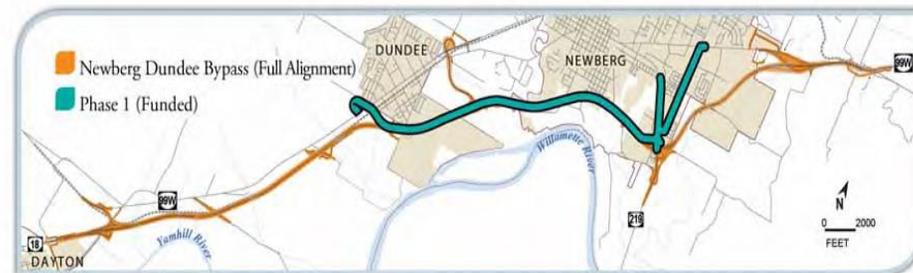
2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.



Budget Document Report

45 - TRANSPORTATION FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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RESOURCES

BEGINNING FUND BALANCE

1,393,538	1,351,185	1,534,101	4045-05 Designated Begin FB-Transport Fd - Transportation SDC Estimated system development charge (SDC) designated carryover at July 1, 2014; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,675,815	1,675,815	1,690,815
-41,474	124,636	209,804	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	191,121	191,121	191,121
1,352,064	1,475,821	1,743,905	TOTAL BEGINNING FUND BALANCE	1,866,936	1,866,936	1,881,936

INTERGOVERNMENTAL

443,154	334,021	377,188	4810 OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. The fund exchange allows the City to spend the money on any City street. Without the fund exchange, the federal dollars would need to be spent on a federal aid project on the City's arterial or collector streets on the federal aid roadway list.	346,362	346,362	346,362								
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2014 STP fund exchange allotment</td> <td>1</td> <td>346,362</td> <td>346,362</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	2014 STP fund exchange allotment	1	346,362	346,362			
Description	Units	Amt/Unit	Total											
2014 STP fund exchange allotment	1	346,362	346,362											
443,154	334,021	377,188	TOTAL INTERGOVERNMENTAL	346,362	346,362	346,362								

CHARGES FOR SERVICES

202,328	179,044	150,000	5500 System Development Charges Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	140,000	140,000	140,000
202,328	179,044	150,000	TOTAL CHARGES FOR SERVICES	140,000	140,000	140,000

MISCELLANEOUS

6,636	7,552	7,300	6310 Interest	8,400	8,400	8,400
0	0	0	6600 Other Income	0	0	0
6,636	7,552	7,300	TOTAL MISCELLANEOUS	8,400	8,400	8,400

TRANSFERS IN

300,000	300,000	200,000	6900-20 Transfers In - Street	200,000	200,000	200,000								
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Gas tax revenues used to fund Transportation Fund expenses.</td> <td>1</td> <td>200,000</td> <td>200,000</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000			
Description	Units	Amt/Unit	Total											
Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000											

45 - TRANSPORTATION FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
300,000	300,000	200,000	TOTAL TRANSFERS IN	200,000	200,000	200,000
2,304,182	2,296,439	2,478,393	TOTAL RESOURCES	2,561,698	2,561,698	2,576,698

Budget Document Report

45 - TRANSPORTATION FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

21,045	21,338	30,000	7750	Professional Services		30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,100	1,100	
				Yamhill Parkway Committee support	1	18,000	18,000	
				Miscellaneous consulting services	1	10,900	10,900	
0	0	0	7760-10	Professional Svcs - Plan/Study - Transportation System Plan		0	0	0
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement		0	0	0
0	0	0	7770-67	Professional Services - Projects - Street Resurfacing		0	0	0
21,045	21,338	30,000		TOTAL MATERIALS AND SERVICES		30,000	30,000	30,000

CAPITAL OUTLAY

69,551	76,139	75,000	9020-05	Street Resurfacing - Seal Coating		75,000	75,000	75,000
				Slurry seal application on various City streets, primarily using fund exchange resources.				
434,229	403,321	522,000	9020-10	Street Resurfacing - Contract Overlays		450,000	450,000	450,000
				Pavement overlay of various City streets, primarily using fund exchange resources.				
0	0	0	9150-05	Developer Reimbursement - Storm Drainage		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.				
503,781	479,459	597,000		TOTAL CAPITAL OUTLAY		525,000	525,000	525,000

DEBT SERVICE

0	0	0	9472-05	ODOT Loan - Newberg/Dundee Bypass - Principal		0	0	0
0	0	20,000	9472-10	ODOT Loan - Newberg/Dundee Bypass - Interest		20,000	20,000	20,000
0	0	20,000		TOTAL DEBT SERVICE		20,000	20,000	20,000

TRANSFERS OUT

52,091	45,022	48,252	9700-01	Transfers Out - General Fund		78,727	78,727	78,727
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transportation Fund support of Engineering operations.	1	6,340	6,340	
				Engineering, Admin, & Finance personnel services support.	1	72,387	72,387	
251,444	0	0	9700-60	Transfers Out - Debt Service		0	0	0
303,535	45,022	48,252		TOTAL TRANSFERS OUT		78,727	78,727	78,727

Budget Document Report

45 - TRANSPORTATION FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>CONTINGENCIES</u>						
0	0	50,000	9800 Contingencies Budget Note: As budgeted, contingency is 100% undesignated carryover.	50,000	50,000	50,000
0	0	50,000	<u>TOTAL CONTINGENCIES</u>	50,000	50,000	50,000
<u>ENDING FUND BALANCE</u>						
1,351,185	1,538,111	1,690,519	9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover at July 1, 2015; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,823,355	1,823,355	1,838,362
124,636	212,508	42,622	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, includes the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	34,616	34,616	34,609
1,475,821	1,750,619	1,733,141	<u>TOTAL ENDING FUND BALANCE</u>	1,857,971	1,857,971	1,872,971
2,304,182	2,296,438	2,478,393	<u>TOTAL REQUIREMENTS</u>	2,561,698	2,561,698	2,576,698

Budget Document Report

45 - TRANSPORTATION FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
2,304,182	2,296,439	2,478,393	TOTAL RESOURCES	2,561,698	2,561,698	2,576,698
2,304,182	2,296,439	2,478,393	TOTAL REQUIREMENTS	2,561,698	2,561,698	2,576,698



PARK DEVELOPMENT FUND



Budget Highlights

- The 2014-15 proposed budget estimate for park systems development charges (SDC's) is based on approximately 68 residential permits generating a total of \$144,000. This amount is slightly higher than years past as new housing starts are slowly improving.
- The City will be applying for a federal Land and Water Conservation Grant to help fund improvements within City Park, including cook shelter and footbridge replacements, added pathways connecting picnic areas west of Cozine creek, adding a drinking fountain near the shelters, adding security cameras in selected upper and lower park areas and related professional services. Total project costs would be \$112,300. The City's matching funds would come from insurance reimbursement for the cook shelter loss, the Howard Nice Trust, and general Park Development Fund dollars. Project expenditures are budgeted in the Professional Services –City Park Renovations accounts.
- Currently in discussions to acquire approximately 3.46 acres for a neighborhood park site to serve residents in northwest McMinnville (the last of the targeted park bond projects approved in 2000.) This anticipated expenditure is budgeted in Park Acquisition – NW Neighborhood Park. Combined with a small adjacent section of our Westside pedestrian/bicycle corridor properties within the Bonneville Power Administration (BPA) easement, the neighborhood park would be a full four acres in size.
- If an acquisition of a NW Neighborhood park property is successful, funds are available in the 2014-15 proposed budget under Professional Services – NW Neighborhood Park to conduct a neighborhood park planning process and create a conceptual park design plan that would serve neighborhood interests.
- In 2012-13, we received an \$18,000 grant from the Petco Foundation to fund partial lighting at the Riverside Drive Dog Park. This project was completed in March 2014.

- The 2014-15 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.



A simple swing set ride adds joy to any park visit.

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.
- 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.
- Continue working throughout 2014-15 with the McMinnville Kiwanis Club to design/plan a "barrier-free" playground to directly serve children with physical challenges. At this time, no City funds are dedicated to this project. Kiwanis has set aside \$33,000 for the project; other funding through donations and grants may also be available for this project. The specific location of this potential project within the McMinnville Park system has yet to be determined.

Park Development Fund

- o 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

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	128,817	131,100	233,650	102,550
Materials & Services	4,764	38,100	53,100	15,000
Capital Outlay	-	553,400	493,300	(60,100)
Transfers Out	148,324	151,363	151,320	(43)
Total Expenditures	153,088	742,863	697,720	(45,143)
Net Expenditures	(24,271)	(611,763)	(464,070)	(147,693)



Nothing beats a cool, wet break from the summer heat offered by the 54 jet water feature at Discovery Meadows Community Park.



Wetland grasses within Dancer Park are particularly beautiful in the spring.



Park Development Fund

Historical Highlights

- 1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1956** McMinnville Aquatic Center constructed.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979** From 1979 – 1981, old National Guard Armory at 6th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- 1990** Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.

Park Development Fund

Historical Highlights

1993 Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

1994 From 1994 – 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.

1996 Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.



1996 Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

1998 City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.

1999 Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.

1999 *Parks, Recreation, and Open Space Master Plan* adopted by City Council

1999 SW Community Park property purchased.

2000 In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.

2001 SW Community Park planning and design process begins -park bond project.

2002 Thompson Park construction project begins in south McMinnville.

2002 Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.

2002 Bend-O-River mini-park in east McMinnville constructed.

2003 Thompson Park construction complete; park opens in June.

2003 Marsh Lane Extension and Dancer Park Expansion Project substantially complete.

2003 Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

Park Development Fund

Historical Highlights

- 2004** From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004** Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004** In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 2005** Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.
- 2006** McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.
- 2007** McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.
- 2007** The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.
- 2007** The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.
- 2008** The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
- 2009** The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
- 2009** A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
- 2010** McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.

2010 Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010 Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

2010 McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

2011 "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.



Budget Document Report

50 - PARK DEVELOPMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,179,000	1,170,089	1,151,682	4050-05 Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds Estimated July 1, 2014 designated carryover of 2001 Park Improvement Bond proceeds.	1,099,684	1,099,684	1,135,183
16,000	16,000	16,000	4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow July 1, 2014 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	16,000	16,000
0	0	0	4050-30 Designated Begin FB-Park Dev Fd - Howard F Nice Trust Estimated July 1, 2014 designated carryover of Howard F Nice Trust donation.	12,500	12,500	12,500
13,664	5,706	21,508	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	1,946	1,946	4,347
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.						
1,208,664	1,191,794	1,189,190	TOTAL BEGINNING FUND BALANCE	1,130,130	1,130,130	1,168,030
INTERGOVERNMENTAL						
0	0	0	4540 Federal LWCF Grant Land and Water Conservation Fund (LWCF) Grant application for various improvements at City Park has been submitted. If approved in August 2014, funds will be used to support City Park project design and renovation expenditures described in line items 7770-30 (Professional Services) and 9300-15 (Park Improvements - City Park).	56,150	56,150	56,150
0	0	0	TOTAL INTERGOVERNMENTAL	56,150	56,150	56,150
CHARGES FOR SERVICES						
140,635	109,712	130,000	5500 System Development Charges Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth.	144,000	144,000	144,000
Budget Note: Current Park SDC is \$2,118 per residential unit. Budget assumes 68 new residential units in 2014-15.						
140,635	109,712	130,000	TOTAL CHARGES FOR SERVICES	144,000	144,000	144,000
MISCELLANEOUS						
269	375	400	6310 Interest Interest earned on SDC, grant, intergovernmental, etc balances	800	800	800

Budget Document Report

50 - PARK DEVELOPMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
6,038	6,230	700	6310-30	Interest - Bond		2,700	2,700	2,700
				Interest earned on unspent Park System Improvement Bond proceeds.				
0	0	0	6360-15	Grants - Petco Foundation		0	0	0
				PETCO Foundation grant - Dog Park lighting project				
0	0	0	6450-05	Donations - Park Development - Discovery Meadows		0	0	0
0	12,500	0	6450-30	Donations - Park Development - Howard F Nice Trust		0	0	0
0	0	0	6600	Other Income		0	0	0
6,307	19,105	1,100	<u>TOTAL MISCELLANEOUS</u>			3,500	3,500	3,500
<u>OTHER FINANCING SOURCE</u>								
100,769	0	0	6820-10	Bond Proceeds - Premium		0	0	0
100,769	0	0	<u>TOTAL OTHER FINANCING SOURCE</u>			0	0	0
<u>TRANSFERS IN</u>								
0	0	0	6900-85	Transfers In - Insurance Services		30,000	30,000	30,000
				Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement.				
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Insurance reimbursement.	1	30,000	30,000		
0	0	0	<u>TOTAL TRANSFERS IN</u>			30,000	30,000	30,000
1,456,375	1,320,611	1,320,290	<u>TOTAL RESOURCES</u>			1,363,780	1,363,780	1,401,680

Budget Document Report

50 - PARK DEVELOPMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

930	2,643	2,600	7750 Professional Services	2,600	2,600	2,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	2,000	2,000
			Other	1	600	600
8,300	500	500	7750-57 Professional Services - Financing Administration	500	500	500
100,769	0	0	7750-63 Professional Services - Financing Issuance Cost	0	0	0
0	1,621	15,000	7770-27 Professional Services - Projects - NW Neighborhood Park	31,000	31,000	61,000
			Initial "conceptual" park design services for NW McMinnville Neighborhood Park, if property purchased. Includes funds for property survey and new lot line adjustment, parcel descriptions and record drawings if necessary for acquisition.			
			Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.			
0	0	10,000	7770-29 Professional Services - Projects - Dog Park	0	0	0
0	0	10,000	7770-30 Professional Services - Projects - City Park Renovations	19,000	19,000	19,000
			Soils testing, engineering and design for replacing lower City Park pedestrian bridge and bridge abutments. These services depend on, in part, receiving a Land and Water Conservation Fund Grant of \$56,150 described in revenue account 4540. Grant approvals will be announced in August 2014.			
550	0	0	7770-31 Professional Services - Projects - Kiwanis Marine Park Renovation	0	0	0
0	0	0	7770-32 Professional Services - Projects - West Hills Neighborhood Park	0	0	0
110,549	4,764	38,100	TOTAL MATERIALS AND SERVICES	53,100	53,100	83,100

CAPITAL OUTLAY

0	0	484,400	9200-10 Park Acquisition - NW Neighborhood Park	300,000	300,000	315,000
			Estimated purchase price of 3.46 acres adjacent to the westside ped/bike corridor to create a NW McMinnville Neighborhood Park site.			
			Budget Note: Acquisition funded by Park Improvement Bonds, although acquisition qualifies for 80% park SDC funding.			
4,942	0	0	9250-20 Park Construction - NE Neighborhood Park	0	0	0

50 - PARK DEVELOPMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET								
0	0	0	9250-25 Park Construction - NW Neighborhood Park Construction of a NW McMinnville Neighborhood Park. This is a park bond funded project and remains contingent on the successful acquisition of a desired park property in this area. Amount indicated is a "placeholder" for future park development should the park property be acquired. Budget Note: Construction funded by Park Improvement Bonds, although proeject qualifies for 80% park SDC funding.	100,000	100,000	100,000								
0	0	0	9250-30 Park Construction - Dog Park	0	0	0								
0	0	35,000	9300-15 Park Improvements - City Park Renovations New foot bridge, handicap access pathways to picnic areas, kitchen shelter replacement and drinking fountain in Lower City Park, and security cameras in lower and upper park areas. These improvements depend on, in part, receiving a Land and Water Conservation Fund Grant of \$56,150 described in revenue line item 4540. Budget Note: The City's Grant match will be funded by fire insurance (from vandalized shelter), Nice Family donation and Park Improvement Bond	93,300	93,300	93,300								
0	0	16,000	9300-25 Park Improvements - Heather Hollow City Park For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs. Budget Note: Project funded 100% by donation.	0	0	0								
0	0	18,000	9300-30 Park Improvements - Dog Park-Petco Foundation grant Dog Park lighting project	0	0	0								
4,942	0	553,400	TOTAL CAPITAL OUTLAY	493,300	493,300	508,300								
<u>TRANSFERS OUT</u>														
49,090	48,324	51,363	9700-01 Transfers Out - General Fund <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>Parks & Rec Admin, Admin, & Finance personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">51,320</td> <td style="text-align: center;">51,320</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Parks & Rec Admin, Admin, & Finance personnel services support.	1	51,320	51,320	51,320	51,320	51,320
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Parks & Rec Admin, Admin, & Finance personnel services support.	1	51,320	51,320											
0	0	0	9700-20 Transfers Out - Street	0	0	0								
100,000	100,000	100,000	9700-60 Transfers Out - Debt Service Transfer to partially off-set debt service for the Park Improvement Bonds which "up-front" funded the SDC portion of projects built with bond funds. Budget Note: Park SDCs available for property tax debt service off-set is proportionate to use of bond money for SDC percentage of bond projects; calculated when all bond proceeds & interest earnings have been spent.	100,000	100,000	100,000								
<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>Transfer of park system development charges (SDC's)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">100,000</td> <td style="text-align: center;">100,000</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Transfer of park system development charges (SDC's)	1	100,000	100,000
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Transfer of park system development charges (SDC's)	1	100,000	100,000											

Budget Document Report

50 - PARK DEVELOPMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
149,090	148,324	151,363	TOTAL TRANSFERS OUT	151,320	151,320	151,320
CONTINGENCIES						
0	0	577,427	9800 Contingencies Budget Note: As budgeted, contingency is \$637,405 Park Development Bonds and \$12,655 Undesignated Other balance.	650,060	650,060	642,960
0	0	577,427	TOTAL CONTINGENCIES	650,060	650,060	642,960
ENDING FUND BALANCE						
1,170,089	1,135,583	0	9950-05 Designated End FB - Park Dev Fd - Park Development Bond Proceeds All funds remaining at June 30, 2015 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.	0	0	0
16,000	16,000	0	9950-25 Designated End FB - Park Dev Fd - Heather Hollow	16,000	16,000	16,000
0	12,500	0	9950-30 Designated End FB - Park Dev Fd - Howard F Nice Trust	0	0	0
5,705	3,441	0	9999 Unappropriated Ending Fd Balance All funds remaining at June 30, 2015 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.	0	0	0
1,191,794	1,167,524	0	TOTAL ENDING FUND BALANCE	16,000	16,000	16,000
1,456,375	1,320,612	1,320,290	TOTAL REQUIREMENTS	1,363,780	1,363,780	1,401,680

Budget Document Report

50 - PARK DEVELOPMENT FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,456,375	1,320,611	1,320,290	TOTAL RESOURCES	1,363,780	1,363,780	1,401,680
1,456,375	1,320,611	1,320,290	TOTAL REQUIREMENTS	1,363,780	1,363,780	1,401,680



URBAN RENEWAL FUND





Urban Renewal

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

On July 23, 2013, the McMinnville City Council, acting in its capacity as the Urban Renewal Agency's governing body, adopted the "McMinnville Urban Renewal Plan. This plan charts a long-term path designed to foster economic growth and revitalization within a nearly 175 acre area that includes the historic downtown and neighboring lands to the northeast. The projects identified within the plan are directed at improving and extending existing public infrastructure within the district, providing public amenities, and making the area more attractive for private investment. Funding for these improvements would be provided through a combination of private and public resources, with the primary source being tax increment financing. (Tax increment financing is a method by which taxes are reallocated; it is not a new or additional tax). To help guide and direct the plan's implementation, the Urban Renewal Agency Board established the McMinnville Urban Renewal Advisory Committee. A budget committee has been appointed to review the Urban Renewal District's annual budget. This is the District's first budget.

Consistent with State law, the budget for the McMinnville Urban Renewal program is composed of two funds: the Urban Renewal Fund and the Urban Renewal Debt Service Fund. The Urban Renewal Fund receives revenue from the issuance of debt and expends those funds on projects, administration, and contracts for other services and supplies. The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt.

The Urban Renewal Fund proposes expenditures of \$26,000 for administration, contract services, repayment of prior project study costs (feasibility study and urban renewal plan), and other expenses related to projects to be undertaken in this fiscal year. Revenue for this account is proposed to come from the proceeds of a short term loan from the City's General Fund. (This loan would not occur until

and unless tax increment revenue adequate to repay this loan have been received.)

The Debt Service Fund includes projected tax increment revenues of \$53,900, after taking into account an estimated 8% for uncollectible taxes. This revenue projection is based upon a 2012-13 tax roll "frozen base" for the district of \$93,319,144 and payment of taxes on some \$4.2 million increase in value since that time. Tax increment revenue would be used in this fiscal year to repay the short term loan from the City, should the loan be realized. The balance of the revenue received is held in the ending fund balance and carried forward for future debt service payments.



Alpine Avenue



***Alpine Avenue
Redesign Concept***

Urban Renewal Fund

2014 – 2015 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Near Term –

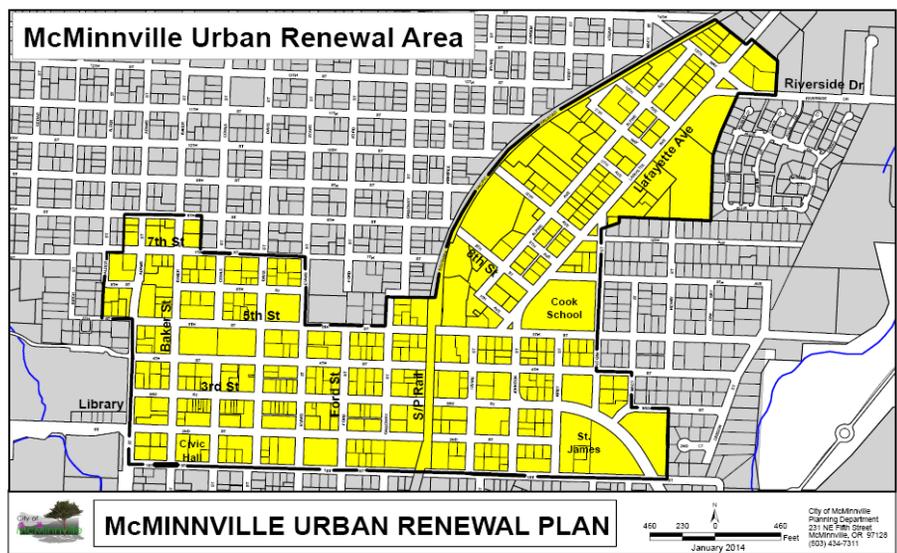
- Prioritize and implement projects that have the ability to adequately “jump start” investment in the district, thereby producing higher tax increment growth rates and quicker revitalization of the district.
- Define and track district growth and investment metrics, and report annually those results to the Agency, advisory committee, and general public.

Longer Term –

- Maintain an ability to effectively manage an evolving and growing urban renewal program while balancing other assigned duties with currently available staff.

Urban Renewal Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	-	-	80,100	80,100
Materials & Services	-	-	21,000	21,000
Capital Outlay	-	-	5,000	5,000
Debt Service			31,200	31,200
Total Expenditures	-	-	57,200	57,200
Net Expenditures	-	-	22,900	(22,900)



2011 Work begins on the drafting of a state funded Northeast Gateway Plan and Implementation Strategy.



2011 Council and other interested parties begin exploration of Tax Increment Financing as possible source of funds for improvements in the Northeast Gateway District and downtown McMinnville.

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

2012 Based upon findings of the Feasibility Study, the Council initiates work on a draft Urban Renewal Plan for a 175-acre area that includes the historic downtown and Northeast Gateway area.

2013 City Council appoints itself as the “McMinnville Urban Renewal Agency;” and, acting in its capacity as the Agency, adopts the McMinnville Urban Renewal Plan.

2014 McMinnville Urban Renewal Advisory Committee (MURAC) appointed to help guide and advise Agency on urban renewal issues.

58 - URBAN RENEWAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4090 Beginning Fund Balance Because no tax increment revenues or loan proceeds were received in 2013-14, there was no carry over to fiscal year 2014-15.	0	0	0
0	0	0	<u>TOTAL BEGINNING FUND BALANCE</u>	0	0	0
<u>MISCELLANEOUS</u>						
0	0	0	6310 Interest Estimated interest income earned	0	0	0
0	0	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0
<u>OTHER FINANCING SOURCE</u>						
0	0	0	6840 Inter-Agency Loan Proceeds - City Loan proceeds received from the City as provided for in City/Urban Renewal Agency intergovernmental agreements	26,000	26,000	26,000
0	0	0	<u>TOTAL OTHER FINANCING SOURCE</u>	26,000	26,000	26,000
0	0	0	<u>TOTAL RESOURCES</u>	26,000	26,000	26,000

58 - URBAN RENEWAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>REQUIREMENTS</u>						
<u>MATERIALS AND SERVICES</u>						
0	0	0	7520 Public Notices & Printing Legal notices for public meetings; printing of plan documents, and informational materials.	500	500	500
0	0	0	7660 Materials & Supplies	500	500	500
0	0	0	7750 Professional Services Contract services for annual audit, project management, design, legal, and other services related to urban renewal projects and programs.	10,000	10,000	10,000
0	0	0	8225 Facade Rehabilitation Program Program designed to provide funds to eligible property owners and tenants to improve building facades within urban renewal district.	10,000	10,000	10,000
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	21,000	21,000	21,000
<u>CAPITAL OUTLAY</u>						
0	0	0	8920 Land Improvements Appropriation is for currently unspecified projects	5,000	5,000	5,000
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>	5,000	5,000	5,000
<u>CONTINGENCIES</u>						
0	0	0	9800 Contingencies	0	0	0
0	0	0	<u>TOTAL CONTINGENCIES</u>	0	0	0
<u>ENDING FUND BALANCE</u>						
0	0	0	9999 Unappropriated Ending Fd Balance All funds loaned to Urban Renewal by the City during the fiscal year are anticipated to be spent. As a result, there is no carry forward to the next fiscal year.	0	0	0
0	0	0	<u>TOTAL ENDING FUND BALANCE</u>	0	0	0
0	0	0	<u>TOTAL REQUIREMENTS</u>	26,000	26,000	26,000

Budget Document Report

58 - URBAN RENEWAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	0	TOTAL RESOURCES	26,000	26,000	26,000
0	0	0	TOTAL REQUIREMENTS	26,000	26,000	26,000



URBAN RENEWAL DEBT SERVICE FUND



59 - URBAN RENEWAL DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4059-05 Designated Begin Fd Balance-Urban Renewal - Reserved for Debt Service	0	0	0
0	0	0	4090 Beginning Fund Balance Because no tax increment revenues were received in 2013-14, there was no carryover to 2014-15.	0	0	0
0	0	0	<u>TOTAL BEGINNING FUND BALANCE</u>	0	0	0
<u>PROPERTY TAXES</u>						
0	0	0	4100-05 Property Taxes - Current \$58,600 2014-2015 Tax increment revenue (4,700) Less uncollectible taxes - 8% \$53,900 2014-2015 Current tax increment revenue	53,900	53,900	53,900
Budget Note: Tax increment revenue from Division of Tax estimated at \$13.8850 per \$1,000 of assessed value						
0	0	0	4100-10 Property Taxes - Prior Collection of delinquent taxes from prior year Division of Tax; there are no prior year taxes in 2014-2015	0	0	0
0	0	0	<u>TOTAL PROPERTY TAXES</u>	53,900	53,900	53,900
<u>MISCELLANEOUS</u>						
0	0	0	6310 Interest	200	200	200
0	0	0	<u>TOTAL MISCELLANEOUS</u>	200	200	200
0	0	0	<u>TOTAL RESOURCES</u>	54,100	54,100	54,100

Budget Document Report

59 - URBAN RENEWAL DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET	
REQUIREMENTS							
DEBT SERVICE							
0	0	0	9415-05 Inter-Agency Loan - Principal Repayment of Loan as provided for in City/Urban Renewal Agency intergovernmental agreements	31,000	31,000	31,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Repayment of current year loan from the City	1	26,000	26,000
				Prior year expense reimbursement	1	5,000	5,000
0	0	0	9415-10 Inter-Agency Loan - Interest Payment of interest on Loan as provided for in City/Urban Renewal Agency intergovernmental agreements	200	200	200	
0	0	0	TOTAL DEBT SERVICE	31,200	31,200	31,200	
ENDING FUND BALANCE							
0	0	0	9959-05 Designated Ending Fund Balance - Urban Renewal - Reserved for Debt Service All tax increment dollars carried forward to next fiscal year are designated for future debt service payments.	22,900	22,900	22,900	
0	0	0	9999 Unappropriated Ending Fd Balance	0	0	0	
0	0	0	TOTAL ENDING FUND BALANCE	22,900	22,900	22,900	
0	0	0	TOTAL REQUIREMENTS	54,100	54,100	54,100	

Budget Document Report

59 - URBAN RENEWAL DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	0	TOTAL RESOURCES	54,100	54,100	54,100
0	0	0	TOTAL REQUIREMENTS	54,100	54,100	54,100



DEBT SERVICE FUND



- **Statement of Bonds and Loans Outstanding**



Budget Highlights

Debt Service Current Property Taxes

- For fiscal year 2014-15, the City will levy \$1,572,700 in property taxes to pay principal and interest debt service payments on general obligation bonds. This levy will result in a tax rate for debt service of \$0.6910 per \$1,000 of assessed value in 2014-15, compared to \$0.6980 in 2013-14.
- The decrease in the tax levy for debt service is primarily due to an estimated 2% increase in the assessed value of property within the City limits.
- When calculating the tax rate for debt service, the City takes into account that approximately 8% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- Property taxes levied in previous years, but collected in the current year, and interest earned on investments are also available for principal and interest payments on bonds. Prior year taxes and interest reduce the amount of property taxes that must be levied for debt service.

Refunding of 2001 Park Improvement System Bonds

- In October 2011, the City issued \$5,590,000 General Obligation Refunding Bonds. The bond proceeds and a portion of the Debt Service Fund reserve were used to refund or pay off the 2001 Park System Improvement Bonds. Total present value savings from the refunding was approximately \$957,000.
- The 2011 Refunding Bonds are 10-year bonds and will be paid off in 2021.

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.

Transfer from the Transportation Fund

- Since 1996 when the \$7,415,000 General Obligation Bonds for Transportation Projects were issued, transportation SDC revenues were 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 to the Debt Service Fund. The last transfer was in fiscal year 2011-12.

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 2014-15.

Debt Service Fund

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 for debt service payments due from July 1 through November 1.
- Local Budget Law allows the City to levy taxes sufficient for the designated fund balance because the dollars carried forward are reserved for future debt service payments.

Future Challenges and Opportunities

- The City has substantial capital needs that will need to be addressed in the future. General obligation bond proceeds can be used to finance capital projects but must be approved by the voters.
- It is probable that City Council will proceed with asking the voters to authorize the issuance of general obligation bonds in November 2014. If voters approve the ballot measure, general obligation bonds will be issued in the spring of 2015. Bond proceeds will be used to pay for street and sidewalk improvements included in the City's Transportation System Plan and other high priority projects.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	1,502,176	1,589,500	1,601,400	11,900
Debt Service	1,650,375	1,605,030	1,598,330	(6,700)
Other Financing Uses	-	-	-	-
Total Expenditures	1,650,375	1,605,030	1,598,330	(6,700)
Net Expenditures	(148,199)	(15,530)	3,070	(18,600)



Debt Service Fund

Historical Highlights

1969	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	1984	Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.	1997	1997 refunding bonds issued to refund 1979 community center bonds and 1987 fire station bonds.
1975	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	1986	September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	2002	November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
1978	March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	1989	1989 advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	2006	Voters approve 20-year \$13,120,000 general obligation public safety and courtroom/civic building bond issue. Bonds sold November 2006.
1978	November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	1995	Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	2006	Transportation 10-year bonds paid.
1980	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	1996	1996 refunding bonds issued to refund 1989 advance refunding bonds, saving future debt service tax dollars.	2007	Fire Station 20-year bonds paid.
1982	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	1996	Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	2011	2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds, saving future debt service tax dollars
1982	August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.			2012	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 2014-2015 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2014	Maturing 2014 - 2015 Principal	Maturing 2014 - 2015 Interest
GENERAL OBLIGATION BONDS							
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.							
2006 Public Safety Civic Buildings Construction Bonds	11/14/2006	11/14/2026	\$ 13,120,000	3.75 - 5.50%	\$ 9,845,000	\$ 585,000	\$ 383,925
Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.							
2011 Park Improvement Refunding Bonds	10/6/2011	10/6/2021	\$ 5,590,000	3.75 - 5.5%	\$ 4,525,000	\$ 520,000	\$ 109,400
Bond proceeds used to refund 2001 Park Improvement Bonds.							
TOTAL - General Obligation Bonds			\$ 18,710,000		\$ 14,370,000	\$ 1,105,000	\$ 493,325

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60 - DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
450,000	470,000	0	4060-10 Designated Begin FB-Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1	0	0	0
151,830	141,705	0	4060-15 Designated Begin FB-Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1	0	0	0
500,000	525,000	555,000	4060-20 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 July 1, 2014 designated carryover from the 2013-2014 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2014 which is prior to receipt of 2014-2015 property taxes.	585,000	585,000	585,000
239,710	229,710	215,270	4060-25 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 July 1, 2014 designated carryover from the 2013-2014 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2014 which is prior to receipt of 2014-2015 property taxes.	200,010	200,010	200,010
0	0	515,000	4060-32 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1, 2014 designated carryover from the 2013-2014 fiscal year to pay 2011 Park Refunding Bond principal due August 1, 2014 which is prior to receipt of 2014-2015 property taxes.	520,000	520,000	520,000
0	0	62,450	4060-33 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1, 2014 designated carryover from the 2013-2014 fiscal year to pay 2011 Park Refunding Bond interest due August 1, 2014 which is prior to receipt of 2014-2015 property taxes.	57,300	57,300	57,300
130,258	224,283	70,135	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	64,860	64,860	64,860
1,471,798	1,590,698	1,417,855	TOTAL BEGINNING FUND BALANCE	1,427,170	1,427,170	1,427,170
PROPERTY TAXES						
1,362,079	1,290,168	1,434,000	4100-05 Property Taxes - Current \$1,572,700 2014-2015 debt service property tax levy (\$125,800) Less uncollectible taxes - 8% \$1,446,900 2014-2015 Current property taxes Budget Note: Debt Service property tax rate estimated at \$0.6910 per \$1,000 of assessed value compared to \$0.6980 in 2013-2014.	1,446,900	1,446,900	1,446,900
76,196	63,844	50,000	4100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	50,000	50,000
1,438,276	1,354,012	1,484,000	TOTAL PROPERTY TAXES	1,496,900	1,496,900	1,496,900

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60 - DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET								
<u>MISCELLANEOUS</u>														
5,242	5,827	5,500	6310 Interest	4,500	4,500	4,500								
5,242	5,827	5,500	<u>TOTAL MISCELLANEOUS</u>	4,500	4,500	4,500								
<u>OTHER FINANCING SOURCE</u>														
5,590,000	0	0	6820-05 Bond Proceeds - Par Amount Par amount of 2011 Refunding Bonds issued in October 2011; proceeds were used to refund the 2001 Park Improvement Bonds.	0	0	0								
235,547	0	0	6820-10 Bond Proceeds - Premium Premium received for refunding bonds issued in October 2011; premium was used in refunding of the 2001 Park Improvement Bonds.	0	0	0								
5,825,547	0	0	<u>TOTAL OTHER FINANCING SOURCE</u>	0	0	0								
<u>TRANSFERS IN</u>														
0	42,337	0	6900-40 Transfers In - Public Safety Facilities Const	0	0	0								
251,444	0	0	6900-45 Transfers In - Transportation	0	0	0								
100,000	100,000	100,000	6900-50 Transfers In - Park Development Transfer from Park Development Fund 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.														
<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> </tr> </thead> <tbody> <tr> <td>Transfer of park system development charges (SDC's)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">100,000</td> <td style="text-align: center;">100,000</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Transfer of park system development charges (SDC's)	1	100,000	100,000
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Transfer of park system development charges (SDC's)	1	100,000	100,000											
351,444	142,337	100,000	<u>TOTAL TRANSFERS IN</u>	100,000	100,000	100,000								
9,092,307	3,092,874	3,007,355	<u>TOTAL RESOURCES</u>	3,028,570	3,028,570	3,028,570								

Budget Document Report

60 - DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
DEBT SERVICE						
500,000	525,000	555,000	9460-05 2006 PS & Court/Civic Bldg Bond - Principal - Aug 1 2006 Public Safety and Courtroom/Civic Building principal payment due August 1, 2014.	585,000	585,000	585,000
229,706	215,269	200,010	9460-10 2006 PS & Court/Civic Bldg Bond - Interest - Feb 1 2006 Public Safety and Courtroom/Civic Building Bond interest payment due February 1, 2015.	183,920	183,920	183,920
239,706	229,706	215,270	9460-15 2006 PS & Court/Civic Bldg Bond - Interest - Aug 1 2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2014.	200,010	200,010	200,010
450,000	0	0	9480-05 2001 Park Improvements Bond - Principal - Aug 1	0	0	0
51,957	0	0	9480-10 2001 Park Improvements Bond - Interest - Feb 1	0	0	0
151,826	0	0	9480-15 2001 Park Improvements Bond - Interest - Aug 1	0	0	0
0	550,000	515,000	9485-05 2011 Park Bond Refunding - Principal - Aug 1 2011 Park Refunding Bond principal payment due August 1, 2014.	520,000	520,000	520,000
43,413	62,450	57,300	9485-10 2011 Park Bond Refunding - Interest - Feb 1 2011 Park Refunding Bond interest payment due February 1, 2015.	52,100	52,100	52,100
0	67,950	62,450	9485-15 2011 Park Bond Refunding - Interest - Aug 1 2011 Park Refunding Bond interest payment due August 1, 2014.	57,300	57,300	57,300
22,043	0	0	9490 Bond Refunding	0	0	0
1,688,651	1,650,375	1,605,030	TOTAL DEBT SERVICE	1,598,330	1,598,330	1,598,330
OTHER FINANCING USES						
5,812,957	0	0	9600 Bond Refunding	0	0	0
5,812,957	0	0	TOTAL OTHER FINANCING USES	0	0	0
ENDING FUND BALANCE						
470,000	0	0	9960-10 Designated End FB - Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1	0	0	0
141,705	0	0	9960-15 Designated End FB - Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1	0	0	0
525,000	555,000	585,000	9960-20 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 July 1, 2015 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2015 which is prior to receipt of 2015-2016 property taxes.	615,000	615,000	615,000

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60 - DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
229,710	215,270	200,010	9960-25 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 July 1, 2015 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2015 which is prior to receipt of 2015-2016 property taxes.	183,920	183,920	183,920
0	515,000	520,000	9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1, 2015 designated cash carryover for payment of the 2011 Park Refunding Bond principal due August 1, 2015 which is prior to 2015-2016 property tax receipts.	535,000	535,000	535,000
0	62,450	57,300	9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1, 2015 designated cash carryover for payment of the 2011 Park Refunding Bond interest due August 1, 2015 which is prior to 2015-2016 property tax receipts.	52,100	52,100	52,100
224,283	94,779	40,015	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	44,220	44,220	44,220
1,590,698	1,442,499	1,402,325	<u>TOTAL ENDING FUND BALANCE</u>	1,430,240	1,430,240	1,430,240
9,092,306	3,092,874	3,007,355	<u>TOTAL REQUIREMENTS</u>	3,028,570	3,028,570	3,028,570

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60 - DEBT SERVICE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
9,092,307	3,092,874	3,007,355	TOTAL RESOURCES	3,028,570	3,028,570	3,028,570
9,092,306	3,092,874	3,007,355	TOTAL REQUIREMENTS	3,028,570	3,028,570	3,028,570



BUILDING FUND





Budget Highlights

- The 2014-15 proposed budget for the Building Division continues the previous year's "hold the line" position in most accounts, and expected expenses are in line with expected revenues. No transfer from the General Fund is included in the 2014-15 proposed budget (a \$50,000 transfer from the General Fund occurred in 2011-12). The projected ending fund balance of approximately \$230,000 represents a nearly 80% annual operating reserve for the Division.
- With only one full time Building Inspector, and a half-time Building Official, coverage for inspections and in-office customer service (availability for permit and code questions via phone or at the counter) remains challenging. Staff continues to do an excellent job coordinating schedules to maximize coverage and to meet our customer's expectations related to our services, but there are times during staff absences (training, vacations and/or sick leave) where we need to postpone inspections, and where other Community Development Department staff assists with providing the needed coverage.
- 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 allows 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). The Yamhill County Building Department staff has been excellent to work with, and they have been of great assistance to us in helping provide coverage for our inspectors on an as needed basis, often with very short notice (due to unexpected absences).

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.



69 new living units in 2013

Building Fund

2014 – 2015 Proposed Budget --- Budget Summary

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	291,489	292,375	310,050	17,675
Personnel Services	191,884	195,606	205,902	10,296
Materials & Services	34,910	51,355	54,195	2,840
Capital Outlay	316	-	311	311
Transfers Out	26,093	36,999	36,890	(109)
Total Expenditures	253,203	283,960	297,298	13,338
Net Expenditures	38,286	8,415	12,752	(4,337)

Full-Time Equivalents (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	1.90		
Permit Technician - Eng/Bldg		0.10	
FTE Proposed Budget		0.10	2.00



Building Fund

Historical Highlights

- | | | | | | |
|--------------|---|-------------|---|-------------|--|
| 1969 | State of Oregon adopts the 1968 edition of the National Electrical Code. | 1997 | Building Division management moved into the newly created Community Development Department with ultimate goal of a “one-stop” development center. | 2009 | Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement. |
| 1970s | Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections. | 2000 | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses. | 2010 | 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. |
| 1988 | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews. | 2002 | City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting. | 2012 | General Fund transfer of \$50,000 to support Division activities. |
| 1991 | Building Division Advisory Board created with various stakeholders from the building community. | 2005 | The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%. | 2012 | 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. |
| 1994 | Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff. | 2006 | An additional inspector position filled. | 2012 | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services. |
| 1995 | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits. | 2007 | Division moved to new Community Development Center. | | |
| 1997 | Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews. | | | | |

Building Fund

2014-2015 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	Page	Amount
Department	Employees		Salary		
<u>Permit Technician</u>	1	328	51,746		
General Fund					
Engineering (0.50 FTE)				20	25,873
Building Fund (0.50 FTE)				211	25,873

Budget Document Report

70 - BUILDING FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET	
RESOURCES							
BEGINNING FUND BALANCE							
223,222	169,691	182,628	4090 Beginning Fund Balance Estimated July 1, 2014 carryover from the 2013-2014 fiscal year.	221,000	221,000	291,000	
223,222	169,691	182,628	TOTAL BEGINNING FUND BALANCE	221,000	221,000	291,000	
LICENSES AND PERMITS							
216,236	218,813	210,000	4400-05 Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees.	220,500	220,500	220,500	
34,211	30,119	38,500	4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	40,500	40,500	40,500	
44,840	36,377	41,250	4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	43,500	43,500	43,500	
1,075	430	525	4400-20 Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	550	550	550	
47	382	0	4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including sidewalk, driveway, and re-inspection fees.	0	0	0	
296,409	286,121	290,275	TOTAL LICENSES AND PERMITS	305,050	305,050	305,050	
MISCELLANEOUS							
825	952	1,100	6310 Interest	1,300	1,300	1,300	
6,988	1,266	1,000	6600-97 Other Income - Building Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	2,100	2,100	2,100	
7,813	2,218	2,100	TOTAL MISCELLANEOUS	3,400	3,400	3,400	
TRANSFERS IN							
50,000	0	0	6900-01 Transfers In - General Fund	0	0	0	
0	3,150	0	6900-85 Transfers In - Insurance Services	1,600	1,600	1,600	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Insurance Services Fund reserve distribution	1	1,600	1,600
50,000	3,150	0	TOTAL TRANSFERS IN	1,600	1,600	1,600	
577,444	461,181	475,003	TOTAL RESOURCES	531,050	531,050	601,050	

Budget Document Report

70 - BUILDING FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

200,937	89,337	85,940	7000-05 Salaries & Wages - Regular Full Time Building Inspector III - 1.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE	94,290	94,290	94,290
11,214	37,521	38,270	7000-10 Salaries & Wages - Regular Part Time Building Official - 0.50 FTE	40,028	40,028	40,028
3,861	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	0	200	7000-20 Salaries & Wages - Overtime	200	200	200
12,753	7,592	7,713	7300-05 Fringe Benefits - FICA - Social Security	8,340	8,340	8,340
2,982	1,775	1,804	7300-06 Fringe Benefits - FICA - Medicare	1,950	1,950	1,950
51,171	30,598	35,679	7300-15 Fringe Benefits - PERS - OPSRP - IAP	32,662	32,662	32,662
30,786	22,182	22,818	7300-20 Fringe Benefits - Medical Insurance	24,888	24,888	24,888
169	117	117	7300-25 Fringe Benefits - Life Insurance	228	228	228
999	692	680	7300-30 Fringe Benefits - Long Term Disability	740	740	740
2,697	2,016	2,320	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,508	2,508	2,508
74	53	65	7300-37 Fringe Benefits - Workers' Benefit Fund	68	68	68
0	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
317,642	191,884	195,606	TOTAL PERSONNEL SERVICES	205,902	205,902	205,902

MATERIALS AND SERVICES

176	295	500	7520 Public Notices & Printing Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	500	500	500
80	60	100	7540 Employee Development	100	100	100
1,205	840	1,500	7550 Travel & Education Training seminars and classes to maintain staff certifications, some of which are required by the State of Oregon.	2,000	2,000	2,000
1,067	1,151	1,300	7590 Fuel - Vehicle & Equipment	1,400	1,400	1,400
2,154	2,060	2,250	7600 Electric & Natural Gas Division's share of Community Development Center's electricity expense, ~25%.	2,450	2,450	2,450
1,670	2,200	1,400	7610-05 Insurance - Liability	1,500	1,500	1,500
660	1,000	900	7610-10 Insurance - Property	1,000	1,000	1,000
3,091	2,773	3,000	7620 Telecommunications	3,750	3,750	3,750

Budget Document Report

70 - BUILDING FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,512	1,653	1,650	7650	Janitorial		1,600	1,600	1,600
					Division's share of Community Development Center janitorial service and supplies cost, ~25%.			
3,563	2,343	3,500	7660	Materials & Supplies		5,500	5,500	5,500
					Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.			
171	53	500	7720	Repairs & Maintenance		500	500	500
					Repairs and maintenance of vehicles and office equipment.			
730	685	5,000	7720-08	Repairs & Maintenance - Building Repairs		2,500	2,500	2,500
					Division's share of Community Development Center's repairs and improvements, ~25%.			
810	1,160	1,450	7720-10	Repairs & Maintenance - Building Maintenance		1,750	1,750	1,750
					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%.			
956	745	500	7750	Professional Services		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
4,395	4,905	10,000	7750-33	Professional Services - Contract Inspections		10,000	10,000	10,000
					Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.			
824	0	1,500	7750-36	Professional Services - Contract Plan Review		1,500	1,500	1,500
					Contract plan reviews and engineering services on commercial projects.			
1,201	952	1,400	7790-20	Maintenance & Rental Contracts - Community Development Center		1,000	1,000	1,000
					Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.			
0	0	0	7800	M & S Equipment		0	0	0
6,262	3,166	3,555	7840	M & S Computer Charges		3,655	3,655	3,655
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,655	3,655	
12,941	8,869	11,350	7840-80	M & S Computer Charges - Building		13,090	13,090	13,090
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Printer replacement	1	250	250	
				Windows 7 software upgrade	2	120	240	
				Accela Permits Plus, 70% - shared with Eng, Plan	1	9,100	9,100	
				ESRI ArcIMS mapping, 17% - shared with PI, Bdg, Eng, PW, St, WWS	1	1,800	1,800	
43,468	34,910	51,355	TOTAL MATERIALS AND SERVICES			54,195	54,195	54,195

Budget Document Report

70 - BUILDING FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
2,808	316	0	8750	Capital Outlay Computer Charges		311	311	311
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	311	311	
0	0	0	8850	Vehicles		0	0	0
2,808	316	0	<u>TOTAL CAPITAL OUTLAY</u>			311	311	311
<u>TRANSFERS OUT</u>								
32,325	20,272	30,826	9700-01	Transfers Out - General Fund		29,727	29,727	29,727
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineering, Admin, & Finance personnel services support.	1	29,727	29,727	
11,509	5,821	6,173	9700-80	Transfers Out - Information Systems		7,163	7,163	7,163
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	7,163	7,163	
43,834	26,093	36,999	<u>TOTAL TRANSFERS OUT</u>			36,890	36,890	36,890
<u>CONTINGENCIES</u>								
0	0	75,000	9800	Contingencies		75,000	75,000	75,000
0	0	75,000	<u>TOTAL CONTINGENCIES</u>			75,000	75,000	75,000
<u>ENDING FUND BALANCE</u>								
169,691	207,977	116,043	9999	Unappropriated Ending Fd Balance		158,752	158,752	228,752
				Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.				
169,691	207,977	116,043	<u>TOTAL ENDING FUND BALANCE</u>			158,752	158,752	228,752
577,444	461,180	475,003	<u>TOTAL REQUIREMENTS</u>			531,050	531,050	601,050

Budget Document Report

70 - BUILDING FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
577,444	461,181	475,003	TOTAL RESOURCES	531,050	531,050	601,050
577,444	461,181	475,003	TOTAL REQUIREMENTS	531,050	531,050	601,050



WASTEWATER SERVICES



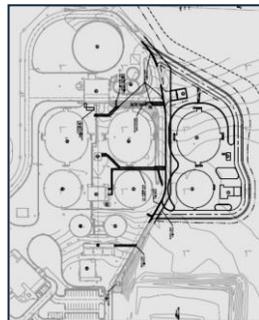
<u>Organization Set – Departments</u>	<u>Organization Set #</u>
• Administration	75-01
• Plant	75-72
• Environmental Services	75-74
• Pump Stations	75-76
• Conveyance Systems	75-78
• Non-Departmental	75-99



Budget Highlights

- The 2014-15 proposed budget continues the City's commitment to meet and exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 19th-year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
 - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
 - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
 - The 2014-15 proposed budget includes professional services to assist with the review and implementation of any new regulations.

Expansion of the Water Reclamation Facility to begin summer of 2014



- The 2014-15 proposed budget includes funding for additional flow monitoring in those conveyance system basins in which significant repair, rehabilitation and replacement of aging sewer

lines has occurred. The flow monitoring will allow us to update the conveyance system flow model, and will help us measure our progress towards removing unwanted storm water inflow and ground water infiltration (I&I) from the system.

- Per the approved 2013 Updated Wastewater Services Financial Plan, the 2014-15 proposed budget includes a \$4,993,882 Transfer Out to Wastewater Capital Fund to cover planned capital improvements.
- New Programs, Projects, or Equipment:
 - Rehabilitation of Cozine Woods Pump Station surface and concrete structures.
 - Continued conveyance system repairs and maintenance to increase reliability, capacity and efficiency through inflow & infiltration (I&I) reduction.
 - Modification of digester foam cutters to mitigate degradation due to submersion.

Core Services

Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollution Discharge Elimination System (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.

Wastewater Services Fund

2014 – 2015 Proposed Budget --- Budget Summary

- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.



Class A, exceptional quality biosolids applied as fertilizer to local farm crops.

Environmental Services

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.
- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line as needed.
- 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.
- Utilize an asset management system to record sewer maintenance and condition and prioritize repairs.



The Conveyance System crew continues to perform sanitary sewer repairs that were previously contracted out.

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.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.

Plant / Pump Stations

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.

Wastewater Services Fund

2014 – 2015 Proposed Budget --- Budget Summary

- Increased focus on preventative maintenance and corrosion abatement on the aging WRF equipment and processes.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the 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 10th year.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Provide revised Pretreatment Program procedures including an approved Sewer Use Ordinance and new local limits for City Council adoption.

Corissa Holmes and Matt Young collect samples to monitor stormwater at the McMinnville Airport for metals and FOG.



- Public outreach and education related to wastewater issues, which include promoting the prescription drug take back and storm drain marker programs, as well as increasing awareness that keeps fats, oil, and grease (FOG), wipes and other items out of the sewer system to reduce clogs.

- Implementation of the Pretreatment Program updates once approved by City 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.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



The Conveyance System team prepares a pipe patch for a trenchless sewer line repair.

Wastewater Services Fund

2014 – 2015 Proposed Budget --- Budget Summary

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	8,268,621	8,576,542	8,870,219	293,677
Personnel Services	1,512,912	1,746,442	1,855,702	109,260
Materials & Services	1,234,461	1,501,630	1,485,487	(16,143)
Capital Outlay	84,021	143,000	141,586	(1,414)
Transfers Out	4,876,973	6,493,493	5,266,414	(1,227,079)
Total Expenditures	7,708,367	9,884,565	8,749,189	(1,135,376)
Net Expenditures	560,254	(1,308,023)	121,030	(1,429,053)

Full-Time Equivalent (FTE)

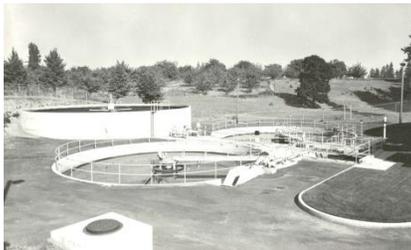
	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	20.46		
Sr Mechanic / SCADA Tech		1.00	
Mechanic		(1.00)	
Operator I		1.00	
FTE Proposed Budget		1.00	21.46



Wastewater Services Fund

Historical Highlights

- 1900** First organized effort for a municipal sewage collection system was made early in the 1900's.
- 1915** The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- 1950** In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- 1953** McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- 1956** The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- 1964** First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971** Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989** Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- 1991** Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991 Facilities Plan*. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- 1992** A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993** City breaks ground on constructing the new Water Reclamation Facility (WRF).



- 1993** Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

Wastewater Services Fund

Historical Highlights

1994 City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

1995 First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.

1996 The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



1996 Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.

1997 Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

1997 City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.

1998 WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.

1998 City purchases first TV inspection unit to inspect underground pipes.

1999 The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.

1999 WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

1999 City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.

2000 Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.

2001 A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.

2003 A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.

2005 A new pump station added in the Autumn Ridge Development.

2005 An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

Wastewater Services Fund

Historical Highlights

2006 Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.

2006 Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.

2006 PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.

2012 Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

2013 Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

Wastewater Services Fund

2014-2015 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
Fund				Page	Amount
Department Section	Number of Employees	Range	Total Salary		
<u>SS & SD Maintenance Supervisor</u>	1	338	68,980		
Street Fund (0.10 FTE)				175	6,898
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)				229	62,082
<u>Senior Utility Worker - WWS</u>	1	330	54,334		
Street Fund (0.10 FTE)				175	5,433
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)				229	48,901
<u>Mechanic - Public Works</u>	1	326	44,089		
General Fund					
Park Maintenance (0.45 FTE)				145	19,840
Street Fund (0.45 FTE)				175	19,840
Wastewater Services Fund					
Administration (0.10 FTE)				217	4,409
<u>Utility Worker II - WWS</u>	4	326	197,047		
Street Fund (0.40 FTE)				175	19,705
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)				229	177,342

Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,000,000	1,000,000	1,000,000	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1, 2014.	1,000,000	1,000,000	1,000,000
2,676,656	1,545,248	2,003,971	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	1,061,000	1,061,000	1,235,000
3,676,656	2,545,248	3,003,971	TOTAL BEGINNING FUND BALANCE	2,061,000	2,061,000	2,235,000
3,676,656	2,545,248	3,003,971	TOTAL RESOURCES	2,061,000	2,061,000	2,235,000



ADMINISTRATION



Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
2,007	1,237	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
2,007	1,237	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0
2,007	1,237	0	<i>TOTAL RESOURCES</i>	0	0	0

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

<u>PERSONNEL SERVICES</u>							
128,158	121,580	128,821	7000-05	Salaries & Wages - Regular Full Time Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	138,116	138,116	138,116
10,167	12,671	20,000	7000-15	Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.96 FTE	20,000	20,000	20,000
202	81	1,000	7000-20	Salaries & Wages - Overtime	500	500	500
8,061	7,935	9,289	7300-05	Fringe Benefits - FICA - Social Security	9,835	9,835	9,835
1,885	1,856	2,173	7300-06	Fringe Benefits - FICA - Medicare	2,300	2,300	2,300
27,335	29,253	40,100	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,898	35,898	35,898
25,058	26,817	28,290	7300-20	Fringe Benefits - Medical Insurance	27,858	27,858	27,858
127	130	132	7300-25	Fringe Benefits - Life Insurance	264	264	264
653	662	704	7300-30	Fringe Benefits - Long Term Disability	756	756	756
3,705	4,067	5,375	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,923	5,923	5,923
70	73	105	7300-37	Fringe Benefits - Workers' Benefit Fund	105	105	105
0	6,812	11,002	7300-40	Fringe Benefits - Unemployment	991	991	991
205,421	211,936	246,991	<u>TOTAL PERSONNEL SERVICES</u>		242,546	242,546	242,546

<u>MATERIALS AND SERVICES</u>							
1,039	679	1,100	7530	Safety Training/OSHA Safety meetings, training films, posters, and handouts, etc.	1,100	1,100	1,100
442	586	900	7540	Employee Development	900	900	900
14,836	14,546	19,850	7550	Travel & Education Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	16,000	16,000	16,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Environmental Services section	1	3,000	3,000
				Operation and Maintenance section	1	3,000	3,000
				Administration	1	3,000	3,000
				Conveyance System section	1	3,000	3,000
				Combined division training	1	4,000	4,000
25,150	35,900	39,600	7610-05	Insurance - Liability	40,400	40,400	40,400

Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
22,920	37,900	41,700	7610-10	Insurance - Property		47,500	47,500	47,500
19,792	19,715	21,000	7620	Telecommunications		22,000	22,000	22,000
				Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
6,792	6,752	8,000	7650	Janitorial		8,000	8,000	8,000
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contract	1	6,500	6,500	
				Janitorial supplies	1	1,500	1,500	
26,049	24,556	30,000	7660	Materials & Supplies		30,000	30,000	30,000
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
3,567	3,468	8,000	7740-05	Rental Property Repair & Maint - Building		8,000	8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - property	1	600	600	
				Insurance - liability	1	100	100	
				Property taxes	1	2,300	2,300	
				Miscellaneous repair, maintenance, etc	1	5,000	5,000	
40,588	11,309	75,000	7750	Professional Services		80,000	80,000	80,000
				Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Permit consulting including toxic and TMDL	1	25,000	25,000	
				Audit fee allocation	1	5,600	5,600	
				Pretreatment assistance	1	5,330	5,330	
				Section 125 administration fee	1	50	50	
				Wastewater rate brochure	1	3,700	3,700	
				Water & Light annual sewer billing fee	1	600	600	
				Environmental legal assistance	1	5,000	5,000	
				Miscellaneous wastewater facilities consulting	1	18,863	18,863	
				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 fees	1	1,200	1,200	
				Wastewater rate study update	1	10,000	10,000	

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
23,516	24,914	29,000	7790	Maintenance & Rental Contracts		30,000	30,000	30,000
				Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Landscaping contract	1	19,100	19,100	
				Elevator maintenance contract	1	2,100	2,100	
				Fire alarm system contract	1	4,700	4,700	
				Fire extinguisher and backflow preventer certification	1	2,700	2,700	
				Landscaping contract additions	1	1,400	1,400	
22,585	19,186	26,690	7840	M & S Computer Charges		18,662	18,662	18,662
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	18,662	18,662	
18,800	51,006	23,600	7840-85	M & S Computer Charges - WWS		24,385	24,385	32,085
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	4	1,700	6,800	
				Pumpstation software upgrade	1	2,500	2,500	
				Windows 7 software upgrade	3	120	360	
				PC warranty extensions	3	675	2,025	
				ESRI ArcIMS, 17% - shared with PI, Bld, Eng, PM, St	1	1,800	1,800	
				MP2 maintenance management software	1	2,500	2,500	
				Hanson sewer database, 25% - shared with Eng, Street, Pk Maint	1	2,900	2,900	
				Rockwell Control System software	1	5,500	5,500	
				Wonderware software	1	5,500	5,500	
				HACH WIMS software	1	2,200	2,200	
32,650	31,123	35,500	8260	Permit & Basin Council Fees		38,300	38,300	38,300
				State and federal agency fees and permits.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DEQ National Pollutant Discharge Elim (NPDES) permit fee	1	13,000	13,000	
				DEQ Population base fee	1	4,500	4,500	
				DEQ Pretreatment program fee	1	3,500	3,500	
				Federal USGS monitor site fee - Yamhill River	1	12,000	12,000	
				DEQ certification program fee	1	2,000	2,000	
				DEQ plan review fee	1	1,500	1,500	
				Oregon Hazardous substance fee	1	500	500	
				Department of Consumer Services compressor fee	1	300	300	
				DEQ stormwater program fee	1	1,000	1,000	
258,727	281,640	359,940	TOTAL MATERIALS AND SERVICES			365,247	365,247	372,947

Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
10,135	1,917	0	8750	Capital Outlay Computer Charges		1,586	1,586	1,586
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	1,586	1,586		
0	0	30,000	8750-85	Capital Outlay Computer Charges - Wastewater Services		0	0	0
218,677	-159	0	8800	Building Improvements		0	0	0
6,194	0	0	8850	Vehicles		0	0	0
235,006	1,758	30,000	<u>TOTAL CAPITAL OUTLAY</u>			1,586	1,586	1,586
699,154	495,333	636,931	<u>TOTAL REQUIREMENTS</u>			609,379	609,379	617,079



PLANT



Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

404,713	390,273	435,194	7000-05	Salaries & Wages - Regular Full Time Operations Superintendent - 1.00 FTE Senior Operator - 1.00 FTE Operator II - 3.00 FTE Operator I - 1.00 FTE Senior Mechanic/SCADA Technician - 1.00 FTE Mechanic - 2.00 FTE	491,969	491,969	491,969
11,201	11,209	12,001	7000-20	Salaries & Wages - Overtime	13,000	13,000	13,000
23,920	23,687	27,728	7300-05	Fringe Benefits - FICA - Social Security	31,308	31,308	31,308
5,594	5,540	6,485	7300-06	Fringe Benefits - FICA - Medicare	7,321	7,321	7,321
94,811	87,239	122,304	7300-15	Fringe Benefits - PERS - OPSRP - IAP	114,283	114,283	114,283
90,271	86,558	94,064	7300-20	Fringe Benefits - Medical Insurance	107,368	107,368	107,368
488	478	504	7300-25	Fringe Benefits - Life Insurance	1,134	1,134	1,134
2,265	2,192	2,406	7300-30	Fringe Benefits - Long Term Disability	2,724	2,724	2,724
14,065	15,136	20,213	7300-35	Fringe Benefits - Workers' Compensation Insurance	23,581	23,581	23,581
198	202	275	7300-37	Fringe Benefits - Workers' Benefit Fund	310	310	310
0	0	0	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	30	30	30
647,526	622,513	721,174	TOTAL PERSONNEL SERVICES		793,028	793,028	793,028

MATERIALS AND SERVICES

0	0	0	7550	Travel & Education	0	0	0												
6,841	5,281	6,000	7590	Fuel - Vehicle & Equipment Gas and diesel - vehicles, rolling stock and generators.	6,000	6,000	6,000												
231,239	353,843	380,000	7600	Electric & Natural Gas Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations.	380,000	380,000	380,000												
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.																			
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Electricity</td> <td>1</td> <td>357,500</td> <td>357,500</td> </tr> <tr> <td>Natural gas</td> <td>1</td> <td>22,500</td> <td>22,500</td> </tr> </tbody> </table>								Description	Units	Amt/Unit	Total	Electricity	1	357,500	357,500	Natural gas	1	22,500	22,500
Description	Units	Amt/Unit	Total																
Electricity	1	357,500	357,500																
Natural gas	1	22,500	22,500																
0	0	0	7660	Materials & Supplies	0	0	0												

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
78,832	81,208	90,000	7690 Chemicals	90,000	90,000	90,000
			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	14,500	14,500
			Sodium hypochlorite	1	9,500	9,500
			Alkalinity compounds	1	16,000	16,000
32,093	29,705	35,000	7720-04 Repairs & Maintenance - Supplies	35,000	35,000	35,000
			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	3,000	3,000
			Fasteners, belts, seals, filters, etc	1	11,000	11,000
			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
137,566	195,221	210,000	7720-06 Repairs & Maintenance - Equipment	217,000	217,000	217,000
			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	15,000	15,000
			Rental equipment	1	5,000	5,000
			Building and structure repairs	1	10,000	10,000
			Electrical systems	1	15,000	15,000
			HVAC system	1	13,000	13,000
			Mechanical equipment repairs and replacement	1	80,000	80,000
			Ultraviolet disinfection system	1	10,000	10,000
			Landscaping and irrigation	1	1,000	1,000
			ATAD foam controllers	1	13,000	13,000
			Chemical dosage pump upgrade	1	5,000	5,000
			Cozine Communication upgrade	1	50,000	50,000
4,637	3,122	5,000	7720-14 Repairs & Maintenance - Vehicles	6,000	6,000	6,000
			Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Wear items - batteries, tires, etc	1	2,000	2,000
			Mechanical repairs	1	2,000	2,000
			Preventative maintenance	1	1,000	1,000
			Electric trailer brake controller & hitch & reciever	1	1,000	1,000

Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
172	161	190	7750	Professional Services		140	140	140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	140	140	
115,819	111,303	125,000	7780-25	Contract Services - Biosolids		130,000	130,000	130,000
				Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hauling and application	1	123,000	123,000	
				Site management	1	7,000	7,000	
0	0	0	7790-15	Maintenance & Rental Contracts - Software Maintenance		0	0	0
2,906	0	7,000	7800	M & S Equipment		5,000	5,000	5,000
				Equipment necessary for plant and pump station operations and maintenance.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hydraulic puller equipment	1	5,000	5,000	
0	0	0	7800-55	M & S Equipment - Lab		0	0	0
3,634	0	0	7800-57	M & S Equipment - Computers		0	0	0
613,737	779,844	858,190	<u>TOTAL MATERIALS AND SERVICES</u>			869,140	869,140	869,140
			<u>CAPITAL OUTLAY</u>					
22,427	58,939	0	8710	Equipment		0	0	0
0	0	40,000	8800	Building Improvements		25,000	25,000	40,000
				Roofing repairs on various buildings.				
0	0	0	8850	Vehicles		0	0	0
22,427	58,939	40,000	<u>TOTAL CAPITAL OUTLAY</u>			25,000	25,000	40,000
1,283,691	1,461,297	1,619,364	<u>TOTAL REQUIREMENTS</u>			1,687,168	1,687,168	1,702,168



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

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	173,721	212,044	7000-05 Salaries & Wages - Regular Full Time Supervisor - Environmental Services - 1.00 FTE Senior Environmental Technician - 1.00 FTE Environmental Technician II - 1.00 FTE Laboratory Technician - 1.00 FTE	234,239	234,239	234,239
0	1,213	2,499	7000-20 Salaries & Wages - Overtime	2,500	2,500	2,500
0	10,891	13,301	7300-05 Fringe Benefits - FICA - Social Security	14,678	14,678	14,678
0	2,547	3,110	7300-06 Fringe Benefits - FICA - Medicare	3,432	3,432	3,432
0	36,876	52,520	7300-15 Fringe Benefits - PERS - OPSRP - IAP	49,891	49,891	49,891
0	26,839	40,928	7300-20 Fringe Benefits - Medical Insurance	44,270	44,270	44,270
0	205	252	7300-25 Fringe Benefits - Life Insurance	504	504	504
0	922	1,188	7300-30 Fringe Benefits - Long Term Disability	1,302	1,302	1,302
0	5,196	8,625	7300-35 Fringe Benefits - Workers' Compensation Insurance	9,848	9,848	9,848
0	92	136	7300-37 Fringe Benefits - Workers' Benefit Fund	136	136	136
0	0	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
0	258,499	334,603	TOTAL PERSONNEL SERVICES	360,800	360,800	360,800

MATERIALS AND SERVICES

0	20,766	25,000	7660 Materials & Supplies Materials and supplies to support permit, pretreatment, and laboratory work and activities.	22,000	22,000	22,000																				
			<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>Permit lab materials and supplies to support permit</td> <td style="text-align: center;">1</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Pretreatment training and out reach supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">2,000</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Permit lab materials and supplies to support permit	1	20,000	20,000	Pretreatment training and out reach supplies	1	2,000	2,000											
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																							
Permit lab materials and supplies to support permit	1	20,000	20,000																							
Pretreatment training and out reach supplies	1	2,000	2,000																							
0	15	0	7750 Professional Services	5,600	5,600	5,600																				
			<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>Lab instrumentation calibration</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,700</td> <td style="text-align: right;">1,700</td> </tr> <tr> <td>Spectrophotometer annual warranty</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,300</td> <td style="text-align: right;">1,300</td> </tr> <tr> <td>DI Water System rental/sanitization</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>Section 125 administration fee</td> <td style="text-align: center;">1</td> <td style="text-align: right;">100</td> <td style="text-align: right;">100</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Lab instrumentation calibration	1	1,700	1,700	Spectrophotometer annual warranty	1	1,300	1,300	DI Water System rental/sanitization	1	2,500	2,500	Section 125 administration fee	1	100	100			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																							
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Section 125 administration fee	1	100	100																							

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	25,879	32,300	7780-30	Contract Services - Lab		40,000	40,000	40,000
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Permit compliance analysis	1	12,000	12,000	
				Industrial user and facility sampling	1	15,000	15,000	
				Analysis related to TMDL, toxics and permit renewal	1	11,000	11,000	
				Nonroutine pretreatment sampling	1	2,000	2,000	
0	3,158	0	7800	M & S Equipment		4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Isco- Ultra-clean sampler(Replacement)	1	4,000	4,000	
0	49,818	57,300	<u>TOTAL MATERIALS AND SERVICES</u>			71,600	71,600	71,600
<u>CAPITAL OUTLAY</u>								
0	7,646	23,000	8710	Equipment		15,000	15,000	15,000
				Replacing 16 year old BOD / flask sanitizer, which needs repair; however, unable to obtain necessary parts. Uses deionized water to steam clean and sanitize laboratory glassware.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Laboratory BOD / flask sanitizer	1	15,000	15,000	
0	7,646	23,000	<u>TOTAL CAPITAL OUTLAY</u>			15,000	15,000	15,000
0	315,963	414,903	<u>TOTAL REQUIREMENTS</u>			447,400	447,400	447,400

Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :310 - LABORATORY Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
100,580	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
607	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
6,419	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,501	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
27,192	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
15,565	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
126	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
564	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
2,060	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
52	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
154,666	0	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
11,149	0	0	7780-30 Contract Services - Lab	0	0	0
1,745	0	0	7800 M & S Equipment	0	0	0
13,763	0	0	8250 Lab Expense	0	0	0
26,657	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
181,324	0	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :315 - PRETREATMENT Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
107,363	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
987	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
6,349	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,485	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
19,803	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
19,394	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
126	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
609	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
3,527	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
50	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
159,692	0	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
2,301	0	0	7660 Materials & Supplies	0	0	0
26,157	0	0	7780-30 Contract Services - Lab	0	0	0
3,382	0	0	7800 M & S Equipment	0	0	0
627	0	0	8250 Lab Expense	0	0	0
32,467	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
192,159	0	0	<u>TOTAL REQUIREMENTS</u>	0	0	0



PUMP STATIONS



As of fiscal year 2012-2013, Pump Stations was consolidated with the Plant organization set.

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :76 - PUMP STATIONS Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
132,476	0	0	7600 Electric & Natural Gas	0	0	0
2,299	0	0	7720-04 Repairs & Maintenance - Supplies	0	0	0
31,227	0	0	7720-06 Repairs & Maintenance - Equipment	0	0	0
3,060	0	0	7800-56 M & S Equipment - Pump Stations	0	0	0
169,063	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>CAPITAL OUTLAY</u>						
54,527	0	0	8710 Equipment	0	0	0
54,527	0	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
223,590	0	0	<u>TOTAL REQUIREMENTS</u>	0	0	0



CONVEYANCE SYSTEMS



Organization Set – Sections

- **Sanitary**

Organization Set #

75-78-320

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
268,173	270,270	277,035	7000-05 Salaries & Wages - Regular Full Time Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	288,325	288,325	288,325
2,523	3,599	5,000	7000-20 Salaries & Wages - Overtime	4,000	4,000	4,000
15,928	16,429	17,487	7300-05 Fringe Benefits - FICA - Social Security	18,126	18,126	18,126
3,725	3,842	4,090	7300-06 Fringe Benefits - FICA - Medicare	4,240	4,240	4,240
62,077	62,627	77,341	7300-15 Fringe Benefits - PERS - OPSRP - IAP	67,279	67,279	67,279
44,356	44,629	45,904	7300-20 Fringe Benefits - Medical Insurance	50,836	50,836	50,836
321	321	316	7300-25 Fringe Benefits - Life Insurance	644	644	644
1,467	1,478	1,516	7300-30 Fringe Benefits - Long Term Disability	1,574	1,574	1,574
14,523	16,627	22,499	7300-35 Fringe Benefits - Workers' Compensation Insurance	24,118	24,118	24,118
136	142	186	7300-37 Fringe Benefits - Workers' Benefit Fund	186	186	186
413,228	419,964	451,374	TOTAL PERSONNEL SERVICES	459,328	459,328	459,328
MATERIALS AND SERVICES						
25,408	22,448	24,000	7590 Fuel - Vehicle & Equipment	25,000	25,000	25,000
764	749	1,500	7600 Electric & Natural Gas Electric costs associated with Conveyance building.	1,500	1,500	1,500
17,621	12,889	21,000	7720-04 Repairs & Maintenance - Supplies Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	21,000	21,000	21,000
10,296	23,936	27,000	7720-06 Repairs & Maintenance - Equipment Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	27,000	27,000	27,000
13,900	18,373	20,000	7720-14 Repairs & Maintenance - Vehicles Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	20,000	20,000	20,000
11,777	39,897	100,000	7720-36 Repairs & Maintenance - Sanitary Sewer Mainline Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	50,000	50,000
7,606	0	0	7720-38 Repairs & Maintenance - Sanitary Sewer Lateral 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

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
40	3	20,000	7750	Professional Services Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	30,000	30,000	30,000
0	0	0	7750-45	Professional Services - Smoke Testing	0	0	0
6,620	4,865	5,000	7800	M & S Equipment Conveyance System maintenance equipment.	5,000	5,000	5,000
94,032	123,159	218,500	<u>TOTAL MATERIALS AND SERVICES</u>		179,500	179,500	179,500
<u>CAPITAL OUTLAY</u>							
11,432	10,749	0	8710	Equipment Conveyance maintenance, repair and replacement equipment.	0	0	0
0	0	0	8850	Vehicles	0	0	0
26,064	4,930	50,000	9110-05	Sanitary Sewer Replacements - Mainline Preservation repair and replacement of sewer system mainlines and manholes.	100,000	100,000	100,000
34,463	0	0	9110-10	Sanitary Sewer Replacements - Lateral Budget Note: Beginning in fiscal year 2012-13, these expenses are included in account 75-78 -320-9110-05.	0	0	0
71,960	15,679	50,000	<u>TOTAL CAPITAL OUTLAY</u>		100,000	100,000	100,000
579,219	558,802	719,874	<u>TOTAL REQUIREMENTS</u>		738,828	738,828	738,828



NON-DEPARTMENTAL



Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES								
CHARGES FOR SERVICES								
12,300	12,300	12,300	5400-40	Property Rentals - House Riverside Drive house rental income.		12,300	12,300	12,300
6,952	6,961	6,426	5400-45	Property Rentals - Farm Farm land lease on Water Reclamation Facility property.		6,426	6,426	6,426
7,958,891	8,168,953	8,503,640	5520	Sewer User Charges Monthly sewer charges based on water consumption and discharge loading.		8,783,708	8,783,708	8,783,708
35,080	47,982	43,176	5530	Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste.	Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2014 as included in the approved 2013 Wastewater System Financial Plan update.	44,385	44,385	44,385
8,013,223	8,236,196	8,565,542	TOTAL CHARGES FOR SERVICES			8,846,819	8,846,819	8,846,819
MISCELLANEOUS								
10,258	9,158	10,000	6310	Interest		8,200	8,200	8,200
2,382	5,081	1,000	6600	Other Income		1,000	1,000	1,000
12,640	14,238	11,000	TOTAL MISCELLANEOUS			9,200	9,200	9,200
TRANSFERS IN								
0	16,950	0	6900-85	Transfers In - Insurance Services		14,200	14,200	14,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Insurance Services Fund reserve distribution	1	14,200	14,200		
0	16,950	0	TOTAL TRANSFERS IN			14,200	14,200	14,200
8,025,863	8,267,384	8,576,542	TOTAL RESOURCES			8,870,219	8,870,219	8,870,219

Budget Document Report

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
REQUIREMENTS								
TRANSFERS OUT								
224,628	217,148	232,298	9700-01	Transfers Out - General Fund		239,210	239,210	239,210
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Services Fund support of Engineering operations.	1	19,631	19,631		
			Engineering, Admin, & Finance personnel services support.	1	219,579	219,579		
5,745,430	4,626,400	6,225,691	9700-77	Transfers Out - Wastewater Capital		4,993,882	4,993,882	4,993,882
			Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ratepayer contribution for 2014-15 per the WWS Financial Plan.	1	4,993,882	4,993,882		
30,084	33,425	35,504	9700-80	Transfers Out - Information Systems		33,322	33,322	33,322
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	33,322	33,322		
6,000,142	4,876,973	6,493,493	TOTAL TRANSFERS OUT			5,266,414	5,266,414	5,266,414
CONTINGENCIES								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	TOTAL CONTINGENCIES			300,000	300,000	300,000
ENDING FUND BALANCE								
1,000,000	1,000,000	1,000,000	9975-05	Designated End FB - WW Svc Fd - Sewer A/R		1,000,000	1,000,000	1,000,000
			Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2015.					
1,545,248	2,105,503	395,948	9999	Unappropriated Ending Fd Balance		882,030	882,030	1,033,330
			Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.					
2,545,248	3,105,503	1,395,948	TOTAL ENDING FUND BALANCE			1,882,030	1,882,030	2,033,330
8,545,390	7,982,476	8,189,441	TOTAL REQUIREMENTS			7,448,444	7,448,444	7,599,744

75 - WASTEWATER SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
11,704,527	10,813,870	11,580,513	<i>TOTAL RESOURCES</i>	10,931,219	10,931,219	11,105,219
11,704,526	10,813,870	11,580,513	<i>TOTAL REQUIREMENTS</i>	10,931,219	10,931,219	11,105,219



WASTEWATER CAPITAL FUND





Budget Highlights

- \$3,315,000 – Completion of the Fairgrounds Basin pipe lining infiltration and inflow (I&I) project during 2014, and design work for the planned 2015 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.
- \$10,100,000 – Complete the design, and begin construction of the Water Reclamation Facilities (WRF) secondary treatment expansion and modifications per the updated Water Reclamation Facilities Master Plan. It is anticipated that the project construction will be completed during 2015.
- \$4,993,882 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the 2013 Updated Wastewater Services Financial Plan.



As FY 2013-14 ends, design is completed for the expansion of the WRF. Construction will begin in FY 2014-15

Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue 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

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of needed rate adjustments to meet the needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.



The \$750,000 Miller's Addition I&I project replaced and rehabilitated sewer lines in northwest McMinnville during 2013.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	5,078,731	6,709,491	5,433,632	(1,275,859)
Materials & Services	235,124	2,091,814	1,388,900	(702,914)
Capital Outlay	1,097,116	8,235,000	13,690,000	5,455,000
Debt Service	2,940,413	2,937,464	-	(2,937,464)
Transfers Out	184,015	201,081	220,750	19,669
Total Expenditures	4,456,668	13,465,359	15,299,650	1,834,291
Net Expenditures	622,063	(6,755,868)	(9,866,018)	3,110,150



Wastewater Capital Fund

Historical Highlights

- | | | | | | |
|-------------|---|-------------|---|-------------|--|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue. | 1994 | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | 2000 | July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements. |
| 1987 | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements. | | | 2000 | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs. |
| 1992 | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. | 1994 | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements. | 2001 | Evans Street Sewer Reconstruction Project complete. |
| 1992 | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program. | | | 2002 | High School Basin Sewer Reconstruction Project complete. |
| 1993 | December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility. | 1995 | New Water Reclamation Facility and Raw Sewage Pump Station complete. | 2003 | Three Mile Lane Pump Station #1 Replacement Project complete. |
| | | 1996 | Major repair and replacement of Cozine Trunk Line and Pump Station complete. | 2004 | February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000. |

Wastewater Capital Fund

Historical Highlights

2004 May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.

2005 Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.

2006 The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.

2007 The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.

2009 DEQ approves the WRF Facilities Plan.

2009 The Elm Street Sewer Rehabilitation Project was completed.

2010 The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.

2012 The Downtown Basin Sewer Rehabilitation project was completed.

2013 Design work begins for the expansion of the WRF



Most of the work in the Millers Addition was in existing backyards.



The Millers Addition project replaced or rehabilitated 5,535 feet of mainline.

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,225,000	1,225,000	1,225,000	4077-10 Designated Begin FB-WW Cap Fd - 2004 RB Refunding Reserve is no longer necessary. Refunding Bonds were paid off 2013-14.	0	0	0
5,168,000	0	0	4077-15 Designated Begin FB-WW Cap Fd - WW Capital Reserve The 2011 Financial Plan update recommended use of the existing \$5,168,000 capital reserve to fund improvements through 2014-2015. In 2012-2013, the capital reserve was included in the undesignated beginning fund balance and was made available for spending.	0	0	0
7,822,746	14,686,655	15,289,136	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year. Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available.	17,808,924	17,808,924	17,623,114
14,215,746	15,911,655	16,514,136	TOTAL BEGINNING FUND BALANCE	17,808,924	17,808,924	17,623,114
CHARGES FOR SERVICES						
429,252	284,090	300,000	5500 System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	325,000	325,000	325,000
429,252	284,090	300,000	TOTAL CHARGES FOR SERVICES	325,000	325,000	325,000
MISCELLANEOUS						
76,216	87,639	101,600	6310 Interest	100,000	100,000	100,000
1,941	3,184	10,000	6500-05 Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	2,500	2,500
5,050	7,250	2,200	6500-10 Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral. Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.	12,000	12,000	12,000
30	166	0	6600 Other Income	250	250	250
83,237	98,240	113,800	TOTAL MISCELLANEOUS	114,750	114,750	114,750
TRANSFERS IN						
70,000	70,000	70,000	6900-25 Transfers In - Airport Wastewater Capital Fund "loaned" \$350,000 to the Airport Fund for building improvements. The fifth and final repayment was made by the Airport Fund in 2013-14.	0	0	0

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET								
5,745,430	4,626,400	6,225,691	6900-75 Transfers In - Wastewater Services Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	4,993,882	4,993,882	4,993,882								
			<table border="0"> <thead> <tr> <th><u>Description</u></th> <th><u>Units</u></th> <th><u>Amt/Unit</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Ratepayer contribution for 2014-15 per the WWS Financial Plan.</td> <td>1</td> <td>4,993,882</td> <td>4,993,882</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Ratepayer contribution for 2014-15 per the WWS Financial Plan.	1	4,993,882	4,993,882			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Ratepayer contribution for 2014-15 per the WWS Financial Plan.	1	4,993,882	4,993,882											
5,815,430	4,696,400	6,295,691	TOTAL TRANSFERS IN	4,993,882	4,993,882	4,993,882								
20,543,665	20,990,386	23,223,627	TOTAL RESOURCES	23,242,556	23,242,556	23,056,746								

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REQUIREMENTS

MATERIALS AND SERVICES

13,929	18,238	25,000	7750	Professional Services	30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation	1	21,800	21,800
				Miscellaneous professional services	1	8,200	8,200
400	400	400	7750-57	Professional Services - Financing Administration	400	400	400
				Administrative fee for paying agent for 2004 Sewer Refunding Bonds			
23,010	187,408	1,851,414	7770-37	Professional Services - Projects - WRF Expansion Design	1,110,000	1,110,000	1,110,000
				Engineering services for the design of the expansion of the Water Reclamation Facility.			
55,835	21,590	200,000	7770-57	Professional Services - Projects - I&I Reduction Design	240,000	240,000	240,000
				Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
2,047	4,388	5,000	8230	Private Sewer Lateral Repair Incentive	3,500	3,500	3,500
				Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.			
2,025	3,100	10,000	8240-10	Private Sewer Lateral Loans - Low Income Loans	5,000	5,000	5,000
				"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
97,246	235,124	2,091,814	TOTAL MATERIALS AND SERVICES		1,388,900	1,388,900	1,388,900

CAPITAL OUTLAY

0	0	180,000	8710	Equipment	500,000	500,000	500,000
				Planned major equipment replacement at the WRF and/or system pump stations.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Grit drying station at WRF (built w/ expansion project)	1	80,000	80,000
				Recoat clarifier mechanisms (done w/ expansion project)	2	150,000	300,000
				Recoat inside of ATAD #1 tank	1	55,000	55,000
				Replace Cozine Pump Station Pump #4	1	65,000	65,000
1,343,444	1,097,116	2,200,000	9120-25	Sewer Construction - I&I Reduction Projects	3,075,000	3,075,000	2,640,191
				Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).			
94,412	0	0	9120-35	Sewer Construction - Secondary Treatment Modification	0	0	0
0	0	5,840,000	9120-36	Sewer Construction - WRF expansion	10,100,000	10,100,000	10,175,000
				Expansion of the Water Reclamation Facility secondary treatment facilities.			
0	0	15,000	9150-10	Developer Reimbursement - Sanitary Sewer	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.			

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1,437,857	1,097,116	8,235,000	TOTAL CAPITAL OUTLAY			13,690,000	13,690,000	13,330,191
DEBT SERVICE								
2,680,000	2,765,000	2,845,000	9510-05	2004 Sewer Refunding Bond - Principal - Feb 1 Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
127,906	87,706	46,232	9510-10	2004 Sewer Refunding Bond - Interest - Aug 1 Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
127,906	87,706	46,232	9510-15	2004 Sewer Refunding Bond - Interest - Feb 1 Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
2,935,813	2,940,413	2,937,464	TOTAL DEBT SERVICE			0	0	0
TRANSFERS OUT								
161,095	184,015	201,081	9700-01	Transfers Out - General Fund		220,750	220,750	220,750
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Capital Fund support of Engineering operations.	1	19,983	19,983		
			Engineering, Admin, & Finance personnel services support.	1	200,767	200,767		
161,095	184,015	201,081	TOTAL TRANSFERS OUT			220,750	220,750	220,750
CONTINGENCIES								
0	0	500,000	9800	Contingencies		500,000	500,000	500,000
0	0	500,000	TOTAL CONTINGENCIES			500,000	500,000	500,000
ENDING FUND BALANCE								
1,225,000	1,225,000	1,225,000	9977-10	Designated End FB - WW Cap Fd - 2004 RB Refunding Reserve is no longer necessary. Refunding Bonds were paid off 2013-14.		0	0	0
14,686,655	15,308,718	8,033,268	9999	Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, includes the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.		7,442,906	7,442,906	7,616,905
15,911,655	16,533,718	9,258,268	TOTAL ENDING FUND BALANCE			7,442,906	7,442,906	7,616,905
20,543,665	20,990,386	23,223,627	TOTAL REQUIREMENTS			23,242,556	23,242,556	23,056,746

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20,543,665	20,990,386	23,223,627	<i>TOTAL RESOURCES</i>	23,242,556	23,242,556	23,056,746
20,543,665	20,990,386	23,223,627	<i>TOTAL REQUIREMENTS</i>	23,242,556	23,242,556	23,056,746



AMBULANCE FUND





Budget Highlights

- 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. We are working to determine how the expanded insurance care (Affordable Care Act) will impact ambulance service delivery and the long-term budget.
- 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 payers 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 payers 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.

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

- Work to identify potential additional sub-station near the hospital.
- 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 City 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 Service

Ambulance Fund

2014 – 2015 Proposed Budget --- Budget Summary

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	4,246,934	4,345,850	4,515,480	169,630
Personnel Services	2,612,656	2,797,671	2,866,094	68,423
Materials & Services	1,237,772	1,301,399	1,359,906	58,507
Capital Outlay	21,353	40,000	211,679	171,679
Transfers Out	259,495	265,931	296,845	30,914
Total Expenditures	4,131,275	4,405,001	4,734,524	329,523
Net Expenditures	115,659	(59,151)	(219,044)	159,893



Full-Time Equivalent (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	22.65		
No change		-	
FTE Proposed Budget			22.65



Ambulance Fund

Historical Highlights

1928	McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.	1987	Ambulance subscription sold for the first time at \$35 per household – FireMed.	2004	First Fire Fund property tax transfer to support ambulance operations - \$50,000.
1950	A typical ambulance transport cost ~\$2.50.	1996	Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.	2004	Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.
1971	First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.	1997	Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.	2004	Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005.
1979	First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.	2001	Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital to care facilities and also to provide service to doctor appointments.	2005	Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
1982	Fire Department's first state certified paramedic hired.	2002	Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.	2005	Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.
1983	Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.				

Ambulance Fund

Historical Highlights

2005 First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.

2006 Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.

2006 Field Data program implemented. Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.

2007 Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.

2007 Continuance of the Fire Fund property tax transfer to subsidize EMS service operations - \$300,000.

2007 Average 27% rate increase to help offset increasing property tax subsidy.

2008 Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.

2009 Transfer from General Fund to subsidize ambulance operations \$500,000

2009 Self Assessment process identifies emergency response challenges for the EMS service.

2009 Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.

2010 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS.



2011 City Council adopts new EMS delivery model and approves implementation of phase one. 1st phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.

2011 Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.

2012 Property is rented on Baker Creek Road to house substation for Ambulance services.

2012 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.

2014 Affordable Care Act changes taking place this year. Department focused on what impact these changes will have on ambulance service.

Ambulance Fund

2014-2015 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
<u>Fire Chief</u>	1	360	112,096		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				77	84,072
Ambulance Fund (0.25 FTE)				241	28,024
<u>Assistant Fire Chief</u>	1	354	101,634		
General Fund					
Fire					
Administration & Operations (0.50 FTE)				77	50,817
Ambulance Fund (0.50 FTE)				241	50,817
<u>Fire Captain</u>	3	240	271,013		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				77	94,855
Ambulance Fund (1.95 FTE)				241	176,158
<u>Fire Lieutenant</u>	3	235	246,384		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				77	86,234
Ambulance Fund (1.95 FTE)				241	160,150

<u>Position Description</u>					
Fund	Number of	Total	<u>Detailed Summary</u>		
Department	Employees	Salary	Range	Page	Amount
<u>Mechanic - Fire Dept</u>	1	332	28,078		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				77	14,039
Ambulance Fund (0.25 FTE)				241	14,039
<u>Firefighter / Paramedic</u>	17	220	1,340,009		
General Fund					
Fire					
Administration & Operations (6.30 FTE)				77	469,003
Ambulance Fund (11.70 FTE)				241	871,005
<u>Firefighter / EMT</u>	6	207	328,199		
General Fund					
Fire					
Administration & Operations (2.10 FTE)				77	114,870
Ambulance Fund (3.90 FTE)				241	213,329
<u>Office Manager</u>	1	328	45,228		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				77	15,830
Ambulance Fund (0.65 FTE)				241	29,398
<u>Permit Technician (Planning) / Administrative Specialist II (Fire)</u>					
General Fund	1	325	48,138		
Planning (0.50 FTE)				24	24,069
Ambulance Fund (0.50 FTE)				241	24,069

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RESOURCES						
BEGINNING FUND BALANCE						
1,305,514	692,979	585,000	4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1, 2014.	700,000	700,000	700,000
671,153	479,010	643,899	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	555,780	555,780	596,000
1,976,667	1,171,989	1,228,899	TOTAL BEGINNING FUND BALANCE	1,255,780	1,255,780	1,296,000
INTERGOVERNMENTAL						
0	0	0	4840-05 OR Conflagration Reimbursement - Personnel	6,500	6,500	6,500
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
0	0	0	TOTAL INTERGOVERNMENTAL	6,500	6,500	6,500
CHARGES FOR SERVICES						
6,096,214	3,485,988	3,578,000	5700 Transport Fees Beginning in 2012-13, transport fee revenue for Medicare and Medicaid patient accounts included only "allowed" amounts. All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,568,230	3,568,230	3,568,230
129,930	129,320	130,000	5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	130,000	130,000
6,226,144	3,615,308	3,708,000	TOTAL CHARGES FOR SERVICES	3,698,230	3,698,230	3,698,230
MISCELLANEOUS						
3,358	3,457	4,100	6310 Interest	2,700	2,700	2,700
0	564	750	6460 Donations - Ambulance Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	750	750	750
1,218	436	3,000	6600 Other Income	1,500	1,500	1,500
3,424	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
21,177	34,169	30,000	6610 Collections - EMS Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.	35,000	35,000	35,000
29,178	38,626	37,850	TOTAL MISCELLANEOUS	39,950	39,950	39,950

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<u>TRANSFERS IN</u>						
300,000	575,000	600,000	6900-01 Transfers In - General Fund General Fund transfer is necessary due to inadequate reimbursement for Medicare and Medicaid patient accounts.	750,000	750,000	750,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Subsidy due to inadequate Medicare/Medicaid payments for service	1	750,000	750,000
0	18,000	0	6900-85 Transfers In - Insurance Services	20,800	20,800	20,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance Services Fund reserve distribution	1	20,800	20,800
300,000	593,000	600,000	<u>TOTAL TRANSFERS IN</u>	770,800	770,800	770,800
8,531,988	5,418,923	5,574,749	<u>TOTAL RESOURCES</u>	5,771,260	5,771,260	5,811,480

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REQUIREMENTS

PERSONNEL SERVICES

1,293,312	1,504,470	1,556,567	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.25 FTE Assistant Fire Chief - 0.50 FTE EMS Division Chief - 1.00 FTE Fire Captain - 1.95 FTE Fire Lieutenant - 1.95 FTE Firefighter / Paramedic - 11.70 FTE Firefighter / EMT - 3.90 FTE Office Manager - 0.65 FTE Permit Technician (Planning) / Administrative Specialist II (Fire) - 0.50 FTE	1,644,332	1,644,332	1,644,332
169,675	4,386	13,536	7000-10 Salaries & Wages - Regular Part Time Mechanic - Fire Department - 0.25 FTE	14,039	14,039	14,039
380	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
29,760	9,100	15,000	7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	5,000	5,000	5,000
103,024	168,648	185,250	7000-20 Salaries & Wages - Overtime	190,000	190,000	190,000
96,004	101,934	105,323	7300-05 Fringe Benefits - FICA - Social Security	110,376	110,376	110,376
22,453	23,840	25,667	7300-06 Fringe Benefits - FICA - Medicare	26,870	26,870	26,870
351,593	385,913	482,362	7300-15 Fringe Benefits - PERS - OPSRP - IAP	431,782	431,782	431,782
261,389	283,492	265,723	7300-20 Fringe Benefits - Medical Insurance	283,338	283,338	283,338
0	55,193	52,975	7300-22 Fringe Benefits - VEBA Plan	57,200	57,200	57,200
2,344	2,638	2,676	7300-25 Fringe Benefits - Life Insurance	2,892	2,892	2,892
7,077	7,681	7,968	7300-30 Fringe Benefits - Long Term Disability	8,508	8,508	8,508
49,704	59,870	77,916	7300-35 Fringe Benefits - Workers' Compensation Insurance	84,715	84,715	84,715
775	866	1,038	7300-37 Fringe Benefits - Workers' Benefit Fund	1,038	1,038	1,038
1,608	4,627	5,670	7300-40 Fringe Benefits - Unemployment	6,004	6,004	6,004
2,389,099	2,612,656	2,797,671	TOTAL PERSONNEL SERVICES	2,866,094	2,866,094	2,866,094

MATERIALS AND SERVICES

3,180	2,922	2,256	7500 Credit Card Fees	3,500	3,500	3,500
455	674	1,000	7540 Employee Development	1,100	1,100	1,100

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14,878	26,577	25,000	7550	Travel & Education		25,000	25,000	25,000
				Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided. Increase is to assist with succession training				
33,948	30,302	32,000	7590	Fuel - Vehicle & Equipment		32,000	32,000	32,000
7,582	5,754	6,750	7600	Electric & Natural Gas		7,000	7,000	7,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas	1	3,000	3,000	
				Electric	1	4,000	4,000	
3,330	4,700	12,100	7610-05	Insurance - Liability		13,100	13,100	13,100
4,200	5,900	7,500	7610-10	Insurance - Property		10,800	10,800	10,800
26,984	24,601	28,000	7620	Telecommunications		20,000	20,000	20,000
				This decrease represents a shift in percentage from 35% Fire 65% Ambulance to 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.				
11,174	9,805	12,500	7630-05	Uniforms - Employee		12,500	12,500	12,500
				Uniforms for career, volunteer, and part-time personnel which complies with Oregon OSHA safety standards.				
154	214	200	7640	Laundry		200	200	200
1,071	1,107	2,500	7650	Janitorial		2,000	2,000	2,000
				Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.				
23,487	26,422	30,000	7660	Materials & Supplies		30,000	30,000	30,000
6,475	6,407	8,000	7660-15	Materials & Supplies - Postage		8,000	8,000	8,000
104,690	109,992	110,000	7660-45	Materials & Supplies - Medical Equipment & Supplies		110,000	110,000	110,000
1,292	1,358	1,200	7660-55	Materials & Supplies - Oxygen		1,300	1,300	1,300
0	0	750	7680	Materials & Supplies - Donations		750	750	750
				Material and supplies funded through revenue account 6460, Donations-Ambulance.				
0	0	0	7720	Repairs & Maintenance		0	0	0
713	239	0	7720-06	Repairs & Maintenance - Equipment		0	0	0
11,915	13,673	10,000	7720-08	Repairs & Maintenance - Building Repairs		12,500	12,500	12,500
26,574	21,355	30,000	7720-14	Repairs & Maintenance - Vehicles		30,000	30,000	30,000
3,947	2,491	1,500	7720-16	Repairs & Maintenance - Radio & Pagers		1,500	1,500	1,500
22,127	24,273	36,000	7735	Rental Property		36,000	36,000	36,000
				NE Substation rental property; includes rent and utilities.				

Budget Document Report

79 - AMBULANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
11,638	19,356	15,660	7750	Professional Services		19,540	19,540	19,540
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	5,500	5,500	
				Section 125 administration fee	1	290	290	
				Medical Director contract	1	10,000	10,000	
				Labor negotiations arbitrator shared 35% w/Fire	1	1,350	1,350	
				Contract for Critical Incident Stress	1	2,400	2,400	
12,185	16,590	15,000	7790	Maintenance & Rental Contracts		18,000	18,000	18,000
				Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.				
10,807	3,333	9,000	7800	M & S Equipment		10,250	10,250	10,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Heartstart AED's	3	850	2,550	
				EKG review connection	1	1,700	1,700	
				CMAC laryngoscope	1	6,000	6,000	
3,034	4,283	17,300	7800-09	M & S Equipment - Radios		5,000	5,000	5,000
0	564	0	7810	M & S Equipment - Donations		0	0	0
11,289	12,471	19,216	7840	M & S Computer Charges		19,759	19,759	19,759
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	19,759	19,759	

79 - AMBULANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A		2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
27,192	24,529	35,967	7840-95	M & S Computer Charges - Ambulance	72,657	72,657	72,657
				Increases in this account are the result of the windows 7 upgrade required for security purposes. The upgrades include software as well as hardware replacements that are required on units that will not run Windows 7. In an effort of cost reduction mobile computers will be replaced with tablets saving \$4,000 per vehicle			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Workstation replacements	3	1,700	5,100
				Windows 7 software upgrades	2	120	240
				MDT replacements, Tablets	4	1,500	6,000
				ESO/Quickspeak software	1	12,500	12,500
				Fire Workstation replacements, 65% - shared with Fire	5	1,105	5,525
				Fire SCBA software upgrade, 65% - shared with Fire	1	975	975
				Fire Windows 7 software upgrade, 65% - shared with Fire	4	78	312
				Fire MDT replacements, Tablets, 65% - shared with Fire	7	975	6,825
				Fire Firehouse software support, 65% - shared with Fire	1	780	780
				Fire Firehouse software, web based, 65% - shared with Fire	1	2,925	2,925
				ESO software support	1	11,900	11,900
				Ambulance billing software support	1	7,500	7,500
				Ivans billing services	1	300	300
				Netmotion MDT, 25% - shared with Police and Fire	1	1,000	1,000
				Visionair renewal, 65% - shared with Fire	1	8,775	8,775
				MDT hardware maintenance	1	2,000	2,000
111	0	0	7850	M & S Building Improvements	0	0	0
4,860	4,980	5,000	8070	FireMed Promotion	5,000	5,000	5,000
14,888	9,411	8,000	8270-05	Revenue Adjustments - Bad-Debt Writeoffs	15,000	15,000	15,000
				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.			
2,694,188	14,875	0	8270-10	Revenue Adjustments - Medicare Assign - Nonallowed	0	0	0
				Beginning in 2012-2013, for Medicare patient accounts, "non-allowed" amounts are no longer recorded as expense; contractually the City cannot collect the "non-allowed" amount from insurance companies or patient.			
758,284	24,573	0	8270-15	Revenue Adjustments - Medicaid Writeoffs	0	0	0
				Beginning in 2012-2013, for Medicaid patient accounts, "non-allowed" amounts are not recorded as expense; contractually the City cannot collect the "non-allowed" amount from insurance companies or the patient.			
83,698	93,291	94,000	8270-20	Revenue Adjustments - Firemed Writeoffs	95,000	95,000	95,000
				FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.			

Budget Document Report

79 - AMBULANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
510,987	601,195	650,000	8270-25	Revenue Adjustments - Turned To Collections		667,450	667,450	667,450
				Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.				
79,323	89,556	75,000	8270-30	Revenue Adjustments - Public Agency Writeoffs		75,000	75,000	75,000
				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.				
4,530,661	1,237,772	1,301,399	TOTAL MATERIALS AND SERVICES			1,359,906	1,359,906	1,359,906
CAPITAL OUTLAY								
11,985	0	0	8710	Equipment		0	0	0
0	211	0	8710-22	Equipment - EMS Defibrillators		20,000	20,000	20,000
				Defibrillator Upgrades				
5,064	1,246	30,000	8750	Capital Outlay Computer Charges		1,679	1,679	1,679
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared IS capital costs	1	1,679	1,679	
1,563	0	10,000	8800	Building Improvements		0	0	0
173,178	19,896	0	8850	Vehicles		190,000	190,000	190,000
				Purchase ambulance to replace the one scheduled to be replaced in 2013-14 budget that was deferred.				
191,789	21,353	40,000	TOTAL CAPITAL OUTLAY			211,679	211,679	211,679
TRANSFERS OUT								
150,941	156,677	171,608	9700-01	Transfers Out - General Fund		180,063	180,063	180,063
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel including Amb Billing staff	1	180,063	180,063	
70,800	72,900	62,600	9700-15	Transfers Out - Emergency Communications		79,100	79,100	79,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Fund support for YCOM dispatching services.	1	79,100	79,100	
26,709	29,918	31,723	9700-80	Transfers Out - Information Systems		37,682	37,682	37,682
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	37,682	37,682	
248,450	259,495	265,931	TOTAL TRANSFERS OUT			296,845	296,845	296,845

Budget Document Report

79 - AMBULANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
<u>CONTINGENCIES</u>						
0	0	300,000	9800 Contingencies	300,000	300,000	300,000
0	0	300,000	<u>TOTAL CONTINGENCIES</u>	300,000	300,000	300,000
<u>ENDING FUND BALANCE</u>						
692,979	695,359	585,000	9979-05 Designated End FB - Ambulance - EMS A/R Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30, 2015.	700,000	700,000	700,000
479,010	592,289	284,748	9999 Unappropriated Ending Fd Balance Estimated designated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations	36,736	36,736	76,956
1,171,989	1,287,648	869,748	<u>TOTAL ENDING FUND BALANCE</u>	736,736	736,736	776,956
8,531,988	5,418,923	5,574,749	<u>TOTAL REQUIREMENTS</u>	5,771,260	5,771,260	5,811,480

Budget Document Report

79 - AMBULANCE FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
8,531,988	5,418,923	5,574,749	TOTAL RESOURCES	5,771,260	5,771,260	5,811,480
8,531,988	5,418,923	5,574,749	TOTAL REQUIREMENTS	5,771,260	5,771,260	5,811,480



INFORMATION SYSTEMS & SERVICES FUND



- **Budgeted Computer Equipment – By Department**



Information Systems & Services Fund

2014 – 2015 Proposed Budget --- Budget Summary

Budget Highlights

- The 2014-15 proposed budget includes the addition of one IS Analyst for application and desktop support mid-year, thus increasing full-time equivalent (FTE) positions by 0.5. This will enable us to better address the pent up demand for application support, especially in the Public Safety area.
- Not all requests for services and/or equipment are funded in the 2014-15 proposed budget, however, the base services for the operations of the City continue to be funded.

New Programs, Projects, or Equipment:

- Continuation of virtual server philosophy. Reduces hardware and associated costs overall. 78% 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 45 desktop computers and one Mobile Computing Terminal (MCT) comprising approximately 16.5% of the total City computers. 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.

- In this coming fiscal year, we will be looking for areas to expand the use and functionality of the “e-agenda” system that has been implemented for the City Council and other Commissions to use. It eliminates the need for paper agendas, and substantially enhances the way that minutes and other information is gathered and managed for internal and public use.
- 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.

Information Systems & Services Fund

2014 – 2015 Proposed Budget --- Budget Summary

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 iPads, smart phones, and other devices in our business setting.
- Advanced, wide range implementation of a “paperless” environment – including digital document management.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	794,484	969,037	977,136	8,099
Personnel Services	289,716	308,668	358,131	49,463
Materials & Services	453,201	554,801	582,103	27,302
Capital Outlay	46,942	104,668	33,500	(71,168)
Total Expenditures	789,859	968,137	973,734	5,597
Net Expenditures	4,625	900	3,402	(2,502)

Full-Time Equivalents (FTE)

	2013-14 Adopted Budget	Change	2014-15 Proposed Budget
FTE Adopted Budget	3.00		
Information Systems Analyst II		1.00	
Information Systems Analyst I		(0.50)	
FTE Proposed Budget		0.50	3.50



Information Systems & Services Fund

Historical Highlights

- | | | |
|--|--|---|
| 1993 City's first Information Systems Manager hired. | 2003 Partnership formed with Yamhill County for management of IS services; City director position eliminated. | 2006 Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity. |
| 1995 Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities. | 2004 Physical location of IS Department moved from Fire Station to Community Center. | 2007 Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system. |
| 1995 First system administrative specialist hired to help with expanding City IS needs. | 2005 Completed move of all City telephones back onto City-County telephone system. | 2008 Supported the project of moving all communications for the City to the new Public Safety Building. |
| 1996 City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins! | 2006 Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | 2009 Began implementation of redundant server strategy for “hot” site backup for City applications. |
| 1998 City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40. | 2006 Completion of new computer equipment room with backup generator in Community Center. | 2010 Began utilizing virtual server technology and moved to Storage Area Network devices. |
| 2001 McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget. | 2006 Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc. | 2011 Development of an IS strategic plan.

Fully implemented electronic ticketing software for Police Department. |
| 2002 IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. | | |

2012 Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.

2013 Implemented a fully electronic agenda system for the conducting of City Council meetings.



There are, on average, over 400 spam e-mail messages blocked per day that are destined to City e-mail addresses.

Information Systems & Services Fund --- Computer Equipment - By Department

2014-2015 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Administration	Workstation - 4	6,800		Replacements
	Windows 7 - 1	120		Upgrade
	Laptop Computer - 1	1,400		Replacement
			<u>8,320</u>	
Finance/Accounting	Printer maintenance	350		Lexmark
	Workstation - 1	1,700		Replacement
	Laptop - 1	1,400		Replacement
	Lexmark fuser - 1	850		Replacement
	Scanner - 1	975		Replacement
		<u>5,275</u>		
Engineering	Workstation - 2	3,400		Replacement, add for new position
	Visual Studio - 1	325		Software upgrade
	Adobe Pro - 1	100		New
	Maintenance - 1	1,545		Plotter
		<u>5,370</u>		
Planning	Windows 7 - 3	360		Upgrade
	Warranty and maintenance	1,545		Printer
	Ipads - 6	5,100		Planning Commission
		<u>7,005</u>		
Police	Workstations - 7	11,900		Replacements
	Warranty extensions - 4	1,200		For workstations
	Mobile Data Computers - 1	8,500		Full M7 system w/video
		<u>21,600</u>		
Municipal Court		0		
		<u>0</u>		
Fire	Workstations - 5	2,975		Replacements - shared 65% with Ambulance
	Software upgrade - 1	525		SCBA - shared 65% with Ambulance
	Windows 7 - 4	168		Upgrades - shared 65% with Ambulance
	Tablet computers - 7	3,675		Replacements - shared 65% with Ambulance
	Web based software support - 1	420		Firehouse - shared 65% with Ambulance
	Firehouse web based - 1	1,575		Move to web based - shared 65% w/ Ambulance
		<u>9,338</u>		
Park & Rec Admin	Workstation - 1	1,700		Replacement
			<u>1,700</u>	

Information Systems & Services Fund --- Computer Equipment - By Department

2014-2015 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Park & Rec Aquatic Ctr	Workstations - 2	3,400		Replacements
	Datacard Printer - 1	300		Replacement
	Windows 7 - 1	120		Upgrade
	Miscellaneous peripherals - 1	1,000		Replacements
			<u>4,820</u>	
Park & Rec Comm Ctr	Workstations - 1	1,700		Replacement
	Windows 7 - 2	240		Upgrades
			<u>1,940</u>	
Park & Rec KOB	Workstation - 1	1,700		Replacement
			<u>1,700</u>	
Park & Rec Rec Sports	Windows 7 - 1	120		Upgrade
			<u>120</u>	
Park & Rec, Senior Ctr	Workstation - 2	3,400		Replacements
	Windows 7 - 1	120		Upgrade
			<u>3,520</u>	
Park Maintenance			<u>0</u>	
Library	Workstations - 11	18,700		Replacements per plan
	Color Printers - 1	350		Replacement
	Windows 7 - 4	480		Upgrades
			<u>19,530</u>	
Street	Workstation - 1	1,700		Replacement
	Omega software - 1	750		Upgrade
	Windows 7 - 3	360		Upgrades
			<u>2,810</u>	
Building	Workstation - 1	1,700		Replacement
	Printer - 1	250		Replacement
	Windows 7 - 2	240		Upgrades
			<u>2,190</u>	

Information Systems & Services Fund --- Computer Equipment - By Department

2014-2015 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Wastewater Services	Workstations - 4	6,800		Replacements
	Pumpstation software - 1	2,500		Replacement/upgrade
	Windows 7 - 3	360		Upgrades
	Warranty extensions - 3	2,025		For high end PCs
			<u>11,685</u>	
Ambulance	Workstations - 3	5,100		Replacements
	Windows 7 - 2	240		Upgrades
	Tablet computers - 4	6,000		Replacements for MDTs
	ESO/Quickspeak software - 1	12,500		Annual maintenance
	Share of Fire equipment	17,342		65 percent of Fire IS equipment
			<u>41,182</u>	
			<u>Total</u>	
			<u>148,105</u>	

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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RESOURCES

BEGINNING FUND BALANCE

55,000	55,000	36,000	4080-15 Designated Begin FB-Info Sys Fd - Financial System Reserve July 1, 2014 carryover reserved for future City financial system software improvements.	36,000	36,000	36,000
77,438	78,085	127,389	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	96,000	96,000	142,000
132,438	133,085	163,389	TOTAL BEGINNING FUND BALANCE	132,000	132,000	178,000

CHARGES FOR SERVICES

433,561	364,560	466,037	6000-01 Charges for Equipment & Services - General Fund Budget Note: Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.	444,449	444,449	444,449
15,152	13,078	13,054	6000-20 Charges for Equipment & Services - Street Fund	15,370	15,370	15,370
22,012	12,351	14,905	6000-70 Charges for Equipment & Services - Building Fund	17,056	17,056	17,056
51,520	72,108	80,290	6000-75 Charges for Equipment & Services - Wastewater Services Fund	44,633	44,633	52,333
43,545	38,046	85,183	6000-79 Charges for Equipment & Services - Ambulance Fund	94,095	94,095	94,095
565,789	500,143	659,469	TOTAL CHARGES FOR SERVICES	615,603	615,603	623,303

MISCELLANEOUS

652	738	900	6310 Interest	800	800	800
0	5	0	6600 Other Income	0	0	0
652	743	900	TOTAL MISCELLANEOUS	800	800	800

TRANSFERS IN

213,671	216,063	229,095	6900-01 Transfers In - General Fund	272,803	272,803	272,803
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 272,803	<u>Total</u> 272,803
5,755	5,821	6,173	6900-20 Transfers In - Street	7,163	7,163	7,163
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 7,163	<u>Total</u> 7,163
11,509	5,821	6,173	6900-70 Transfers In - Building	7,163	7,163	7,163
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 7,163	<u>Total</u> 7,163

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
30,084	33,425	35,504	6900-75	Transfers In - Wastewater Services			33,322	33,322	33,322
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Information Systems personnel services support.	1	33,322	33,322			
26,709	29,918	31,723	6900-79	Transfers In - Ambulance			37,682	37,682	37,682
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Information Systems personnel services support.	1	37,682	37,682			
0	2,550	0	6900-85	Transfers In - Insurance Services			2,600	2,600	2,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Insurance Services Fund reserve distribution	1	2,600	2,600			
287,728	293,598	308,668	TOTAL TRANSFERS IN				360,733	360,733	360,733
986,607	927,568	1,132,426	TOTAL RESOURCES				1,109,136	1,109,136	1,162,836

80 - INFORMATION SYSTEMS & SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

186,660	189,262	195,435	7000-05 Salaries & Wages - Regular Full Time Information Systems Analyst III - 1.00 FTE Information Systems Analyst II - 2.00 FTE Information Systems Analyst I - 0.50 FTE*	218,424	218,424	218,424
			* Information Systems Analyst I position budgeted to start on Jan. 1			
12,832	10,214	12,000	7000-20 Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	15,000	15,000	15,000
11,746	12,271	12,861	7300-05 Fringe Benefits - FICA - Social Security	14,472	14,472	14,472
2,747	2,870	3,008	7300-06 Fringe Benefits - FICA - Medicare	3,385	3,385	3,385
43,349	44,115	54,318	7300-15 Fringe Benefits - PERS - OPSRP - IAP	50,823	50,823	50,823
28,648	29,158	29,000	7300-20 Fringe Benefits - Medical Insurance	53,470	53,470	53,470
189	189	189	7300-25 Fringe Benefits - Life Insurance	442	442	442
1,042	1,056	1,090	7300-30 Fringe Benefits - Long Term Disability	1,224	1,224	1,224
441	499	664	7300-35 Fringe Benefits - Workers' Compensation Insurance	770	770	770
80	82	103	7300-37 Fringe Benefits - Workers' Benefit Fund	121	121	121
287,733	289,716	308,668	TOTAL PERSONNEL SERVICES	358,131	358,131	358,131

MATERIALS AND SERVICES

66	90	400	7540 Employee Development	400	400	400
5,147	4,428	10,000	7550 Travel & Education Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	12,000	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Training, Analyst II	1	3,000	3,000
			Training, Analyst III	1	4,000	4,000
			Training, Analyst II	1	3,000	3,000
			Training, Director	1	2,000	2,000
401	327	1,000	7590 Fuel - Vehicle & Equipment Fuel and repair expense for IS Department vehicle	1,000	1,000	1,000
940	1,300	1,500	7610-05 Insurance - Liability	1,600	1,600	1,600
290	400	500	7610-10 Insurance - Property	600	600	600

80 - INFORMATION SYSTEMS & SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
24,518	19,249	30,620	7792 Hardware Maintenance & Rental Contracts	31,000	31,000	31,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APC Symmetra UPS, server room	1	2,700	2,700
			Aruba networks maintenance	1	1,800	1,800
			Barracuda link balancer	1	300	300
			Checkpoint SG1073 Firewall	1	5,500	5,500
			Hitachi AMS2100 SAN	1	5,000	5,000
			HP Proliant City Main Server	1	6,000	6,000
			Juniper Core Switch	1	1,200	1,200
			Juniper SA2500 VPN	1	700	700
			KatoLight Server Room generator	1	1,000	1,000
			Mailgate Spam Filter	1	2,800	2,800
			Quantum DXi4510	1	1,400	1,400
			Quantum Scalar i40(CC)	1	1,300	1,300
			Quantum Scalar i40(PSB)	1	1,300	1,300
0	4,322	4,400	7792-20 Hardware Maintenance & Rental Contracts - Police	4,400	4,400	4,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			MDT Hardware maintenance	1	4,400	4,400
0	1,634	3,000	7792-30 Hardware Maintenance & Rental Contracts - Fire	2,000	2,000	2,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			MDT Hardware maintenance, 50% - shared with Ambulance	1	2,000	2,000
0	1,634	3,000	7792-95 Hardware Maintenance & Rental Contracts - Ambulance	2,000	2,000	2,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			MDT Hardware maintenance, 50% - shared with Fire	1	2,000	2,000

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
86,637	68,776	74,135	7794 Software Maintenance & Rental Contracts	95,439	95,439	95,439
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Adventnet Helpdesk renewal	1	1,000	1,000
			Blackberry enterprise Server support MDM	1	2,000	2,000
			Desktop Authority Maintenance	1	2,500	2,500
			LOGOS Citywide ERP Financial System	1	58,000	58,000
			RSA SecureID Maintenance	1	1,000	1,000
			Site5 Annual Subscription	1	864	864
			Snap Deploy renewal	1	500	500
			Symantec Prodcut renewals, Backup Exec, antivirus	1	6,200	6,200
			Veeam Product maintenance	1	2,700	2,700
			Websense Enterprise, pymt 3 of 3	1	4,575	4,575
			VmWare support	1	12,000	12,000
			Protected Trust renewal	1	1,100	1,100
			Solarwinds Network Logging SW	1	3,000	3,000
0	0	0	7794-02 Software Maintenance & Rental Contracts - City Manager's Office	0	0	0
0	0	9,500	7794-03 Software Maintenance & Rental Contracts - City Council	6,500	6,500	6,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			AgendaQuick renewal	1	6,500	6,500
0	0	0	7794-05 Software Maintenance & Rental Contracts - Accounting	0	0	0
0	0	0	7794-08 Software Maintenance & Rental Contracts - Legal	0	0	0
4,509	6,402	6,925	7794-10 Software Maintenance & Rental Contracts - Engineering	7,450	7,450	7,450
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus, 15% - share w/ Building and Planning	1	1,950	1,950
			AutoCAD Maint renewal, 50% - share w/ Planning	1	800	800
			ESRI ArcIMS, 17% - share w/PL, Bldg, Pk Maint, St, WWS	1	1,800	1,800
			Hansen Sewer database, 25% - shared with St, Pk Maint, WWS	1	2,900	2,900
3,455	3,696	4,025	7794-15 Software Maintenance & Rental Contracts - Planning	4,550	4,550	4,550
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus, 15%, share w/ Engineering and Building	1	1,950	1,950
			AutoCAD Maint. renewal, 50% - share w/ Engineering	1	800	800
			ESRI ArcIMS, 17% - share w/ Eng, Bldg, Pk Maint, St, WWS	1	1,800	1,800

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET	
48,917	42,684	41,800	7794-20	Software Maintenance & Rental Contracts - Police			38,011	38,011	38,011
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				APS e-ticketing, 67% - share w/ Muni Court	1	7,111	7,111		
				Evidence OnQ	1	7,900	7,900		
				Netmotion, 50% - share w/ Fire and EMS	1	2,100	2,100		
				Visionair remote support connectivity	1	400	400		
				Visionair e-ticketing import script	1	1,200	1,200		
				Visionair message switch	1	2,750	2,750		
				Visionair mobile renewal	1	7,050	7,050		
				Visionair RMS renewal	1	8,500	8,500		
				WebLEDS renewal	1	1,000	1,000		
1,567	6,978	7,984	7794-25	Software Maintenance & Rental Contracts - Municipal Court			5,502	5,502	5,502
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				APS e-ticketing maintenance	1	3,502	3,502		
				Caselle maintenance	1	2,000	2,000		
3,871	6,344	10,075	7794-30	Software Maintenance & Rental Contracts - Fire			9,225	9,225	9,225
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Firehouse maintenance	1	3,500	3,500		
				Netmotion MDT software, 25% - shared w/PD, Amb	1	1,000	1,000		
				Visionair RMS, mobile, 35% - Share w/ Amb	1	4,725	4,725		
1,200	1,200	1,200	7794-35	Software Maintenance & Rental Contracts - Parks & Rec Administration			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet maintenance	1	1,200	1,200		
1,200	1,200	1,200	7794-40	Software Maintenance & Rental Contracts - Aquatic Center			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet maintenance	1	1,200	1,200		
1,200	1,200	1,200	7794-45	Software Maintenance & Rental Contracts - Community Center			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet maintenance	1	1,200	1,200		
2,400	2,400	2,400	7794-50	Software Maintenance & Rental Contracts - Kids on the Block			2,400	2,400	2,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet maintenance	1	2,400	2,400		

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,200	1,200	1,200	7794-55	Software Maintenance & Rental Contracts - Recreational Sports		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance	1	1,200	1,200	
0	0	0	7794-60	Software Maintenance & Rental Contracts - Senior Center		0	0	0
4,528	4,169	4,500	7794-65	Software Maintenance & Rental Contracts - Park Maintenance		4,700	4,700	4,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI ArcIMS, 17%- share w/Plan, Bldg, Eng, PM,S,WWS	1	1,800	1,800	
				Hanson sewer database, 25% - shared with Eng, Street, WWS	1	2,900	2,900	
0	0	0	7794-70	Software Maintenance & Rental Contracts - Library		1,650	1,650	1,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				AWE software maintenance	1	1,650	1,650	
7,028	6,669	7,000	7794-75	Software Maintenance & Rental Contracts - Streets		7,200	7,200	7,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI ArcIMS, 17%- share w/Plan, Bldg, Eng, PM, St,WWS	1	1,800	1,800	
				Hansen sewer database, 25%- shared w/ith Eng, Pk Maint, WWS	1	2,900	2,900	
				Street Saver software support	1	1,000	1,000	
				Street Saver Subscription	1	1,500	1,500	
12,941	8,869	9,650	7794-80	Software Maintenance & Rental Contracts - Building		10,900	10,900	10,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela permits plus, 70%- share w/ Engineering and Planning	1	9,100	9,100	
				ESRI ArcIMS, 17%- share w/Plan, Eng, Pk Maint, Street, WWS	1	1,800	1,800	

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
11,624	11,335	17,900	7794-85 Software Maintenance & Rental Contracts - Wastewater Services	12,700	12,700	20,400
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>
			ESRI ArcIMS, 17%- share w/ Plan, Bldg, Eng, Pk Maint, Street,WWS	1	1,800	1,800
			MP2 Maint Mgmt software	1	2,500	2,500
			Rockwell control system	1	5,500	5,500
			Hansen sewer database, 25% - shared with Eng, Pk Maint, Street	1	2,900	2,900
			Wonderware Software	1	5,500	5,500
			HACH WIMS software	1	2,200	2,200
17,611	16,342	23,575	7794-95 Software Maintenance & Rental Contracts - Ambulance	29,475	29,475	29,475
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Ambulance billing software/field data	1	7,500	7,500
			Ivans billing service	1	300	300
			Netmotion MDT, 25%- share w/ Fire and PD	1	1,000	1,000
			Visionair renewal, 65%- share w/ Fire	1	8,775	8,775
			ESO maintenance	1	11,900	11,900
7,368	6,818	10,350	7800-15 M & S Equipment - Information Systems	9,000	9,000	9,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS workstation/tablet upgrades	1	2,500	2,500
			Solid state harddrives	15	100	1,500
			VDI Thin clients	1	5,000	5,000
12,106	13,052	15,000	7800-18 M & S Equipment - Hardware	24,300	24,300	24,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS KVM switch	1	300	300
			Network hardware replacements	1	3,000	3,000
			RSA SecureID tokens	1	500	500
			Server upgrades	1	5,000	5,000
			UPS replacements	1	1,000	1,000
			ESXi host cache IO cards	1	6,000	6,000
			Barracuda link balancer replacement	1	1,000	1,000
			Replacement Dell laptops, loaners	5	1,500	7,500
420	8,681	9,700	7800-21 M & S Equipment - Software	0	0	0
1,352	1,041	0	7800-24 M & S Equipment - Inventory	0	0	0
Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; i.e., keyboards, mice, surge strips, tools, etc.						
0	0	0	7840 M & S Computer Charges	0	0	0

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,586	3,315	315	7840-02	M & S Computer Charges - City Manager's Office		8,320	8,320	8,320
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	4	1,700	6,800	
				Windows 7 software upgrade	1	120	120	
				Laptop computer	1	1,400	1,400	
0	0	10,000	7840-03	M & S Computer Charges - City Council		0	0	0
9,373	600	1,107	7840-05	M & S Computer Charges - Accounting		5,225	5,225	5,225
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark printer maintenance	1	300	300	
				Workstation replacement	1	1,700	1,700	
				Laptop replacement	1	1,400	1,400	
				Lexmark fuser replacement	1	850	850	
				Scanner replacement	1	975	975	
0	0	250	7840-08	M & S Computer Charges - Legal		0	0	0
2,977	3,221	3,620	7840-10	M & S Computer Charges - Engineering		5,370	5,370	5,370
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Plotter maintenance	1	1,545	1,545	
				Workstation replacements	2	1,700	3,400	
				Visual studio software upgrade	1	325	325	
				Adobe Pro software	1	100	100	
1,135	2,125	2,650	7840-15	M & S Computer Charges - Planning		1,905	1,905	1,905
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer warranty and maintenance	1	1,545	1,545	
				Windows 7 software upgrade	3	120	360	
8,954	11,929	42,500	7840-20	M & S Computer Charges - Police		13,100	13,100	13,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	7	1,700	11,900	
				Workstation warranty extensions	4	300	1,200	
1,778	990	14,250	7840-25	M & S Computer Charges - Municipal Court		0	0	0

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
6,780	3,152	3,535	7840-30	M & S Computer Charges - Fire		9,338	9,338	9,338
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements - shared 65% w/ Amb	5	595	2,975	
				SCBA software upgrade - shared 65% w/ Amb	1	525	525	
				Windows 7 software upgrade	4	42	168	
				MDT replacements, Tablets - shared 65% w/ Amb	7	525	3,675	
				Firehouse software support - shared 65% w/ Amb	1	420	420	
				Firehouse software, web based - share 65% w/ Amb	1	1,575	1,575	
6,421	0	0	7840-35	M & S Computer Charges - Parks & Rec Administration		1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
756	1,741	1,700	7840-40	M & S Computer Charges - Aquatic Center		4,820	4,820	4,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	2	1,700	3,400	
				Datacard printer	1	300	300	
				Windows 7 software upgrade	1	120	120	
				Miscellaneous peripherals	1	1,000	1,000	
225	149	1,700	7840-45	M & S Computer Charges - Community Center		1,940	1,940	1,940
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Windows 7 software upgrade	2	120	240	
0	198	250	7840-50	M & S Computer Charges - Kids on the Block		1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
0	0	2,500	7840-55	M & S Computer Charges - Recreational Sports		120	120	120
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Windows 7 software upgrade	1	120	120	
175	199	0	7840-60	M & S Computer Charges - Senior Center		3,520	3,520	3,520
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	2	1,700	3,400	
				Windows 7 software upgrade	1	120	120	
290	1,661	1,050	7840-65	M & S Computer Charges - Park Maintenance		0	0	0

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
18,611	6,386	16,440	7840-70	M & S Computer Charges - Library		19,530	19,530	19,530
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	11	1,700	18,700	
				Color printer replacment	1	350	350	
				Windows 7 software upgrades	4	120	480	
1,988	1,661	1,250	7840-75	M & S Computer Charges - Street		2,810	2,810	2,810
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Omega software upgrade	1	750	750	
				Windows 7 software upgrades	3	120	360	
0	0	1,700	7840-80	M & S Computer Charges - Building		2,190	2,190	2,190
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Printer replacement	1	250	250	
				Windows 7 software upgrades	2	120	240	
7,176	39,671	5,700	7840-85	M & S Computer Charges - WWS		11,685	11,685	11,685
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	4	1,700	6,800	
				Pumpstation software upgrade	1	2,500	2,500	
				Windows 7 software upgrades	3	120	360	
				PC warranty extensions	3	675	2,025	
0	0	0	7840-90	M & S Computer Charges - Sewer Maintenance		0	0	0
9,581	6,553	9,392	7840-95	M & S Computer Charges - Ambulance		41,182	41,182	41,182
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	3	1,700	5,100	
				Windows 7 software upgrades	2	120	240	
				MDT replacement, Tablets	4	1,500	6,000	
				ESO/Quickspeak software	1	12,500	12,500	
				Fire workstation repacements, 65% - shared with Fire	5	1,105	5,525	
				Fire SCBA software upgrade, 65% - shared with Fire	1	975	975	
				Fire Windows 7 software upgrade, 65% - shared with Fire	4	78	312	
				Fire MDT replacements, Tablets, 65% - shared with Fire	7	975	6,825	
				Fire Firehouse software support, 65% - shared with Fire	1	780	780	
				Fire Firehouse software, web based, 65% - shared with Fire	1	2,925	2,925	

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2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
5,280	6,488	5,300	8280	Data Communications		5,700	5,700	5,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Primary ISP - Verizon FIOS	1	2,900	2,900		
			Secondary ISP - Online NW	1	2,800	2,800		
434,692	453,201	554,801	TOTAL MATERIALS AND SERVICES			582,103	582,103	589,803
<u>CAPITAL OUTLAY</u>								
79,793	24,113	0	8730-05	Equipment - Computers - Hardware		25,000	25,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS MDT for test and deploy	1	5,000	5,000		
			ESXi host replacements	1	20,000	20,000		
21,900	0	0	8730-10	Equipment - Computers - Software		0	0	0
0	0	0	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8750-02	Capital Outlay Computer Charges - City Manager's Office		0	0	0
0	0	0	8750-05	Capital Outlay Computer Charges - Accounting		0	0	0
0	0	0	8750-08	Capital Outlay Computer Charges - Legal		0	0	0
0	0	0	8750-10	Capital Outlay Computer Charges - Engineering		0	0	0
0	0	0	8750-15	Capital Outlay Computer Charges - Planning		0	0	0
24,003	22,829	44,668	8750-20	Capital Outlay Computer Charges - Police		8,500	8,500	8,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Mobile Data Computer	1	8,500	8,500		
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
5,402	0	0	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration		0	0	0
0	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

80 - INFORMATION SYSTEMS & SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	0	8750-80 Capital Outlay Computer Charges - Building	0	0	0
0	0	30,000	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	30,000	8750-95 Capital Outlay Computer Charges - Ambulance	0	0	0
0	0	0	8750-98 Capital Outlay Computer Charges - ERP	0	0	0
131,098	46,942	104,668	<u>TOTAL CAPITAL OUTLAY</u>	33,500	33,500	33,500
<u>CONTINGENCIES</u>						
0	0	65,000	9800 Contingencies	65,000	65,000	65,000
0	0	65,000	<u>TOTAL CONTINGENCIES</u>	65,000	65,000	65,000
<u>ENDING FUND BALANCE</u>						
55,000	36,000	36,000	9980-15 Designated End FB - Info Sys Fd - Financial System Reserve June 30, 2015 designated carryover reserved for future City financial system software improvements.	36,000	36,000	36,000
78,085	101,709	63,289	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.	34,402	34,402	80,402
133,085	137,709	99,289	<u>TOTAL ENDING FUND BALANCE</u>	70,402	70,402	116,402
986,607	927,568	1,132,426	<u>TOTAL REQUIREMENTS</u>	1,109,136	1,109,136	1,162,836

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80 - INFORMATION SYSTEMS & SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
986,607	927,568	1,132,426	TOTAL RESOURCES	1,109,136	1,109,136	1,162,836
986,607	927,568	1,132,426	TOTAL REQUIREMENTS	1,109,136	1,109,136	1,162,836



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 pay for insurance premiums, deductibles on claim losses, miscellaneous insurance related expenses, and to maintain an adequate but not excessive reserve.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one insurance line from CIS. The estimated multiple lines credit for 2014-15 is \$45,000.
- **Property & Liability Insurance** –Property insurance premiums are projected to increase by 5% and liability premiums by 10% compared to 2013-14 premiums.
- **Workers’ Compensation Insurance:**
 - CIS estimates that the workers’ compensation rates will increase less than 5% for 2014-15. CIS administrative costs and the state assessment are projected to remain consistent with the prior year.
 - City of McMinnville experience modifier for 2013-14 was 77% which means the City’s losses were approximately 23% better than the average.
- **Distribution of Insurance Services Fund Reserve**
Over the last several years, the reserve in the Insurance Services Fund has grown, due to actual premium costs and claims expense being less than budgeted. The increase in the reserve is primarily attributable to workers’ compensation insurance. Therefore, the distribution of surplus reserve is allocated based on the cost of salaries and wages in the operating departments. A similar distribution of surplus reserve was done in fiscal year 2012-13.

Core Services

- The following types of costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and 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.
- Increases in liability premiums due to rapidly growing number of claims related to employment, including claims for wrongful termination, harassment, retaliation, discrimination, etc.

Department Cost Summary

	2012-13 Actual	2013-14 Amended Budget	2014-15 Proposed Budget	Budget Variance
Revenue	743,925	911,422	1,012,332	100,910
Materials & Services	719,003	864,250	975,620	111,370
Transfers Out	189,165	41,908	218,182	176,274
Total Expenditures	908,168	906,158	1,193,802	287,644
Net Expenditures	(164,243)	5,264	(181,470)	186,734



Insurance Services Fund

Historical Highlights

1985	City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).	1995	Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.	2005	City picks up 100% of general service employee medical insurance increase. Employee cost sharing decreases to ~27% of medical insurance premiums.
1986	City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.	1997	City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.	2006	CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.
1989	City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.	2000	Fire union members first begin medical insurance cost sharing – 10% of premium.	2006	City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.
1991	Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.	2001	City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.	2008	City picks-up 100% of general service employee medical insurance increases. Employee cost sharing decreases to ~21%.
2003	Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.	2003	Police union members first begin medical insurance cost sharing – 5% of premium.	2009	Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.
1995	Insurance Services Fund surplus funds Community Center seismic retrofit.	2004	City picks up 75% of general service employee medical insurance increase. First year increase not split 50-50 with general service employees.	2012	Insurance Services Fund surplus allocated to operating departments.

85 - INSURANCE SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
832,550	962,729	683,618	4090 Beginning Fund Balance Estimated July 1, 2014 undesignated carryover from the 2013-2014 fiscal year.	868,475	868,475	868,475
832,550	962,729	683,618	<u>TOTAL BEGINNING FUND BALANCE</u>	868,475	868,475	868,475
<u>CHARGES FOR SERVICES</u>						
149,120	194,500	204,500	6050-05 Insurance - Liability Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	221,300	221,300	221,300
88,250	134,400	150,900	6050-10 Insurance - Property Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	171,300	171,300	171,300
318,700	356,702	478,022	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	517,326	517,326	519,908
556,070	685,602	833,422	<u>TOTAL CHARGES FOR SERVICES</u>	909,926	909,926	912,508
<u>MISCELLANEOUS</u>						
4,416	5,083	6,000	6310 Interest	4,600	4,600	4,600
8,410	2,722	12,000	6510-05 Insurance Loss Reimbursement - Property 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	6510-10 Insurance Loss Reimbursement - Parks Proceeds from City Park shelter fire. Funds will be transferred to Park Development Fund to rebuild shelter.	30,000	30,000	30,000
8,658	1,588	15,000	6510-15 Insurance Loss Reimbursement - Automobile Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.	15,000	15,000	15,000
0	0	0	6600 Other Income	0	0	0
46,922	48,929	45,000	6600-15 Other Income - City County Insurance Services	45,000	45,000	45,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			CIS multi-line credit - property & liability insurance	1	20,000	20,000
			CIS multi-line credit - workers compensation	1	25,000	25,000
68,406	58,323	78,000	<u>TOTAL MISCELLANEOUS</u>	106,600	106,600	106,600
1,457,027	1,706,654	1,595,040	<u>TOTAL RESOURCES</u>	1,885,001	1,885,001	1,887,583

85 - INSURANCE SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

1,230	1,152	1,600	7750 Professional Services	1,500	1,500	1,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	1,500	1,500
189,618	277,129	355,400	8300 Property & Liability Ins Premium Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.	362,120	362,120	362,120
1,828	0	0	8330-08 Liability Aggregate Deductible - 2007 - 2008 Liability deductible year "closed".	0	0	0
25,591	922	0	8330-09 Liability Aggregate Deductible - 2008 - 2009 Liability deductible year open with no outstanding claims. 2008-2009 fiscal year general liability deductible amount was \$50,000.	0	0	0
7,737	37,910	26,000	8330-10 Liability Aggregate Deductible - 2009 - 2010 Maximum deductible of \$50,000 has been met.	0	0	0
11,766	7,655	13,750	8330-12 Liability Aggregate Deductible - 2011 - 2012 Liability deductible year open with four outstanding claims. 2011-2012 fiscal year general liability deductible amount was \$50,000.	26,000	26,000	26,000
0	0	8,000	8330-13 Liability Aggregate Deductible - 2012 - 2013 Liability deductible year open with five outstanding claims. 2012-2013 fiscal year general liability deductible amount is \$50,000.	50,000	50,000	50,000
0	0	0	8330-14 Liability Aggregate Deductible - 2013 - 2014 Liability deductible year open with two open claims. 2013-2014 fiscal year general liability deductible amount was \$50,000.	25,000	25,000	25,000
0	0	0	8330-15 Liability Aggregate Deductible - 2014 - 2015 2014-2015 fiscal year general liability deductible amount is \$50,000.	50,000	50,000	50,000
6,866	0	0	8350-07 Workers' Compensation - 2006 - 2007 Retro Closed	0	0	0
0	9,883	0	8350-08 Workers' Compensation - 2007 - 2008 Retro Closed	0	0	0
0	16,998	0	8350-09 Workers' Compensation - 2008 - 2009 Retro Closed CIS requires mandatory plan close out of plan year after 60 months.	0	0	0
1,354	974	20,000	8350-10 Workers' Compensation - 2009 - 2010 Retro Closed CIS requires mandatory plan close out of plan year after 60 months.	0	0	0
1,312	0	30,000	8350-11 Workers' Compensation - 2010 - 2011 Retro Closed Closed plan year in 2013-14.	0	0	0
183,982	24,706	20,000	8350-12 Workers' Compensation - 2011 - 2012 Retro No open workers' compensation claims for this plan year.	25,000	25,000	25,000
0	336,863	153,500	8350-13 Workers' Compensation - 2012 - 2013 Retro Four open workers' compensation claims for this plan year.	0	0	0

85 - INSURANCE SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	0	200,000	8350-14 Workers' Compensation - 2013 - 2014 Retro Two open workers' compensation claims for this plan year.	200,000	200,000	200,000
0	0	0	8350-15 Workers' Compensation - 2014 - 2015 Retro Includes initial contribution paid to CIS for 2014-2015 fiscal year and paid losses for claims incurred during the 2014-2015 fiscal year.	200,000	200,000	200,000
12,366	2,222	18,000	8370-05 Property & Auto Damage Claims - Property Loss & Damage The City's property insurance carries a \$1,000 deductible.	18,000	18,000	18,000
0	0	0	8370-10 Property & Auto Damage Claims - Park Loss & Damage	0	0	0
10,108	2,588	18,000	8370-15 Property & Auto Damage Claims - Automobile Damage The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.	18,000	18,000	18,000
453,755	719,003	864,250	TOTAL MATERIALS AND SERVICES	975,620	975,620	975,620
TRANSFERS OUT						
40,542	142,365	41,908	9700-01 Transfers Out - General Fund	143,782	143,782	143,782
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel services support.	1	38,182	38,182
			Insurance Services Fund reserve distribution	1	105,600	105,600
0	6,150	0	9700-20 Transfers Out - Street	5,200	5,200	5,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance Services Fund reserve distribution	1	5,200	5,200
0	0	0	9700-50 Transfers Out - Park Development Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement transferred to Park Development Fund.	30,000	30,000	30,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance reimbursement.	1	30,000	30,000
0	3,150	0	9700-70 Transfers Out - Building	1,600	1,600	1,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance Services Fund reserve distribution	1	1,600	1,600
0	16,950	0	9700-75 Transfers Out - Wastewater Services	14,200	14,200	14,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance Services Fund reserve distribution	1	14,200	14,200
0	18,000	0	9700-79 Transfers Out - Ambulance	20,800	20,800	20,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance Services Fund reserve distribution	1	20,800	20,800

Budget Document Report

85 - INSURANCE SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
0	2,550	0	9700-80	Transfers Out - Information Systems		2,600	2,600	2,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Insurance Services Fund reserve distribution	1	2,600	2,600		
40,542	189,165	41,908	<u>TOTAL TRANSFERS OUT</u>			218,182	218,182	218,182
			<u>CONTINGENCIES</u>					
0	0	100,000	9800	Contingencies		100,000	100,000	100,000
0	0	100,000	<u>TOTAL CONTINGENCIES</u>			100,000	100,000	100,000
			<u>ENDING FUND BALANCE</u>					
962,729	798,486	588,882	9999	Unappropriated Ending Fd Balance		591,199	591,199	593,781
			Undesignated carryover for July 1, 2015, including the excess (deficit) of revenues over (under) expenditures from 2014-2015 operations.					
962,729	798,486	588,882	<u>TOTAL ENDING FUND BALANCE</u>			591,199	591,199	593,781
1,457,026	1,706,654	1,595,040	<u>TOTAL REQUIREMENTS</u>			1,885,001	1,885,001	1,887,583

Budget Document Report

85 - INSURANCE SERVICES FUND

2012 ACTUAL	2013 ACTUAL	2014 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2015 PROPOSED BUDGET	2015 APPROVED BUDGET	2015 ADOPTED BUDGET
1,457,027	1,706,654	1,595,040	TOTAL RESOURCES	1,885,001	1,885,001	1,887,583
1,457,026	1,706,654	1,595,040	TOTAL REQUIREMENTS	1,885,001	1,885,001	1,887,583