

# CITY OF McMINNVILLE 2017 - 2018 ADOPTED BUDGET

BUDGET MESSAGE &  
SUPPLEMENTAL INFORMATION





# 2017-2018 CITY BUDGET

## Members of the Budget Committee

### Mayor & Council Members:

Scott Hill (Mayor)  
Remy Drabkin  
Adam Garvin  
Kevin Jeffries  
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### City Manager

Jeffrey Towery

### Department Heads

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Mike Bisset, Community Development Director/City Engineer  
David Koch, City Attorney  
Rich Leipfert, Fire Chief  
Heather Richards, Planning Director  
Matt Scales, Police Chief  
Scott Burke, Information Systems Director  
Jay Pearson, Parks & Recreation Director  
Jenny Berg, Library Director



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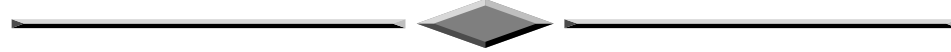


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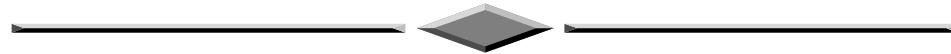
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# **BUDGET MESSAGE**



**CITY OF McMINNVILLE**  
**2017 – 2018**  
**BUDGET MESSAGE**

**May, 2017**

**The Honorable Scott Hill, Mayor**

**City Council and Members of the Budget Committee**

**I. INTRODUCTION**

*We are about the practical affairs of public life.*

*~ Thomas Jefferson*

There are several themes that helped to shape the fiscal year 2017-18 budget. Most important, the City is in solid financial condition and there are a number of areas that require focus and attention to further strengthen our services, facilities and stabilize our future financial status. In the General Fund, a variety of factors have combined to result in declining reserves, deferred maintenance and some key service areas that are not adequately supported. This budget is largely status quo in the level of services provided. It also sets in place a number of initiatives that will result in incremental progress in both stabilizing our reserves and addressing a number of unmet needs. This budget takes a moderately conservative approach when considering new or increased revenues. The City Council has directed staff to explore ways to better ensure that the City has revenues in place that will keep pace with expenditures and allow the City to expand services and be responsive to future needs. The proposed budget does not include any revenues that have not been adopted by the Council. There are forecasts presented in this document that show the potential impact of new or increased revenues in some areas that demonstrate the multi-year outlook taken when crafting this budget.

***Work Force Support***

Expenses in this budget have been managed with the goal of maintaining existing services levels across most of the organization. The ongoing effort to bring General Service employee wages closer to

market level continues. Reasonable cost of living and market adjustments have been negotiated with the Firefighters Union and are underway with the Police Union. Benefit costs are slightly less than initially budgeted and overall personnel services costs are supported by our forecasts. All of our departments carefully manage expenses and that effort has allowed us to address some important deferred maintenance needs in the proposed budget as well as set aside some funds for future efforts.

***Rebuild Core Services***

Administration and Municipal Court. A staffing restructure is presented in this year's budget. The part time City Prosecutor position and vacant Human Resources position will be eliminated. A fulltime Assistant City Attorney position will be created and a current part time position will be increased to full time. These changes will allow for increased capacity for Code Enforcement and Municipal Court. Human Resources responsibilities will be shared among the team, allowing for multiple issues to be addressed when the need arises. The resulting work group will have approximately 0.20 full time equivalent (FTE) less than currently budgeted.

Building and Planning. The part time Building Official has retired and both workload and the financial capacity of the Building Fund support a fulltime position. The planning and building work groups already function as a single team so in addition to filling a full time Building Official position, the two work groups will be supervised by the Planning Director. This structural change will better support a variety of strategic initiatives and process improvement efforts in addition to direct support

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of the Planning Director’s position by the Building Fund, allowing General Fund resources to begin to address the backlog of long range planning needs. The proposed budget also includes a placeholder for the addition of one full time Building Inspector; to be added when the Division workload / customer demand dictates.

Community Development. A full time position to provide communication and public outreach is being added to the budget this year. This position is primarily funded by the utility funds. A portion of General Fund support is included to allow the position to assist other departments in a variety of communication, public outreach and social media efforts. The position will provide additional resources across the organization, relieve some work load from project management and other staff and allow the City to take a more comprehensive, innovative and focused approach to community engagement and public information.

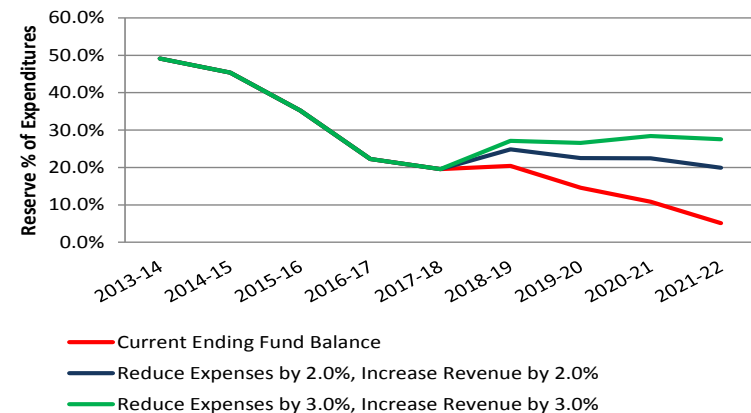
Fire. Since 2014 increasing work load of new construction and remodels have resulted in delays to the citizens, in plan review and inspections. As a result of employing only one person with the Fire Inspector 2 certification, annual high/medium hazard fire safety inspections have been significantly reduced. In order to ensure the fire safety risk of the community remains minimal, and citizens are served appropriately, additional capacity for high/medium hazard fire safety inspections, plan review, and fire investigations is necessary. To remain within our existing budget and to secure the level of certification required in a new Deputy Fire Marshal, two positions are eliminated in the proposed budget; the full time, Fire Prevention Specialist and the part time Emergency Management Coordinator. The result will provide a qualified code enforcement person to improve the overall prevention services. Service improvements will include an additional fire investigator, high and medium hazard inspections, new construction, and plan review capabilities. The position will also provide fire

prevention education. Emergency Management functions will be supervised by management staff as in prior years.

***Stabilize General Fund Reserves***

Starting in fiscal year 2013-14, the City began to spend down the General Fund reserve. While this approach maintained reserve levels consistent with Council policy, the practice of using one time funds to support ongoing costs resulted in a downward trend in reserves that is not sustainable. Coupled with increasing expenditure trends, a lagging economic recovery and overall revenue growth that does not keep pace with expenditures, reserves will rapidly decline and in five to six years, be nearly depleted. The current Council policy of a 25% reserve has served the City well and was a primary factor that allowed the City to weather the last recession without the deep cuts that many municipalities made (and some continue to make). It also allowed the City to maintain a very favorable bond rating. This budget sets in place a strategy to stabilize reserves levels. The Government Finance Officers Association indicates that a 17% reserve level meets best practices. Based on current forecasts, the City should be able to moderate the decline and stabilize the reserves by taking a comprehensive approach to managing expenses and increasing revenues by 2.0 - 3.0 % each over the next four years. The result should be a reserve between 17% and 25%.

**General Fund Ending Fund Balance**



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**II. BUDGET ASSUMPTIONS**

The Proposed 2017 – 2018 Budget is based upon the following assumptions and criteria:

**A. THE ECONOMY.** Property taxes account for roughly 59% of the City's General Fund revenues and are based on total taxable assessed value (AV). Overall our AV continued to rise during the recession and for 2017 specifically, the AV stands at \$2.49 billion, an increase of 4.40% from 2016.

<u>Year</u>	<u>Max Assessed Value (In millions)</u>	<u>Percent Change</u>
2009	\$1,938	7.80%
2010	\$2,034	4.90%
2011	\$2,106	3.60%
2012	\$2,140	1.60%
2013	\$2,183	2.00%
2014	\$2,233	2.30%
2015	\$2,298	2.90%
2016	\$2,390	4.02%
2017	\$2,494	4.40%
2018*	\$2,594	4.00%

\* estimated

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

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value and remains the same as the current year and represents the maximum allowed. The debt service rate of \$1.3360 per \$1,000 of assessed value is \$0.2540 higher than

2016-17. The increase is primarily due to a change in the timing of debt service payments and related tax levy for general obligation bonds.

The total proposed City tax rate for fiscal year 2017-18 is estimated to be \$6.3560 per \$1,000 of assessed value, an increase of 4.16% compared to 2016-17.

An "estimated not to be received" collection factor of 8% has been used to calculate current property tax revenue. The City of McMinnville's share of total property taxes levied in the McMinnville taxing district is 36%.

**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, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 70% of the total expenditures in the General Fund budget.

Salaries of General Service employees reflect a cost-of-living adjustment (based on Portland Consumer Price Index) of 2.2%, while increases for Public Safety personnel are 2.5% (2.2% CPI plus 0.3% market adjustment) as negotiated in the collective bargaining agreement with Fire, negotiations are still open with Police. General Services pay adjustment continues to be phased in per the 2015 market rate survey at steps of 2.5% per year until wages are within 5% of the market rate. The next market rate survey for General Service employees is scheduled for 2019.

Medical insurance premiums will increase in 2018 by 2.3% compared to 3.8% in 2017 and the 8.0% forecasted. With the

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City picking up the General Service employee share of this increase, the employee's share of the total premium will drop from 16.4% to 16.0%. The share of medical premiums for employees in the Police Union remains at 5% while Fire Union employees will pay 10% of the total premium cost as set out in the labor contracts.

**D. OTHER INSURANCE COVERAGES.** Property insurance premiums are projected to increase by 9% and liability premiums by 10% compared to 2016-17. The property insurance increase is due to the addition of vehicles, and increased automobile damage claims. The liability insurance increase is also related to an increase in claims.

Workers compensation rates are projected to remain consistent with the prior year. The City's experience modifier increased slightly from 86% in 2015-16 to 88% in 2016-17. This means the City's losses were approximately 12% better than the average for City County Insurance Services members.

**E. PERS.** City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS). The City's employer contributions represent 5.5% of total expenditures in the 2017-18 proposed budget. Total PERS costs are budgeted at \$4.0 million, a 20% increase compared to the prior year. The PERS Board has projected that employer contributions will increase by an additional 20% in the 2019-21 and 2021-23 biennia due to PERS' growing unfunded liability.

**III. CITY COUNCIL GOALS AND OBJECTIVES.**

**MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES**

Commence process improvement, including a cross-functional process for code enforcement.

**COMMUNICATE WITH CITIZENS AND KEY LOCAL PARTNERS**

Promote active engagement with and involvement of the community, including but not limited to:

Revisiting the Community Survey and sharing survey results with partners;

Establishing a task force or committee on homelessness.

**PLAN AND CONSTRUCT CAPITAL PROJECTS**

Support implementation of the Urban Renewal Plan.

Continue to plan and implement Transportation Bond improvements.

**PLAN FOR AND MANAGE FINANCIAL RESOURCES**

Prepare and adopt a fiscally prudent FY 2017-2018 budget.

Establish comprehensive strategic financial planning.

**PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT**

Working with partners e.g. the County, Council of Governments, and others, identify economic opportunities for addressing affordable housing, homelessness, and growth.



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**Property Tax Levy and Rate Summary Table**

	2016-17 Property Tax Levy	2017-18 Property Tax Levy	Change	Change
General Fund	\$12,523,148	\$13,024,075	\$ 500,927	4.00%
Debt Service Fund	\$2,715,000	\$3,486,085	\$771,085	28.40%
<b>Total</b>	<b>\$15,238,148</b>	<b>\$16,510,160</b>	<b>\$ 1,272,012</b>	<b>8.35%</b>

	Actual 2016-17 Property Tax Rate*	Proposed 2017-18 Property Tax Rate*	Change*	Change
General Fund	\$5.02	\$5.02	\$0.00	0.00%
Debt Service Fund	\$1.0820	\$1.336	\$0.2540	23.48%
<b>Total</b>	<b>\$6.1020</b>	<b>\$6.3560</b>	<b>\$0.2540</b>	<b>4.16%</b>

\*Rate per \$1,000 of Assessed Value

Assessed Valuation	\$2,494,650,965	\$2,594,437,100	\$99,786,135	4.00%
Real Market Value	\$3,418,882,530			

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**IV. FORMAT OF THE BUDGET**

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

In an effort to make the document more readable, a Financial Overview and analysis of the City's revenues, expenditures, and reserves is provided. Numerous charts and graphs are included in the analysis. The section entitled "2017 – 2018 Proposed Budget – Fund Definition, Budget Basis" explains the different types of funds, describes the purpose of each of the City's funds and discloses the total operating expenditures for each fund. Information related to staffing levels and salary schedules is provided in the Personnel Services Overview and a schedule of the City's outstanding debt is included in the Debt Overview.

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

**V. CONCLUSION**

*We will leave this community greater, better, and more beautiful than it was given to us.*

*~ Ancient Athenian City Oath*

Our obligation is to provide high quality, compassionate services to McMinnville's citizens, businesses, organizations and visitors. The high quality of life we enjoy here is enhanced and preserved by the work of the elected officials, employees and volunteers who serve the City. High performing organizations focus on employees, philosophy

about how people work, strategic organizational vision, quality work culture, teamwork and leadership.

This Proposed Budget is focused on these charges and provides both the roadmap and means for the delivery of municipal services. The vision of the community and the leadership of the Mayor and the City Council are provided through the Council's Goals and Objectives. The management team and their key staff members helped build this plan through collaboration, creativity, analysis, and thoughtful discussion that sometimes included respectful disagreement.

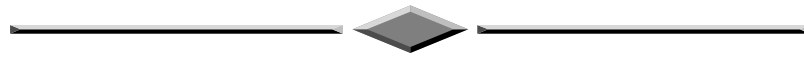
The successful preparation of the Proposed 2017 – 2018 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work, a lot of which had already been done before my arrival. Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon and the entire Finance Staff should be especially commended for their tireless commitment.

It is my hope that the Mayor, City Council and Budget Committee see their priorities, aspirations and values reflected in this document. Your dedication to the community is appreciated by the entire staff of the City and we thank you for that service. We look forward to any questions you have and any direction you may provide as you review and deliberate on the fiscal year 2017-18 budget.

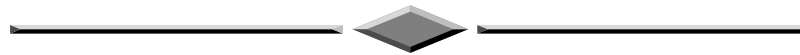
Respectfully submitted,



Jeffrey R. Towery  
Budget Officer  
City Manager



# **CITY OVERVIEW**



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



## 2017-2018 GOALS & OBJECTIVES

*Note: Goals indicate the overarching mission-critical intentions of McMinnville city government. Objectives indicate the agenda for working toward the goals for a specific fiscal year. Specific steps, outcomes and target dates are developed through Council action and departmental workplans.*

### GOALS

### OBJECTIVES

MANAGE AND PLAN TO MEET  
DEMAND FOR CITY SERVICES

**Commence process improvement, including a cross-functional process for code enforcement.**

COMMUNICATE WITH  
CITIZENS AND KEY LOCAL  
PARTNERS

**Promote active engagement with and involvement of the community, including but not limited to:**

- **Revisiting the Community Survey and sharing survey results with partners.**
- **Establishing a task force or committee on homelessness.**

PLAN AND CONSTRUCT  
CAPITAL PROJECTS

**Support implementation of the Urban Renewal Plan.**

**Continue to plan and implement Transportation Bond improvements.**

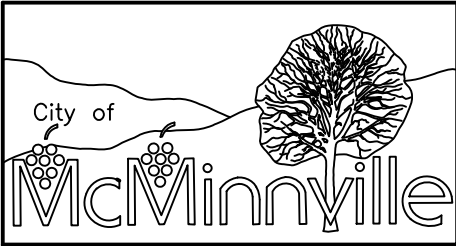
PLAN FOR AND MANAGE  
FINANCIAL RESOURCES

**Prepare and adopt a fiscally prudent FY 2017-2018 budget.**

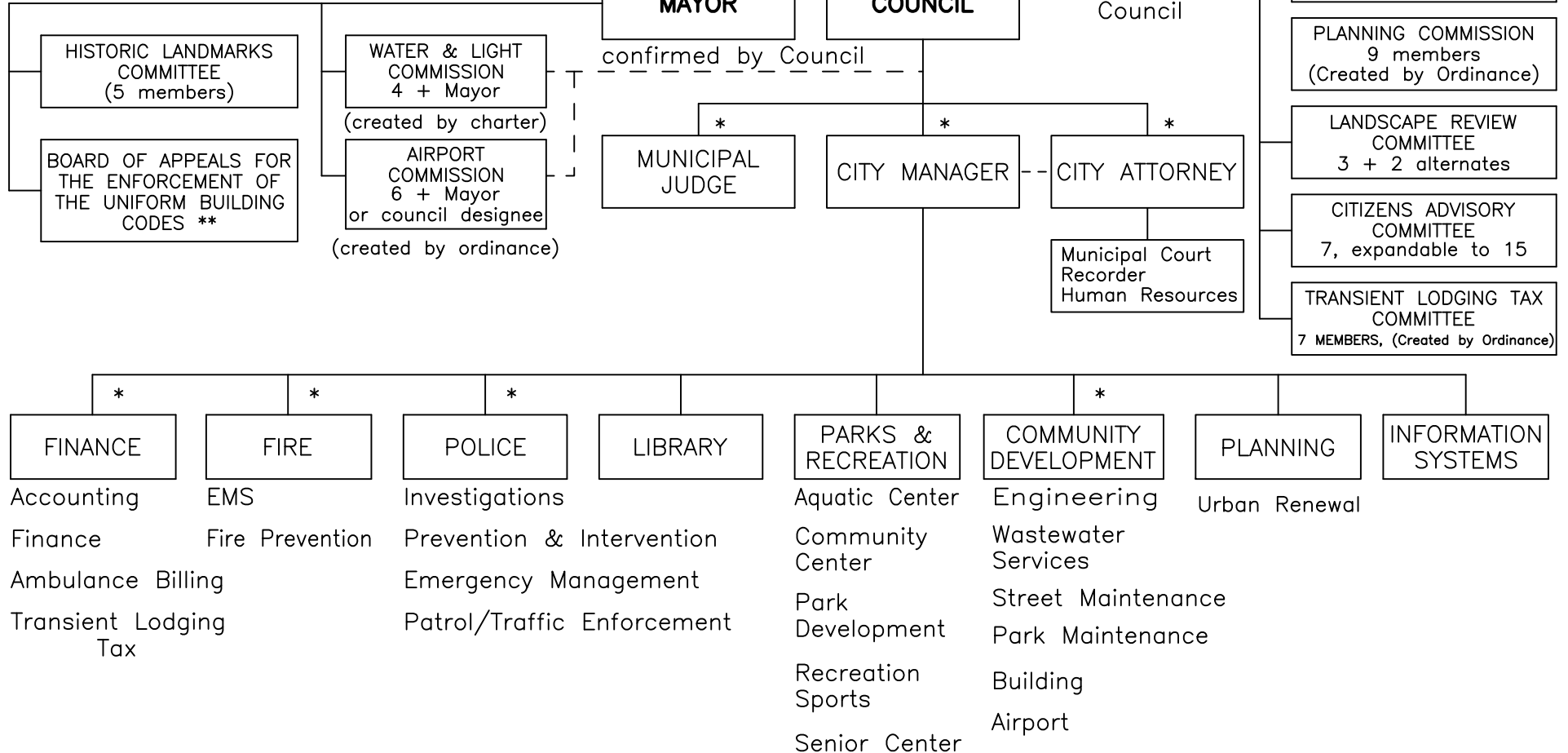
**Establish comprehensive strategic financial planning.**

PROMOTE SUSTAINABLE  
GROWTH AND DEVELOPMENT

**Working with partners e.g. the County, COG, and others, identify economic opportunities for addressing affordable housing, homelessness, and growth.**



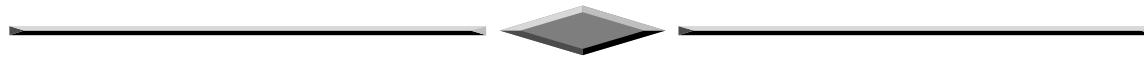
# PEOPLE



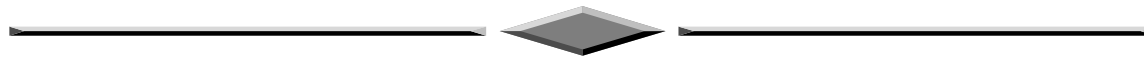
\* Officers listed in Charter and appointed by Council upon recommendation by City Manager.  
 Council serves as own Contract Review Board.  
 Council serves as Library Board to meet any State Law requirements.  
 Council serves as McMinnville Urban Renewal Agency Board.

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





# **FINANCIAL OVERVIEW**





## Financial Overview

2017-2018 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 the Budget

- The budget is the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and it authorizes the City's spending of public dollars. The adoption of an annual budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has spent its resources for fiscal years 2015-16 and 2016-17 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2017-18.

#### Preparation of the Budget

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

#### Adoption of the Budget

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

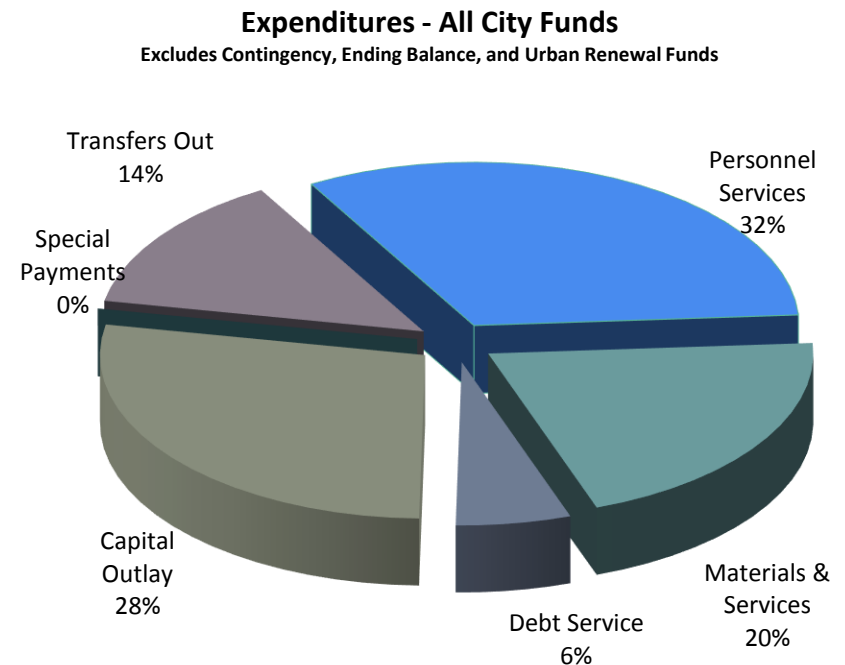
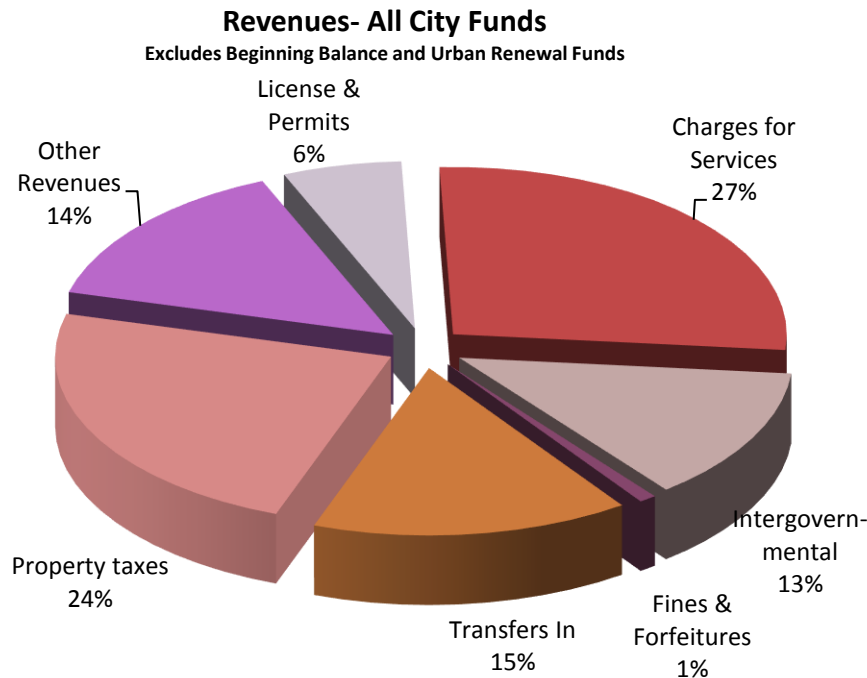
#### McMinnville Urban Renewal District

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board.

## All City Funds 2017 – 2018 Proposed Budget

<b>RESOURCES – by Type</b>	
Beginning Balance	\$47,268,394
Property Taxes	15,639,350
License & Permits	3,808,659
Intergovernmental	8,586,666
Charges for Services	18,019,440
Fines & Forfeitures	554,800
Other Revenues	9,624,457
Transfers In	10,143,633
<b>Total Resources</b>	<b>\$113,645,399</b>

<b>REQUIREMENTS – by Classification</b>	
Personnel Services	\$23,682,986
Materials & Services	15,113,286
Capital Outlay	20,312,480
Debt Service	4,188,766
Special Payments	0
Transfers Out	10,017,578
Contingency	3,389,806
Ending Balance	36,940,497
<b>Total Requirements</b>	<b>\$113,645,399</b>



**Resources for All City Funds:**

**Property Tax Revenue** -- \$15.6 million or 24% of all City revenues. Property tax revenues fund a significant portion of General Fund operations and are used to pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the General Fund Non-Departmental and Debt Service Fund budget summaries.

**Charges for Services Revenue** -- \$18.0 million or 27% of all City revenues. Charges for Services are the largest source of all City revenues. Sewer user charges in the Wastewater Services Fund, ambulance transport fees, and Park & Recreation program fees constitute the majority of total Charges for Services.

**Intergovernmental Revenue** -- \$8.6 million or 13% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund and gas taxes in the Street Fund. Also includes \$4.3 million in Federal Aviation Administration (FAA) and State grant funds in the Airport Fund.

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

**Other Revenues** include \$7.9 million in Transportation bond proceeds, interest on investments, donations, and other miscellaneous revenues.

**Transfers In Revenue** -- \$10.1 million or 15% of all City revenues. Includes revenues from interfund reimbursements for services, General Fund support of the Ambulance Fund, and transfers related to transportation, wastewater, and urban renewal capital projects.

**Requirements for All City Funds:**

**Personnel Services Expenditures** -- \$23.7 million or 32% of total City expenditures. \$14.8 million of the Personnel Services expenditures total is for salaries and wages and \$8.9 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

**Materials and Services Expenditures** -- \$15.1 million or 20% of total expenditures, including \$4.0 million for contractual services, utilities, equipment, program expenses, etc. in the General Fund; \$1.9 million for professional services expenditures for street projects in the Transportation Fund; and \$1.5 million in operating costs in the Wastewater Services Fund.

**Capital Outlay Expenditures** -- \$20.3 million or 28% of total expenditures, including \$4.0 million for runway rehabilitation in the Airport Fund; \$12.8 million for street improvement projects in the Transportation Fund; and \$1.5 million for Park Development projects.

**Debt Service** -- Includes \$4.2 million for principal and interest payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, fire vehicle loan, and loan for urban renewal capital projects.

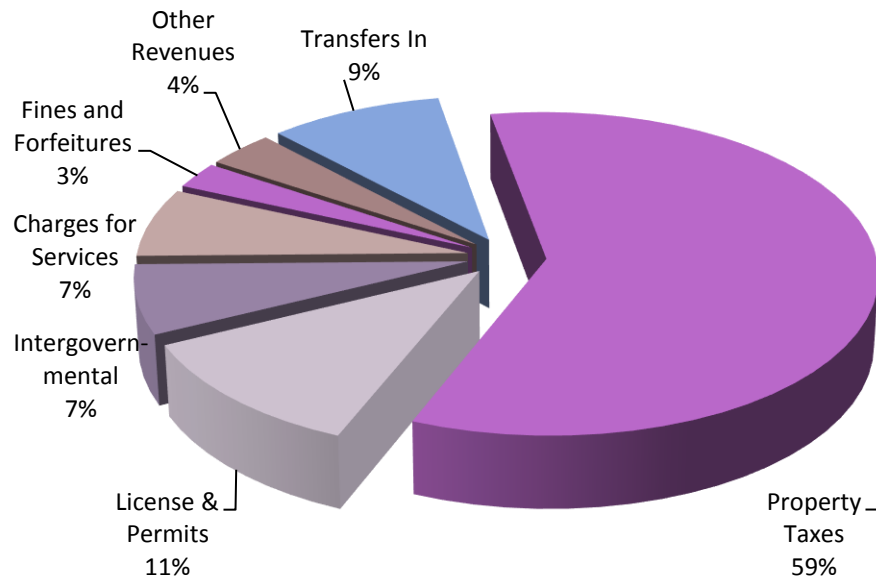
**Transfers Out Expenditures**-- \$10.0 million or 14% of total expenditures. In 2016-17, transactions between the General Fund and Urban Renewal were budgeted as Special Payments and Debt Service. In 2017-18, these transactions are budgeted as Transfers In and Transfers Out, providing more consistency between the City's budget and modified accrual financial statements.

## GENERAL FUND 2017 – 2018 Proposed Budget

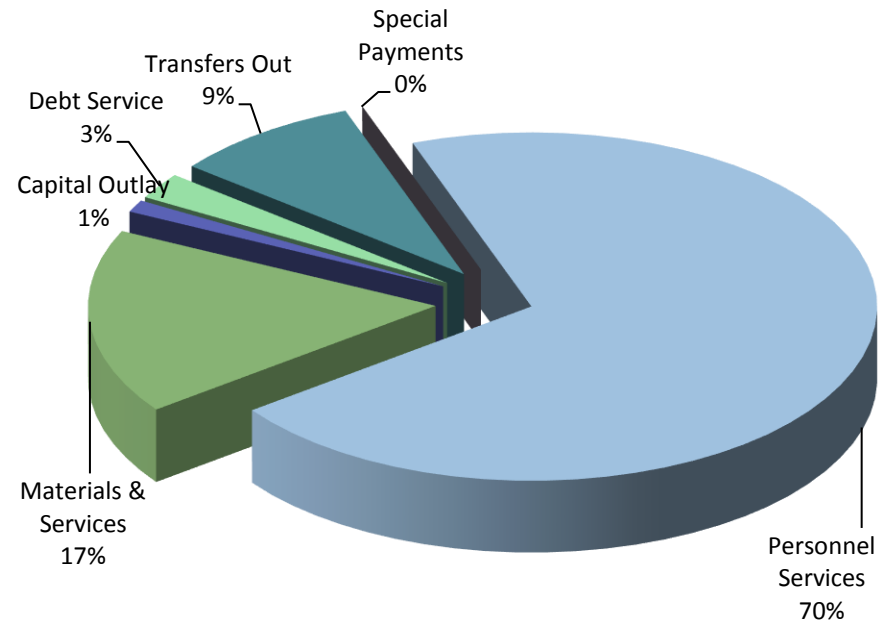
<b>GENERAL FUND RESOURCES – by Type</b>	
Beginning Balance	\$5,988,935
Property Taxes	12,382,150
License & Permits	2,434,850
Intergovernmental	1,455,008
Charges for Services	1,448,953
Fines and Forfeitures	554,800
Other Revenues	763,419
Transfers In	1,958,059
<b>Total Resources</b>	<b>\$26,986,174</b>

<b>GENERAL FUND REQUIREMENTS – by Classification</b>	
Personnel Services	\$16,483,234
Materials & Services	4,031,527
Capital Outlay	267,206
Debt Services	570,418
Special Payments	0
Transfers Out	2,059,242
Contingency	900,000
Ending Balance	2,674,547
<b>Total Requirements</b>	<b>\$26,986,174</b>

**General Fund Revenues - By Type**  
Excludes Beginning Balance



**General Fund Expenditures - By Classification**  
Excludes Contingency and Ending Balance





**General Fund Resources:**

**Property Taxes** – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2017-18 proposed budget projects \$12.4 million in current operating property tax revenues. Property taxes are 59% of all General Fund revenues.

**Licenses and Permits Revenue** – \$2.4 million or 11% of General Fund revenues. Includes franchise fees collected by telephone, gas, and garbage collection providers. Also includes payment-in-lieu-of-taxes paid by McMinnville Water & Light, which account for 76% of all Licenses and Permits revenue.

**Intergovernmental** – \$1.5 million or 7% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and payment for contracted fire services provided by the City to McMinnville Rural Fire District.

**Charges for Services Revenue** – \$1.4 million or 7% of General Fund revenues. Primarily Parks & Recreation Department fees for Aquatic Center use and for recreation programs, including Community Center and Senior Center programs, Kids on the Block, and youth and adult recreational sports.

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

**Transfers In** – \$2.0 million or 9% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance. Also includes transfer from Transient Lodging Tax Fund and from urban renewal for debt service payments on a loan for capital projects.

**General Fund Requirements:**

**Personnel Services Expenditures** – \$16.5 million or 70% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$10.0 million of total General Fund Personnel Services. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant factors affecting personnel services costs.

**Materials and Services Expenditures** – \$4.0 million or 17% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 38% of total Materials and Services costs. Parks & Recreation, Park Maintenance, and Library are also 38% of total Materials & Services. General Government costs are the remaining 24%. Materials and Service expenditures generally are building utilities, vehicle maintenance, equipment, computer costs, and recreation program costs.

**Capital Outlay Expenditures** – General Fund capital outlay expenditures in the 2017-18 proposed budget are limited to \$0.3 million, with the majority of that amount budgeted for Police computers, park maintenance projects, and modernization of the Library elevator.

**Debt Service** – \$0.6 million for payments on loans for Police and Fire vehicles, a bank loan related to urban renewal projects, and a bank loan for refinancing the City's PERS transition liability.

**Transfers Out** – Includes a transfer to the Ambulance Fund to support emergency medical services and transfer to the Emergency Communications Fund for emergency dispatch services.

**General Fund Expenditures by Department:**

The chart on this page illustrates that the largest share of General Fund resources are used for public safety. Police Department, Fire Department, and Municipal Court expenditures combined are \$11.8 million or 50% of total expenditures. Including the General Fund transfer to the Ambulance Fund and the transfer to the Emergency Communications Fund for emergency dispatch services, the cost of public safety in the General Fund is \$13.3 million.

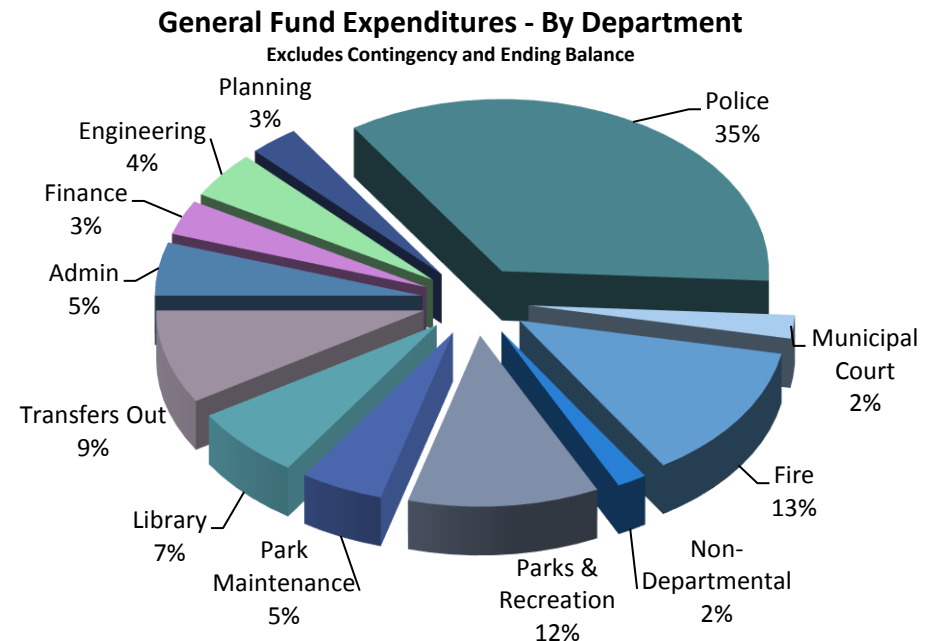
Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$5.5 million or 23% of all General Fund expenditures. Approximately 57% of Parks & Recreation Department expenditures are offset by Charges for Services revenues. The significant amount of General Fund 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.

\$3.7 million or 16% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

\$2.1 million or 9% of expenditures are Transfers Out to other funds for emergency dispatch services, support of the Ambulance Fund, reimbursement for computer support, and transactions related to urban renewal capital projects.

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

<b>GENERAL FUND REQUIREMENTS 2017 – 2018 Proposed Budget by Department</b>	
Administration	\$1,173,438
Finance	764,389
Engineering	1,035,290
Planning	693,772
Police	8,246,883
Municipal Court	515,651
Fire	3,018,518
Parks & Recreation	2,703,181
Park Maintenance	1,176,863
Library	1,600,625
Transfers Out	2,059,242
Non-Departmental	423,775
Contingency	900,000
Ending Balance	2,674,547
<b>Total Requirements</b>	<b>\$26,986,174</b>



The table below shows General Fund expenditures by Department, comparing the 2016-17 amended budget to the 2017-18 proposed budget. Note that Capital Outlay expenditures are excluded to allow for more accurate comparison of operational costs.

<b>General Fund – DEPARTMENT COMPARISON</b>			
<b>(Excludes Capital Outlay)</b>			
	<b>2016-17 Amended Budget</b>	<b>2017-18 Proposed Budget</b>	<b>% Change</b>
Administration	\$1,104,120	\$1,170,471	6.01%
Finance	750,364	763,070	1.69%
Engineering	901,437	1,033,818	14.69%
Planning	548,137	692,948	26.42%
Police	7,484,863	8,160,123	9.02%
Municipal Court	464,667	514,332	10.69%
Fire	2,903,370	3,014,562	3.83%
Park & Recreation	2,528,593	2,696,048	6.62%
Park Maintenance	1,180,885	1,101,121	-6.75%
Library	1,451,739	1,514,911	4.35%
<b>Total</b>	<b>\$19,318,175</b>	<b>\$20,661,404</b>	<b>6.95%</b>

The Administration budget for 2016-17 included a new full-time equivalent (FTE) position dedicated to Human Resources. The proposed budget for 2017-18 reallocates a portion of the Human Resources position to the Legal Department. The 2017-18 budget also includes a new Assistant City Attorney position that will provide support to the City Attorney and serve as City Prosecutor in the Municipal Court. The increase of 6.01% in Administration is primarily due to higher fringe benefit costs and professional services costs of \$75,000 proposed for strategic and long range financial planning.

In the Engineering Department, the addition of an Administrative Specialist II-Public Affairs position accounts for the majority of the 14.69% increase. This new position will administer a wide range of public relations, education and outreach efforts in support of the Community Development Department. The Street, Airport, Transportation, Building, and Wastewater Funds will reimburse the General Fund for 90% of the cost of the position.

In the Planning Department, the 26.42% increase in 2017-18 reflects \$132,000 appropriated for consulting services and matching funds for economic development grants.

In the Police Department, three full-time officers were hired mid-year in 2016-17. These positions were not included in the 2016-17 adopted budget, contributing to the 9% increase in 2017-18 compared to 2016-17. One of the additional officers will be assigned to help improve traffic safety and the narcotics detective will rejoin the county wide narcotics team.

In the Fire Department, the 3.83% increase is primarily related to two full-time positions hired mid-year in 2016-17 (split 35/65 with Ambulance). These positions were not included in the 2016-17 adopted budget. Cost of the additional positions is partially offset by a decrease in overtime in both Fire and Ambulance.

In 2017-18, The Parks & Recreation Department costs increased by 6.62% due to higher personnel services costs (minimum wage and fringe benefit increases) and building repairs & maintenance.

The Park Maintenance 2016-17 budget added two utility worker positions. However, these positions were not filled in 2016-17 and are not included in the 2017-18 proposed budget, resulting in a 6.75% decrease when compared to the prior year.

*For additional information, please refer to the Budget Summaries included in each Department section.*

**General Fund Reserve:**

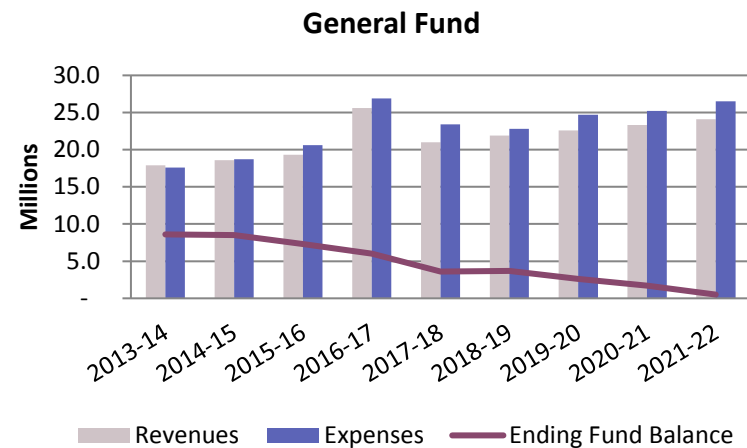
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, to lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

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

The chart in the next column compares General Fund revenues and expenditures and illustrates the impact on the reserve when expenditures exceed revenues. (In the chart, fiscal year 2016-17 amounts are estimated and 2017-18 amounts reflect the proposed budget. Projected amounts for fiscal years 2018-19 through 2021-22 are from the General Fund fiscal forecast.) The chart shows that, as projected in the current forecast, future growth in revenues will not keep pace with rapidly increasing expenditures and the “spend down” or reduction of the General Fund reserve will continue through 2021-22.

For 2017-18, the proposed budget reflects a 20% General Fund reserve at fiscal year-end, if no additional revenue streams are identified and/or cost reductions implemented in 2017-18.

Although the City’s fund balance policy recommends a General Fund minimum reserve of 25% of total annual expenditures, the Government Finance Officers Association (GFOA) “best practice” policy recommends a reserve equal to two months of the entity’s operating expenses. For the General Fund, this is approximately 17% of total expenditures.

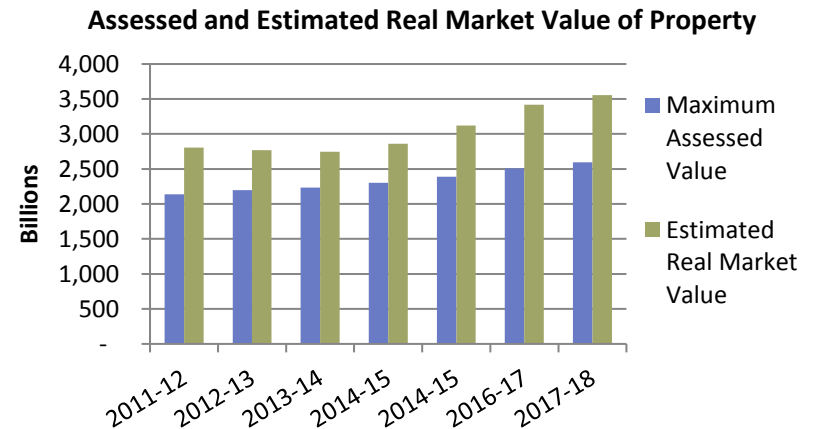
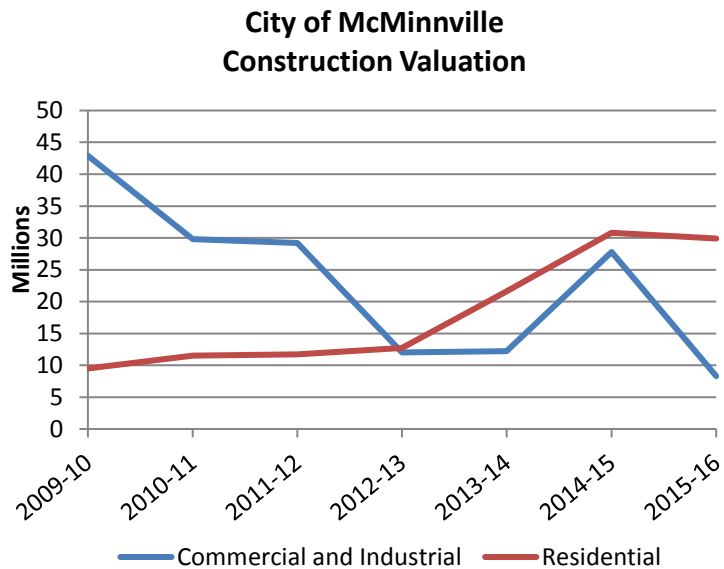


To address the projected decrease of the reserve, the 2017-18 proposed budget includes an appropriation of \$75,000 for facilitating the development of strategic and long range financial plans. Typically, this planning process would include an analysis of potential revenues and cost reductions and would promote discussion regarding the optimal level for the General Fund reserve.

**Budget Highlights for Other Funds**

**Building Fund** operations were significantly affected by a substantial reduction in construction activity during the economic recession. The graph below illustrates the dramatic decrease in commercial and industrial activity that occurred from 2009-2010 and continuing through 2012-13. Since 2012-13, commercial, industrial, and residential construction has increased, with the significant increases in 2014-15 due to several major commercial projects and residential developments. The graph also shows a significant downturn in residential construction activity in 2015-16, while commercial and industrial construction remained consistent with 2014-15.

Trends for commercial/industrial and residential construction valuation are an important indicator of future increases in the City’s assessed property values (AV) and property tax revenue. The chart below reflects limited growth in AV from 2012 through 2015 (averaging 2.8%). However, AV is now steadily trending upward and is projected to increase by 4.0% in 2017-18, similar to the actual increase of 4.0% in the previous year. Since property tax revenues make up 59% of all General Fund revenues, it will be critical for the City to develop future strategies that encourage construction activity, which will generate additional property tax revenue.



**The Ambulance Fund** continues to face significant financial challenges, due to the gap between the cost of operations and reimbursement for transports. Notably, Medicare (federal) and Medicaid (state) pay approximately 25% of the transport fee charged by the City. This has a significant impact on ambulance operations, as Medicare and Medicaid transports are 83% of total billable transports.

Overall, total transports have increased significantly in the past three years, with total billable transports in 2014-15 of 4,525 compared to an estimated 5,220 in 2016-17, a 15% increase.

Medicaid transports, as a percentage of total billable transports, have increased from 15% in 2013-14 to a projected 23% in 2016-17. An important factor in this increase is the implementation of the Affordable Care Act in 2014. Along with the increase in Medicaid transports, there has been a corresponding decrease in uninsured or “private pay” patients. Medicare transports have remained relatively consistent during this timeframe.

Currently, the State of Oregon is in the process of implementing the Ground Emergency Management Transport (GEMT) and Intergovernmental Transport (IGT) programs. These programs are funded by the Federal government and will reimburse eligible emergency services providers for up to 50% of the difference between the State’s reimbursement for Medicaid transports and the actual cost of providing the service. The City does not expect to receive funds from these programs until 2018 and, therefore, the revenue is not included in the 2017-18 proposed budget.

To maintain an adequate reserve in the Ambulance Fund, the 2017-18 proposed budget includes a transfer of \$800,000 from the General Fund to the Ambulance Fund. Even with the additional reimbursement from the Federal programs, it is anticipated that transfers from the General Fund will continue to be necessary to support Ambulance services.

**Wastewater Services Fund and Wastewater Capital Fund** expenditures constitute 14% of all City expenditures, excluding transfers. During fiscal year 2017-18, the City will spend \$1.6 million to complete construction of the 12<sup>th</sup> Street Sanitary Sewer Rehabilitation project, continuing the City’s effort to curb infiltration and inflow (I&I) into the collections system. The design and construction of the tertiary filtration system expansion at the Water Reclamation Facility, budgeted at \$1.1 million, will be completed in 2017-18. The proposed budget also includes \$1.0 million for beginning the design of the grit system expansion and biosolids processing projects.

Due to foresight shown by previous City Councils and City management, a significant capital project reserve was established in past years. As a result, the City will need to implement only moderate rate increases and will issue no additional debt to fund additional major inflow and infiltration projects and the further expansion of the Water Reclamation Facilities and systems.

**Transportation Fund** expenditures for 2017-18 include over \$12.8 million for street improvement and repair projects funded with proceeds from the Transportation bonds issued in 2015. SDC funds are also being spent on the projects, according to the portion of the project that is SDC eligible. Approximately \$16.0 million in bonds were issued in 2015 and an additional \$8.0 will be issued in the fall of 2017 (the voters approved issuance of \$24 million in bonds in 2014). It is anticipated that \$4.9 million in bond proceeds will not be spent by the end of the 2017-18 fiscal year and will be carried forward to 2018-19, with all bond proceeds spent by the end of 2020.

## **City Wide Financial Overview**

The City Wide Financial Overview at the end of this section is a comparison of total Resources and Requirements for all City funds for the 2016-17 amended budget and the 2017-18 proposed budget. Following is an analysis of the summarized information in the City Wide Financial Overview.

(Urban Renewal and Urban Renewal Debt Service Funds are not included in the City Wide Financial Overview Summary. The Urban Renewal District is an entity separate from the City and the District's budget is adopted by the Urban Renewal Agency Board.)

**The Resources section** of this Summary reflects a 7% decrease in the total **Beginning Fund Balance** for all funds, primarily due to a \$6.2 million decrease in the Transportation Fund beginning balance, reflecting the projected spend down of bond proceeds in 2017-18. This decrease was partially offset by a \$4.3 million increase in the Wastewater Capital Fund.

**Property Taxes**, including current and prior year operating taxes and taxes levied for debt service payments, are projected to increase 3% compared to budgeted 2016-17 Property Taxes. The 2017-18 proposed budget projects a 4% increase in assessed values (AV) and taxes levied for General Fund operations. In the Debt Service Fund, the amount of taxes levied will increase by \$0.7 million compared to the prior year. This increase is related to a change in the timing of debt service payments and the taxes levied to make those debt service payments. Please refer to the Debt Service Budget Summary for additional information regarding taxes levied for general obligation bond debt.

**Licenses and Permits** revenues are projected to be 1% higher than the prior year, mainly due to increases in Water & Light payment-in-lieu-of-taxes and transient lodging tax revenues.

**Intergovernmental** revenue included in the 2017-18 proposed budget is projected to be 5% higher than the prior year, due to the anticipated receipt of \$4.3 million in Federal Aviation Administration and ODOT matching grant funds for a runway project at the McMinnville Municipal Airport.

The 64% increase in **Miscellaneous** revenues is attributable to a \$0.4 million increase in the General Fund related to reimbursements from operating funds for debt service payments on the PERS transition liability loan. Debt service payments for the loan are paid by the General Fund and the Street, Building, Wastewater, Ambulance, and IS Fund reimburse the General Fund for their pro-rated share of the debt service payments.

The 2% decrease in **Transfers In** revenue is the result of a \$0.6 million decrease in the transfer from the Wastewater Services fund to the Wastewater Capital Fund and a \$0.2 million decrease in the transfer from the Street Fund to the Transportation Fund. There was an offsetting increase in Transfers In to the General Fund due to including urban renewal transactions as transfers instead of as inter-agency transactions, as budgeted in the previous year. **Transfers In** revenue corresponds to **Transfers Out** expenditures, which are included in the following Requirements section.

**The Requirements section** of this Summary indicates that **Personnel Services** expenditures are projected to increase by 8%, due to several factors, including increases in staffing levels for several departments in the General Fund; cost of living salary adjustments (COLA); increases to certain general service employees' salaries based on results of a survey completed in early 2015; significantly higher PERS employer contribution rates; and increases in the costs of health insurance. Please refer to the Personnel Services Overview immediately following this section for additional information.

The increase of 2% in **Materials and Services** expenditures is primarily attributable to an increase in professional services for systems design in the Wastewater Capital Fund. This increase was partially offset by reductions in professional services in the Airport Fund for runway projects and in Transportation Fund professional services for design of street improvement projects.

**Capital Outlay** expenditures in the 2017-18 proposed budget reflect a \$3.1 million or 18% increase compared to the prior year. Included in the 2017-18 budget are \$4.0 million for construction of runway projects at the Municipal Airport, \$10.9 million for construction of street improvement projects in the Transportation Fund, and \$3.2 million for construction of Wastewater Capital projects. Typically, professional services costs for project design decrease and capital outlay costs increase when the design of a project is completed and construction of the project commences.

The increase in **Debt Service** expenditures in the 2017-18 proposed budget is due to principal and interest payments on bank loans that were issued in 2016. Proceeds from these loans were used to refinance the City's PERS transition liability and for urban renewal street improvement projects.

**Transfers Out** expenditures correspond to **Transfers In** revenues and include the following:

- Reimbursements for services provided by other funds;
- Allocation of a portion of Transient Lodging Taxes to the General Fund;
- General Fund support of the Ambulance Fund;
- Transfer of Park SDC to the Debt Service Fund for debt service payments on 2011 Park bonds;
- Transfer of gas taxes from the Street Fund to the Transportation Fund for capital projects;
- Transfer of Wastewater user fee revenue to the Wastewater Capital Fund for capital projects;
- Transfers related to emergency dispatch costs; and
- Transfer from the General Fund for urban renewal capital projects.

**Contingency and Ending Fund Balance** combined increased by 4% due to increases in Transportation, Wastewater Services and Wastewater Capital Funds; increases were partially offset by a decrease in the General Fund ending fund balance.

The City Manager's Budget Message, Financial Overview, Fund Definitions, and Personnel Services sections taken together provide a comprehensive overview of the City's budget. Additional information regarding individual department budgets and activities can be found in the Budget Summaries included with each fund.

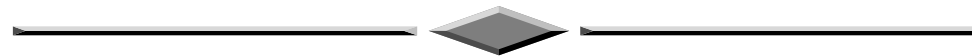
Please contact Finance Director Marcia Baragary at 503-434-2350 or [Marcia.Baragary@mcminnvilleoregon.gov](mailto:Marcia.Baragary@mcminnvilleoregon.gov) for additional information.



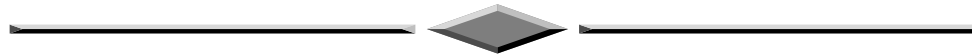


City Wide Financial Overview

Description	2016 - 2017 Amended Budget	2017 - 2018 Proposed Budget	Percent Change
<b>RESOURCES</b>			
Beginning Fund Balance	\$50,902,521	\$47,268,394	-7%
Property Taxes	14,478,800	15,639,350	8%
Special Assessments	72,300	72,300	0%
Licenses & Permits	3,831,600	3,808,659	-1%
Intergovernmental	8,177,898	8,586,666	5%
Charges for Services	17,383,445	18,019,440	4%
Fines & Forfeitures	558,200	554,800	-1%
Miscellaneous	1,000,689	1,637,157	64%
Current Revenue	45,502,932	48,318,372	6%
Transfers In	10,399,847	10,143,633	-2%
Other Financing Sources	5,717,560	7,915,000	0%
<b>TOTAL ALL RESOURCES</b>	<b>\$112,522,860</b>	<b>\$113,645,399</b>	<b>1%</b>
<b>REQUIREMENTS</b>			
Personnel Services	21,928,120	23,682,986	8%
Materials & Services	14,841,582	15,113,286	2%
Capital Outlay	17,177,365	20,312,480	18%
Special Payments	2,227,330	-	-100%
Debt Service	7,328,178	4,188,766	-43%
Operating Budget	63,502,575	63,297,518	0%
Transfers Out	10,393,947	10,017,578	-4%
Non-operating Budget	10,393,947	10,017,578	-4%
Contingency	3,477,745	3,389,806	-3%
Ending Fund Balance	35,148,593	36,940,497	5%
<b>TOTAL ALL REQUIREMENTS</b>	<b>112,522,860</b>	<b>\$113,645,399</b>	<b>1%</b>



# FUND DEFINITIONS



- Budget Organization Chart



# Fund Definitions

## - Budget Basis

2017-2018 Proposed Budget

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

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

Following are descriptions of the City's twelve governmental 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. Expenditures are accounted for by Department; i.e., City administration, finance, 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 downtown economic improvement district (DEID) assessments, which are collected by the City and turned over to the McMinnville Downtown Association.

#### Telecommunications Fund

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

#### Transient Lodging Tax Fund

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

**Fund Definitions – Budget Basis**  
**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 for this fund is state gas taxes, which are collected by the State of Oregon, turned over to the City, and spent according to provisions in Article IX, Section 3 of the Constitution of the State of Oregon. Gas tax revenue is used to 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 payments. Revenue is committed for airport operations. In addition, Federal Aviation Administration (FAA) and ODOT Connect Oregon grant revenues are accounted for in this fund. FAA and State grant dollars are used for runway and taxiway rehabilitation and reconstruction.

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

Transportation Fund

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

In 2013, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local match for the Newberg-Dundee bypass project. 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**

Wastewater Capital Fund

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

**Governmental Funds: Debt Service Fund**

Debt Service Fund

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

**Business Type Activities: Enterprise Funds**

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

Building Fund

Income in this fund is primarily fees for building inspections and plan review of residential, commercial and industrial projects. State law mandates that building plan review fee income must be dedicated to the building inspection program.

Wastewater Services Fund

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

Ambulance Fund

This fund 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 transfer from the General Fund is required to pay for capital purchases and to maintain an adequate fund balance.

**Internal Service Funds**

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

Information Systems and Services Fund (IS)

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

Insurance Services Fund

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

## **Fund Definitions – Budget Basis**

### **Page IV**

**Budget Organization Chart:** The chart on the following page separates the components of the “Operating Budget” from “Other Requirements.” The total “Operating Budget” (\$63.3 million) includes Personnel Services, Materials and Services, Capital Outlay, Special Payments, and Debt Service expenditures. “Other Requirements” include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$50.3 million). Total “Operating Budget” and “Other Requirements” in the 2017-18 proposed budget are \$113.6 million.

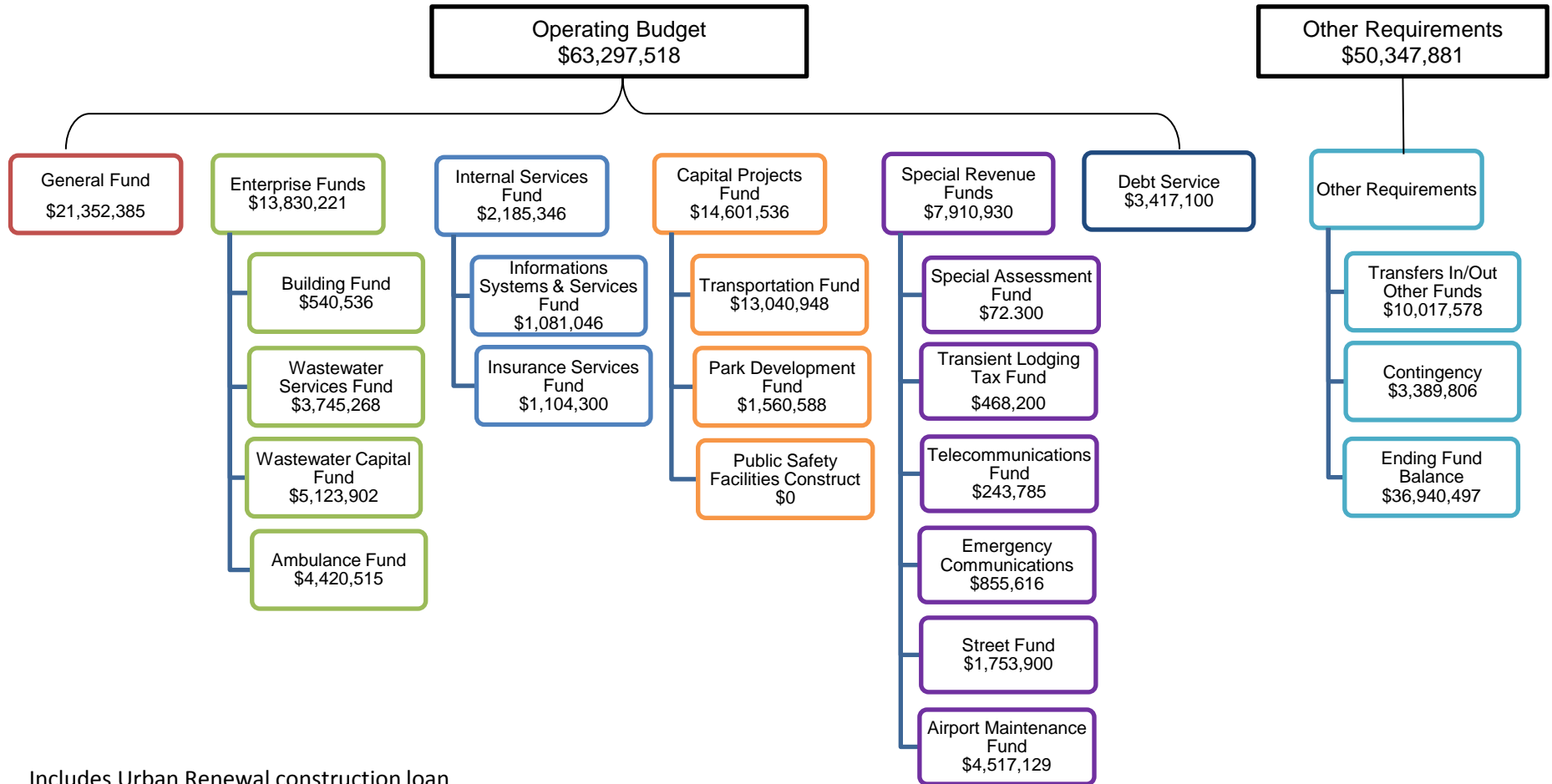
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included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



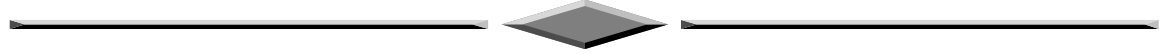
# Budget Organization Chart

2017 - 2018 Proposed Budget

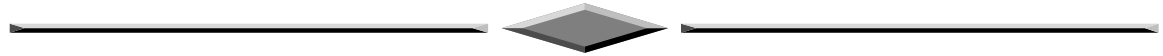
Total 2016 - 2017 Proposed Budget  
\$113,645,399



Includes Urban Renewal construction loan



# **DEBT OVERVIEW**







## **Debt Overview**

**2017-2018 Proposed Budget**

### **Debt Outstanding**

The City issues debt to pay for major capital improvement projects and for acquisition of capital assets. The number of years the debt is outstanding is equal to or less than the useful life of the capital asset. The City does not use long-term debt for operating purposes.

The 2017-18 proposed budget includes appropriations for principal and interest payments on the City's outstanding debt obligations, including the City's general obligation (GO) bond debt, full faith and credit obligations (FFCO), and a capital lease.

**General obligation (GO) bonds** - Debt service is paid with property taxes levied specifically for that purpose, therefore GO bonds must be approved by the voters. At June 30, 2017, the City's total amount of GO bond debt will be \$24,765,000.

The City's GO bond debt includes \$24.0 million in bonds, authorized by the voters in 2014, for transportation improvement projects. The City issued \$16.0 million in bonds in 2015 and will issue the remaining \$8.0 million in 2017. At June 30, 2017, \$14.7 million will be outstanding on the transportation bonds. Bonds issued in 2015 will mature in 2036 and bonds issued in 2017 will likely mature in 2038.

The City's GO bond debt also includes \$10.1 million in refunding bonds. Refunding bonds are generally issued to realize debt service savings when new bonds are sold at interest rates significantly below the rates of the original bond issue. The City issued refunding bonds in 2011 to refinance the 2001 Park System Improvement Bonds and in 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2021 and 2027, respectively.

**Full faith and credit obligations (FFCO)** - This type of debt is secured by the City's full faith and credit, including general fund resources. Additional taxes outside the constitutional limit may not be imposed to pay debt service on these obligations. FFCOs are typically financing agreements or loans by a financial institution, with the debtor obligated to pay principal and interest on the loan by a fixed date.

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

**Capital leases** - Capital leases are full faith and credit debt documents granting possession and use of equipment or property for a given period with ownership conferred at the end of the term of the agreement. A capital lease is considered debt because it is, in effect, a financing agreement. The 2017-18 proposed budget includes payments on a five year capital lease for three Police Department vehicles. Leasing the Police vehicles instead of purchasing the vehicles outright will facilitate management of the Police Department fleet and spread the impact on cash flow over the five year term of the lease.



## Statement of Bonds and Loans Outstanding 2017-2018 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2017	Maturing 2017 - 2018 Principal	Maturing 2017 - 2018 Interest
<b><u>GENERAL OBLIGATION BONDS</u></b>							
Debt Service Fund:							
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027	\$ 7,235,000	2.50 - 5.00%	\$ 7,170,000	\$ 650,000	\$ 317,300
2011 Park Improvement Refunding Bonds	10/6/2011	2/1/2021	\$ 5,590,000	2.00 - 4.00%	\$ 2,920,000	\$ 555,000	\$ 76,950
2015 Transportation Bonds	4/16/2015	2/1/2030	\$ 16,085,000	2.50 - 5.00%	\$ 14,675,000	\$ 1,200,000	\$ 617,850
TOTAL - General Obligation Bonds			\$ 28,910,000		\$ 24,765,000	\$ 2,405,000	\$ 1,012,100
<b><u>FULL FAITH AND CREDIT OBLIGATIONS</u></b>							
General Fund - Fire Department:							
2014 Fire Equipment Loan	5/20/2014	6/30/2024	\$ 1,370,000	3.10%	\$ 1,147,990	\$ 80,322	\$ 34,970
General Fund - Non-Departmental:							
2016 PERS Refinancing Loan	10/31/2016	8/1/2027	\$ 3,525,860	2.73%	\$ 3,525,860	\$ 213,420	\$ 119,326
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031	\$ 2,192,300	2.04%	\$ 2,192,300	\$ 35,000	\$ 56,029
Transportation Fund:							
2013 ODOT Dundee Bypass Loan	7/1/2013	1/25/2036	\$ 3,209,600	2.26%	\$ 2,211,250	\$ 160,122	\$ 41,126
TOTAL - Full Faith and Credit Obligations			\$ 10,297,760		\$ 9,077,400	\$ 488,864	\$ 251,451
<b><u>CAPITAL LEASES (Proposed 2017-18)</u></b>							
General Fund - Police Department:							
2017 Police Department Vehicles	7/1/2017	6/30/2022	\$ 136,354	5.15%	\$ -	\$ 27,271	\$ 4,080
TOTAL - Capital Leases			\$ 136,354			\$ 27,271	\$ 4,080
<b>TOTAL - Debt</b>			<b>\$ 39,344,114</b>		<b>\$ 33,842,400</b>	<b>\$ 2,921,135</b>	<b>\$ 1,267,631</b>



# **PERSONNEL SERVICES SUPPLEMENTAL INFORMATION**



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



# Personnel Services Overview

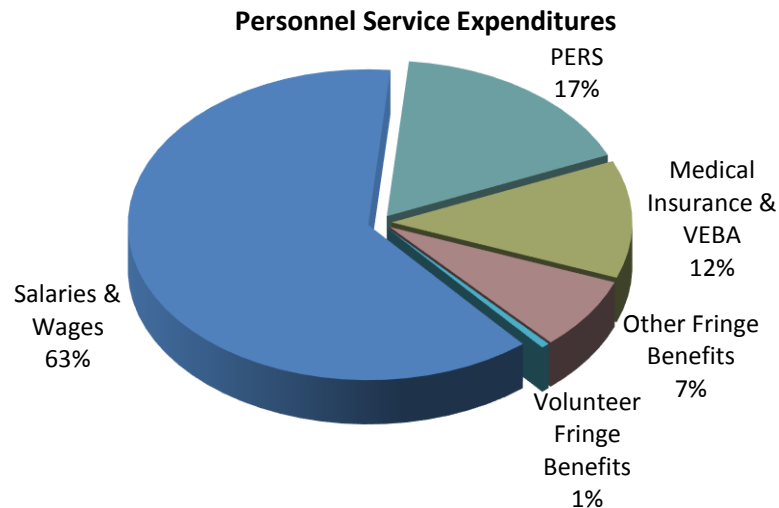
2017–2018 Proposed Budget

## Introduction

City of McMinnville personnel services expenditures account for 33% of the City's total 2017-18 proposed budget expenditures and include salaries and wages and fringe benefits for City personnel. In the 2017-18 proposed budget, total personnel services cost for all funds is \$23.7 million.

The chart below illustrates the composition of personnel services expenditures.

## Personnel Services Expenditures



## Salaries and Wages

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

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

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

## Fringe Benefits

Total fringe benefits account for 37% of total personnel services expenditures, or \$8.9 million in the 2017-18 proposed budget. As PERS and medical insurance costs combined are \$6.7 million 2017-18, changes in rates for these fringe benefits have a significant impact on the City's budget.

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

	<u>Employer Contribution</u>	
	<u>2015-17</u>	<u>2017-19</u>
• PERS Tier 1/Tier 2 members	~21%	~26%
• OPSRP General Service members	~14%	~17%
• OPSRP Police and Fire members	~18%	~22%
• IAP – all members	6%	6%

Approximately 34% of PERS eligible employees are Tier 1/Tier 2 members; 47% are OPSRP General Service members; and 19% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year.

**Personnel Services Overview**  
**Page II**

Medical Insurance

For 2018, the City's medical insurance premiums are expected to increase by 2.3%. The employee portion of the total premium for General Service employees is approximately 16%. In 2016, to limit the impact of higher premiums for General Service employees, the City implemented a higher deductible medical insurance plan with a Volunteer Employees' Benefit Association (VEBA) account. A VEBA account is a healthcare cost reimbursement account, funded by the employer. The 2017-18 proposed budget provides for the City to fund the employee's VEBA account for the 2018 plan year with 50% of the copay plan deductible. Only employees choosing health insurance coverage through the City are eligible for a VEBA account.

Pursuant to the terms of collective bargaining agreements, Fire Union employees pay 10% of the premium for a higher deductible plan, with the City paying 100% of the copay plan deductible into the Fire Union member's VEBA account. Police Union employees pay 5% of the premium for a medical plan with a \$100 deductible and 90% / 10% coinsurance.

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

**Change in Personnel**

The 2017-18 proposed budget reflects an overall increase of 4.52 full-time equivalents (FTE). The tables immediately following this overview provide more detailed information:

Table #1 Five-year trend of FTE, including FTE in the "Proposed 2016-17" budget, by department

Table #2 Change in FTE from the "2016 Adopted to 2017 Proposed Budget", by position.

Table #3 Current number of employees and City volunteers, by department.

Table #4 Volunteer Roster – Illustrates number of volunteers that participate in the City's volunteer programs.

**Cost of Living Adjustment (COLA)**

The 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 the second half of 2015 was 2.2%. The 2017-18 proposed budget includes a 2.2% COLA for General Service employees.

Pursuant to the terms of a collective bargaining agreements, the 2017-18 proposed budget includes a 2.5% COLA for Police and Fire Union members.

**Salary Survey Adjustments**

A salary survey of General Service positions was completed in April 2015. The survey indicated that many General Service employees are below market pay rates, when compared to comparable positions in similar-sized Oregon cities. Salary adjustments included in the 2017-18 proposed budget reflect the third phase of implementing the recommendations included in the survey. The City's goal is to bring General Service employees to within 5% of average pay for comparable Oregon cities.

### **Significant Department Changes**

The 2017-18 proposed budget for Administration includes a full-time Assistant City Attorney, with 0.50 of the FTE allocated for support of the full-time City Attorney position. A portion of the City Attorney's position is re-allocated to Human Resources functions. The remainder of the Assistant City Attorney's time (0.5 FTE) is allocated to Municipal Court, where the employee will serve as City Prosecutor.

In Engineering, a new full-time Administrative Specialist II-Public Affairs position has been added to the Department. This new position will administer a wide range of public relations, education, and outreach efforts in support of the Community Development Department. The Street, Airport, Transportation, Building, and Wastewater Funds will reimburse the General Fund for 90% of the cost of the position.

In the Police Department, three full-time officers were hired mid-year in 2016-17. Although these positions were not included in the 2016-17 adopted budget, they are included in the 2017-18 proposed budget. Adding the new personnel will allow the Police Department to add a detective, return the narcotics detective to the County wide narcotics team, and dedicate an officer to traffic to help improve traffic safety.

For Fire and Ambulance, two full-time firefighters were hired mid-year in 2016-17. Although these positions were not included in the 2016-17 adopted budget, they are included in the 2017-18 proposed budget. The cost of adding the positions will be partially offset by a reduction in overtime. The budget also includes a new Deputy Fire Marshal position which will provide a qualified code enforcement person in the Fire Department. The Deputy Fire Marshal will also support the City Council goal of a cross-functional process for code enforcement. The cost of the new position is offset by elimination of a Fire Prevention Specialist position and a part-time Emergency Management Coordinator.

In the Building Division, a part-time building official was included in the 2016-17 budget. The 2017-18 budget proposes increasing that position from a 0.5 FTE to a full-time position.

In an effort to restore service levels, two Utility Worker positions and an increase in Library staff hours were included in the 2016-17 budget. These positions were not filled in 2016-17 and are not included in the 2017-18 proposed budget.

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

### **Summary**

Personnel services expenditures in the 2017-18 proposed budget reflect the City's efforts to prioritize and address the increasing service level needs of the public. Please refer to the Budget Officer's Message at the beginning of this document for additional information on personnel services.

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

**Table #1**

<b>Department</b>	<b>Adopted 2013-14</b>	<b>Adopted 2014-15</b>	<b>Adopted 2015-16</b>	<b>Adopted 2016-17</b>	<b>Proposed 2017-18</b>
Administration	3.30	3.30	3.30	4.22	3.90
Finance	7.01	6.91	6.81	6.80	6.88
Engineering	5.89	6.33	6.89	6.90	7.92
Planning	3.50	3.50	3.65	3.49	3.65
Police	43.86	46.59	45.93	45.56	48.55
Municipal Court	4.32	3.80	3.80	4.38	4.52
Fire	14.48	14.47	14.75	15.47	15.57
Parks & Recreation					
Administration	1.96	2.40	2.70	2.71	2.70
Aquatic Center	11.20	11.20	11.07	11.34	11.57
Community Center & Rec Programs	5.60	5.70	5.74	6.22	6.34
Kids On The Block	7.13	8.80	8.81	9.09	9.06
Recreation Sports	4.32	4.18	4.28	4.26	4.23
Senior Center	2.67	2.60	2.33	2.50	2.49
Park Maintenance	9.06	9.06	9.07	10.57	9.05
Library	15.38	15.52	15.45	15.69	15.42
<b>General Fund - Total</b>	<b>139.68</b>	<b>144.36</b>	<b>144.58</b>	<b>149.20</b>	<b>151.85</b>
<b>Street Fund</b>	<b>8.66</b>	<b>8.68</b>	<b>8.71</b>	<b>8.74</b>	<b>8.82</b>
<b>Building</b>	<b>1.90</b>	<b>2.00</b>	<b>3.25</b>	<b>3.25</b>	<b>3.75</b>
Wastewater Services					
Administration	3.06	3.06	3.06	2.10	2.10
Plant	8.00	9.00	9.00	9.44	9.42
Environmental Services	4.00	4.00	4.00	4.44	4.45
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
<b>Wastewater Services - Total</b>	<b>20.46</b>	<b>21.46</b>	<b>21.46</b>	<b>21.38</b>	<b>21.37</b>
<b>Ambulance</b>	<b>22.65</b>	<b>22.65</b>	<b>22.95</b>	<b>23.72</b>	<b>25.02</b>
<b>Information Systems &amp; Services</b>	<b>3.00</b>	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Total City Employees - FTE's</b>	<b>196.35</b>	<b>202.65</b>	<b>204.95</b>	<b>210.29</b>	<b>214.81</b>
<b>Difference from prior year</b>				<b>+ 4.52</b>	

# City of McMinnville

## Change in Full Time Equivalent (FTE) 2017 Adopted to 2018 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>Positions - By Department</u>	<u>Change in FTE</u>
<b><u>Administration</u></b>					
Human Resources Director	(0.92)	<b><u>Parks &amp; Recreation - Administration</u></b>		<b><u>Library</u></b>	
Admin Assistant / HR Analyst	(0.08)	Rec Leadership - Park Ranger	<u>(0.01)</u>	Librarian II - Reference	(0.05)
Assistant City Attorney	0.50	<b><u>Aquatic Center</u></b>		Librarian I - Reference	(0.08)
City Recorder / Legal Assistant	0.08	Extra Help - Aquatics I, II, & III (Lifeguard)	0.25	Library Tech Assistant - Circulation	(0.14)
Administrative Specialist II	0.50	Extra Help - Aquatics I, II, & III (Office)	(0.02)	Library Assistant - Children's	(0.05)
Administrative Specialist I	<u>(0.40)</u>	Extra Help - Aquatics I, II, & III (Swim Lessons)	(0.01)	Library Assistant - Circulation	0.12
	<b><u>(0.32)</u></b>	Extra Help - Aquatics I, II, & III (Fitness Classes)	0.02	Library Page	(0.20)
<b><u>Finance</u></b>					
Extra Help - Finance	0.02	Extra Help - Aquatics I, II, & III (Special Events)	<u>(0.01)</u>	Book Buddies - Labor	0.12
Extra Help - Ambulance Billing	<u>0.06</u>		<b><u>0.23</u></b>	Program Assistant - Library	<u>0.01</u>
	<b><u>0.08</u></b>	<b><u>Community Center</u></b>			<b><u>(0.27)</u></b>
<b><u>Engineering</u></b>					
Administrative Specialist II - Public Affairs	1.00	Classes & Programs Labor	0.10	<b><u>Street</u></b>	
Extra Help - Engineering	<u>0.02</u>	Site Director - STARS	(0.01)	Senior Utility Worker	0.08
	<b><u>1.02</u></b>	Assistant Site Director - STARS	(0.03)	Utility Worker II	(0.08)
<b><u>Planning</u></b>					
Planning Director	0.08	Rec Leadership - Summer STARS	<u>0.06</u>	Extra Help - Street	<u>0.08</u>
Associate Planner	<u>0.08</u>		<b><u>0.12</u></b>		
	<b><u>0.16</u></b>	<b><u>Kids On The Block</u></b>		<b><u>Building</u></b>	
<b><u>Police</u></b>					
Police Officer - Patrol	2.00	Extra Help - Management Assistant	(0.01)	Building Official	0.50
Police Officer - Investigations	1.00	Site Director II	0.22		<b><u>0.50</u></b>
Extra Help - Police Reserves	<u>(0.01)</u>	Assistant Site Director	(0.10)	<b><u>Wastewater Services</u></b>	
	<b><u>2.99</u></b>	Rec Leadership - KOB Elementary	<u>(0.14)</u>	Extra Help - WWS	(0.01)
<b><u>Municipal Court</u></b>					
Assistant City Attorney	0.50		<b><u>(0.03)</u></b>		<b><u>(0.01)</u></b>
City Prosecutor	(0.38)	<b><u>Recreation Sports</u></b>		<b><u>Ambulance</u></b>	
Court Clerk II	0.50	Extra Help - Management Assistant	0.17	Fire Engineer	1.95
Court Clerk I	<u>(0.48)</u>	Extra Help - Office	(0.17)	Firefighter	<u>(0.65)</u>
	<b><u>0.14</u></b>	RP Labor - Adult Sports	<u>(0.03)</u>		<b><u>1.30</u></b>
<b><u>Fire</u></b>					
Fire Engineer	1.05		<b><u>(0.03)</u></b>	<b><u>Information Systems</u></b>	
Firefighter	(0.35)	<b><u>Senior Center</u></b>		No changes	<u>0.00</u>
Deputy Fire Marshal	1.00	Extra Help - Senior Center	(0.01)		<b><u>0.00</u></b>
Fire Prevention Specialist	(1.00)		<b><u>(0.01)</u></b>	<b>Total Change in Full Time Equivalent (FTE)</b>	
Emergency Management Coordinator	(0.48)	<b><u>Park Maintenance</u></b>			<b><u>4.52</u></b>
Extra Help - Fire Prevention	<u>(0.12)</u>	Senior Utility Worker	0.08		
	<b><u>0.10</u></b>	Utility Worker II	(0.08)		
		Utility Worker I	(1.50)		
		Extra Help - Park Maintenance	<u>(0.02)</u>		
			<b><u>(1.52)</u></b>		



**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2017 Actual**

**Table #3**

<b>Department</b>	<b>Employees</b>		<b>Volunteers</b>	<b>Grand Total</b>
	<b>Full Time</b>	<b>Part Time</b>	<b>See Volunteer Roster</b>	
Administration	4	-	22	26
Finance	5	1	-	6
Engineering	6	-	-	6
Planning	4	-	47	51
Police	45	3	11	59
Municipal Court	3	5	1	9
Fire				
Fire Administration & Operations	13	1	53	67
Fire Prevention & Life Safety	2	1	100	103
Parks & Recreation				
Administration	1	1	1	3
Aquatic Center	3	31	4	38
Community Center & Rec Programs	1	9	-	10
Kids On The Block	1	44	20	65
Mayor's Charity Ball	-	-	60	60
Recreation Sports	1	28	208	237
Senior Center	1	4	120	125
Park Maintenance	6	1	475	482
Library	9	13	229	251
<b>General Fund - Total</b>	<b>105</b>	<b>142</b>	<b>1,351</b>	<b>1,598</b>
<b>Street</b>	<b>8</b>	<b>1</b>	<b>-</b>	<b>9</b>
<b>Airport Maintenance</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>
<b>Building</b>	<b>2</b>	<b>1</b>	<b>12</b>	<b>15</b>
Wastewater Services				
Administration	2	-	-	2
Plant	9	-	-	9
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
<b>Wastewater Services - Total</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>
<b>Ambulance</b>	<b>24</b>	<b>1</b>	<b>-</b>	<b>25</b>
<b>Information Systems &amp; Services</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
<b>Total City Employees &amp; Volunteers</b>	<b>164</b>	<b>145</b>	<b>1,369</b>	<b>1,678</b>

## City of McMinnville Volunteer Roster - 2016

**Table #4**

Department	# of Volunteers	Notes
<b>Administration</b>		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	8	
	<u>22</u>	
<b>Police</b>		
Police Reserves (a)	3	(a) <b>Police Reserves</b> are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	8	(b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.
	<u>11</u>	
<b>Municipal Court</b>		
Volunteer (c)	1	(c) <b>Municipal Court Volunteer</b> assists with fingerprinting of defendants.
<b>Library</b>		
Volunteers	<u>229</u>	
<b>Building</b>		
Board of Appeals	5	
Building Code Advisory Board	7	(d) <b>Fire &amp; EMS Volunteers</b> are paid a reimbursement for emergency calls based on a point basis computed on number of calls.
	<u>12</u>	
<b>Planning</b>		
Citizen's Advisory Committee	3	(e) <b>The McMinnville Swim Club and High School</b> host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
Historic Landmarks Committee	5	(f) <b>The Survival Swimming Program</b> provides up to 8 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition, Amity, and many private schools in McMinnville participate in this program. The program utilizes approximately 75 volunteers (recruited by school PE teachers) to teach basic swimming and survival skills to the kids. Aquatic Center staff train and supervise the volunteers and provide advanced swimming and water safety instruction.
Landscape Review Committee	5	
McMinnville Affordable Housing Task Force	8	
McMinnville Urban Area Management Commission	7	
McMinnville Urban Renewal Advisory Committee	10	
Planning Commission	9	
	<u>47</u>	
<b>Fire &amp; Ambulance</b>		
Fire & EMS Volunteers (d)	53	
Citizens Emergency Response Team (CERT)	100	
	<u>153</u>	
<b>Parks &amp; Recreation</b>		
Aquatic Center (e) (f)	4	(g) <b>Park and Recreation</b> sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event volunteers each May. Triathlon event was not held in 2016.
Park Watch Program	1	
Community Center (g)	-	(h) <b>Recreational Sports Volunteers</b> serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 208 people coached 265 teams. This number does not include many assistant coaches.
Kids On The Block	20	
Recreational Sports (h)	208	
Senior Center Volunteers (i)	120	(i) <b>Senior Center Volunteers</b> contribute over 4,000 hours of their time each year helping in the front office, meal site, Meals on Wheels, Wortman Park Cafe, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, guest speakers, library, attorney consultation, hearing aid assistance, Wortman Park Art Gallery, Friends of McMinnville Senior Center.
Park Project Volunteers	475	
Mayor's Charity Ball	60	
	<u>888</u>	
<b>Airport</b>		
Airport Commission	6	
<b>Total Volunteers</b>	<u><u>1,369</u></u>	

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

July 1, 2017

2.2% Adopted COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Attorney	365	4,292	4,505	4,732	4,969	5,216	5,477
Community Development Director							
Fire Chief	364	4,186	4,395	4,616	4,846	5,089	5,343
Police Chief							
Finance Director	361	3,888	4,083	4,287	4,500	4,726	4,963
Planning Director	359	3,700	3,886	4,079	4,284	4,497	4,724
Police Captain - Field Operation	358	3,610	3,790	3,980	4,179	4,388	4,607
Police Captain - Inv & Supp Div							
Parks & Recreation Director	357	3,522	3,699	3,883	4,077	4,281	4,495
Emergency Medical Services Chief	355	3,352	3,520	3,697	3,880	4,075	4,278
Fire Marshal							
Information Systems Director							
Library Director							
Wastewater Services Manager	354	3,271	3,433	3,606	3,785	3,976	4,175
Building Official	352	3,112	3,269	3,432	3,604	3,783	3,974
Superintendent - Public Works							
Assistant City Attorney	350	2,963	3,110	3,267	3,430	3,601	3,781
Engineering Services Manager	349	2,891	3,035	3,186	3,346	3,513	3,689
Principal Planner	348	2,820	2,961	3,108	3,266	3,428	3,599
Information Systems Analyst III	344	2,554	2,683	2,817	2,958	3,105	3,261
Operations Superintendent - WRF							
Supvr - Environmental Svcs - WRF							
Building Inspector III	343	2,493	2,618	2,748	2,884	3,030	3,180
Project Manager - Engineering	342	2,431	2,553	2,681	2,815	2,956	3,103
Supervisor - Park Maintenance							
Supervisor - SS & SD Maintenance							
Supervisor - Street Maintenance							

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Recreation Program Mgr - Aquatic	340	2,314	2,430	2,551	2,680	2,813	2,955
Recreation Program Mgr - KOB							
Recreation Program Mgr - Seniors							
Recreation Program Mgr - Sports							
Support Services Mgr -Police							
Associate Planner	339	2,259	2,372	2,490	2,614	2,744	2,881
City Recorder / Legal Assistant							
GIS/CAD System Specialist							
Information Systems Analyst II							
Library Services Manager	338	2,201	2,313	2,429	2,550	2,678	2,811
Sr Environmental Tech							
Sr Laboratory Tech - WRF	337	2,148	2,258	2,371	2,489	2,613	2,743
Engineering Technician	336	2,098	2,200	2,312	2,428	2,548	2,677
Senior Accountant							
Sr Mechanic/SCADA Tech - WRF							
Information Systems Analyst I	335	2,046	2,147	2,257	2,368	2,487	2,611
Senior Operator - WRF							
Librarian III - Children's Svcs	334	1,996	2,095	2,199	2,310	2,426	2,547
Librarian III - Circulation							
Librarian III - Reference							
Senior Utility Worker - Pk Maint	333	1,947	2,045	2,146	2,255	2,366	2,484
Senior Utility Worker - Street							
Senior Utility Worker - WWS							
Accountant II	332	1,900	1,995	2,094	2,198	2,309	2,425
Accountant II - Payroll							
Environmental Tech II							
Mechanic - WRF							
Office Manager - Fire							
Operator II - WRF	331	1,853	1,946	2,043	2,145	2,254	2,365
Rec Program Supervisor - Aquatic							
Rec Program Supervisor - CC							
Accountant I	330	1,807	1,899	1,994	2,093	2,196	2,308
Accounts Rec Billing Coord -Fire							
Firefighter/Paramedic - PT+							

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Laboratory Technician - WRF							
Librarian II - Children's							
Librarian II - Reference							
Librarian II - Young Adult							
Mechanic - Public Works							
Operations Supp Specialist - PW							
Facilities Maint Tech-PD&CivHall	329	1,763	1,852	1,945	2,042	2,144	2,252
Permit Technician - Comb Depts							
Permit Technician - Eng/Bldg							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Senior Court Clerk - MC	328	1,721	1,806	1,898	1,993	2,092	2,195
Operator I - WRF	327	1,680	1,762	1,850	1,944	2,041	2,143
Rec Program Coord II - Aquatic							
Rec Program Coordinator II - SC							
Accounts Rec Billing Spec - Fire	326	1,638	1,720	1,805	1,897	1,992	2,091
Librarian I - Children's							
Librarian I - Reference							
Librarian I - Technical Services							
Admin Spec II - Public Affairs	324	1,560	1,637	1,718	1,805	1,896	1,991
Administrative Spec II - Admin							
Administrative Spec II - Fire							
Court Clerk II - MC							
Utility Worker I - Public Works							
Utility Worker I - Street							
Rec Program Coordinator I	323	1,521	1,597	1,678	1,760	1,848	1,942
Firefighter/EMT - PT+	322	1,483	1,559	1,636	1,717	1,804	1,895
Library Tech Assistant							
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Tech Svcs							
Administrative Spec I - Admin	320	1,411	1,483	1,558	1,635	1,716	1,803
Court Clerk I - MC							
Library Asst - Children's							

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Library Asst - Circulation							
Library Asst - Technical Svcs							
Office Specialist II - WRF							
Office Specialist I - Police	318	1,345	1,410	1,482	1,557	1,635	1,715
Recreation Specialist - Aquatic	316	1,281	1,344	1,409	1,481	1,557	1,634
Library Page	302	907	951	997	1,048	1,101	1,155

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

July 1, 2017

2.2% Adopted COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Manager	099	6,388					
Judge	068	1,483					
City Prosecutor	066	1,379					

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

<b>Title</b>	<b>Amount</b>
Department Head Extra Duty Pay	2% of Base Salary
Pager Pay	18.07 / Day
Plumbing Premium Pay	124.50
Sick Leave Bonus	75% of 4 Hours Pay
10-Year Longevity Bonus - to Deferred Compensation	37.50
20-Year Longevity Bonus	
(i) To Deferred Compensation	75.00
(ii) Additional Salary	75.00
(iii) Additional Vacation	2 Hours

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

July 1, 2017

2.5% Projected Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Police Sergeant - 12 Hour	165	2,864	3,007	3,156	3,315	3,480	3,654
Police Sergeant	160	2,727	2,862	3,007	3,156	3,315	3,480
Police Officer - 12 Hour	155	2,478	2,602	2,733	2,869	3,015	3,164
Police Officer	150	2,360	2,478	2,602	2,733	2,869	3,015
Police Comm Support Coordinator	140	1,937	2,034	2,135	2,242	2,353	2,472
Parking & Code Enforcement	130	1,879	1,973	2,073	2,175	2,284	2,397
Police Evidence & Property Tech							
Police Records Specialist	120	1,748	1,835	1,927	2,023	2,125	2,230

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

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree	60	2%	150	F
BA / BS Degree	121	4%	150	F
Intermediate Certificate	121	4%	150	F
Advanced Certificate	241	8%	150	F
Bilingual	151	5%	150	F
ASL Certified	151	5%	150	F
Detective (including sergeant)	151	5%	150	F
K-9	151	5%	150	F
School Resource Officer	151	5%	150	F
Police Training Officer	1.74 / Hour	5%	150	F
Motorcycle Duty	1.74 / Hour	5%	150	F
Officer in Charge	1.74 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			



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**Extra Help - Police Employees**

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

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

July 1, 2017

2.5% Adopted COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Fire Battalion Chief	245	2,981	3,129	3,285	3,449	3,622	3,804
Fire Lieutenant	235	2,676	2,809	2,950	3,097	3,252	3,413
Fire Engineer	230	2,547	2,673	2,807	2,947	3,096	3,249
Deputy Fire Marshal	225	2,473	2,598	2,727	2,864	3,006	3,158
Firefighter	220	2,425	2,547	2,673	2,807	2,947	3,096

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

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree *	31	1%	220	F
BA / BS Degree	62	2%	220	F
Bilingual	62	2%	220	F
Field Training Officer	93	3%	220	F
Intermediate / Advanced Certificate	93	3%	220	F
Paramedic	310	10%	220	F
Acting In Capacity	1.28 / Hour	5%	220	F

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

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

July 1, 2017

Minimum Wage Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
Extra Help - Ambulance Billing	092 H	10.25	10.25	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	20.00	23.00	26.00	30.00	36.00	42.00				
Extra Help - Finance II											
Extra Help - Investigations											
Extra Help - Clerical	082 H	10.25	12.69	13.32	14.00						
Extra Help - EMT	075 H	12.60	17.00	23.01							
Extra Help - Fire											
Extra Help - Fire Prevention	074 H	10.25	14.00	16.73							
Municipal Court - Interpreter	064 H	10.25	12.50								
Program Assistant - Library	058 H	10.82									
Extra Help - Building Official	052 H	50.00	53.37	58.00							
Extra Help - Mgmt Assistant - RS	050 H	13.35	13.75	14.16	14.59	15.03	15.48	15.94	16.42	16.19	16.67
Extra Help - Mgmt Assistant - KOB											
Site Director - KOB	049 H	13.10	13.49	13.90	14.31	14.74	15.19	15.64	16.11		
Site Director - Summer STARS											
Extra Help - Aquatics 3	048 H	11.10	11.43	11.78	12.13	12.49	12.87	13.25	13.65		
Program Assistant - Rec Sports											
Program Assistant - SC											
Rec Program Instructor - CC											
Rec Program Instructor - SC											
Rec Program Instructor - Sports											
Assistant Site Director - KOB	046 H	10.60	10.87	11.14	11.42	11.70	11.99	12.29	12.60		
Assistant Site Director - STARS											
Extra Help - Office - Rec Sports											
Rec Leadership - Park Ranger											

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 - Aquatics 2	044 H	10.40	10.66	10.93	11.20	11.48	11.77	12.06	12.36		
Classes & Programs Labor - CC	042 H	10.25	10.51	10.77	11.04	11.31	11.60	11.89	12.18		
Classes & Programs Labor - SC											
Extra Help - Aquatics 1											
Extra Help - Community Center											
Extra Help - RP Labor - RecSports											
Extra Help - SC Events & Rentals											
Extra Help - Senior Center											
Extra Help - Senior Ctr Day Tour											
Rec Leadership - KOB Elementary											
Rec Leadership - Summer STARS											
Extra Help - Park Maintenance	032 H	12.00	12.60								
Extra Help - Streets											
Extra Help - WWS											
Extra Help - Engineering	024 H	17.00									



**GENERAL FUND  
BEGINNING FUND BALANCE**





## General Fund – Beginning Fund Balance

2017 – 2018 Proposed Budget --- Budget Summary

### General Fund – Beginning Fund Balance

#### **Beginning Fund Balance**

Beginning Fund Balance represents the reserve amount carried over from the previous fiscal year. At July 1, 2017, the beginning fund balance for fiscal year 2017-18 is estimated to be \$5,989,000.

- **Draw down of General Fund reserve** --- The 2017-18 proposed budget continues the trend of spending down the beginning fund balance or the reserve to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$5,989,000 at July 1, 2017 to \$3,575,000 at June 30, 2018. This is a *budgeted* decrease of approximately \$2,414,000.
- 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 2017-18 will be approximately \$1,000,000, resulting in a fund balance of \$4,575,000 at June 30, 2018. These “savings” are consistent with “savings” achieved in prior years. With this assumption, the spend down of the General Fund reserve during fiscal year 2017-18 is *estimated* to be approximately \$1,414,000.

#### **Designated Beginning Fund Balance – Facility Improvements ---**

The proposed 2017-18 budget includes \$112,500 for the Designated Beginning Fund Balance – Facility Improvements. These funds are not appropriated for spending in 2017-18 but are intended as a reserve that is “earmarked” for future facilities improvements.

#### **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, 2017 is approximately \$586,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2017-18.

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
557,316	593,735	565,000	<b>4001-07 Designated Begin FB-General Fd - LOSAP</b> Designated carryover from 2016-17 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	586,575	586,575	586,575
1,351,766	94,897	0	<b>4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve</b>	0	0	0
0	0	75,000	<b>4001-25 Designated Begin FB-General Fd - Facility Improvements</b> Designated funds earmarked for future facility improvements	112,500	112,500	112,500
8,076,314	7,896,485	6,457,365	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	5,289,860	5,289,860	5,289,460
<b>8,644,196</b>	<b>8,585,117</b>	<b>7,097,365</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>5,988,935</b>	<b>5,988,935</b>	<b>5,988,535</b>
<b>9,985,396</b>	<b>8,585,117</b>	<b>7,097,365</b>	<b><i>TOTAL RESOURCES</i></b>	<b>5,988,935</b>	<b>5,988,935</b>	<b>5,988,535</b>

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## **ADMINISTRATION DEPARTMENT**

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### **Organization Set – Sections**

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

### **Organization Set #**

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





# General Fund – Administration

2017 – 2018 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 0.10 FTE of the City Recorder / Legal Assistant.

### City Hall & City Property

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

### Mayor & City Council

- Includes 0.40 FTE of City Recorder / Legal Assistant who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors. Also included 0.20 FTE of the Administrative Specialist II. Includes \$75,000 for professional services to begin strategic planning and long range financial planning.

### Legal

- Includes 0.70 FTE of the City Attorney, 0.50 FTE of the Assistant City Attorney, 0.20 FTE of the City Recorder / Legal Assistant and 0.10 FTE of the Administrative Specialist II.

### 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 0.20 FTE for the City Attorney, 0.30 FTE for the City Recorder / Legal Assistant, and 0.20 FTE of the Administrative Assistant II for Personnel Matters

## Core Services

### City Manager's Office

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

### City Attorney's Office

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



### Future Challenges and Opportunities

#### Administration - City Manager’s Office

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

#### Administration - City Attorney’s Office

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

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>32,871</b>	<b>47,000</b>	<b>32,000</b>	<b>(15,000)</b>
Personnel Services	481,778	583,603	613,266	29,663
Materials & Services	375,324	520,517	557,205	36,688
Capital Outlay	3,700	3,166	2,967	(199)
<b>Total Expenditures</b>	<b>860,802</b>	<b>1,107,286</b>	<b>1,173,438</b>	<b>66,152</b>
Net Expenditures	(827,931)	(1,060,286)	(1,141,438)	81,152

### Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>4.22</b>		
Assistant City Attorney		0.50	
City Recorder / Legal Assistant		0.08	
Human Resources Director		(0.92)	
Admin Asssistant / HR Analyst		(0.08)	
Adminstrative Specialist II		0.50	
Adminstrative Specialist I		(0.40)	
<b>FTE Proposed Budget</b>		<b>(0.32)</b>	<b>3.90</b>

# General Fund – Administration

## Historical Highlights



- 1876** McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees.
- 1882** McMinnville incorporates as a city with a Mayor and City Council.
- 1916** Voters establish original operating property tax base.
- 1965** Joe Dancer appointed City Administrator.
- 1971** City Attorney position established.
- 1984** Edward J. Gormley elected Mayor.
- 1986** May 1986, Kent Taylor appointed City Manager.
- 1992** Downtown Historic Street Light Project implemented in City-owned parking lots.
- 1995** Civic Center Master Plan developed.



- 1995** City purchases Home Laundry site at NE corner of Second and Cowls.
- 1999** The City Attorney position restored to full-time.
- 2006** City establishes new “one stop” Community Development Center to house the Engineering, Building, and Planning Departments.
- 2007** City Hall is remodeled.
- 2008** City Council establishes Downtown Public Art Program.



- 2009** Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed.
- 2009** Rick Olson elected Mayor.
- 2013** Northeast Gateway Urban Renewal District is established
- 2013** Transient Lodging Tax is implemented
- 2014** December 2014, Retired Brigadier General Martha Meeker appointed City Manager.
- 2015** Third Street named as one of Five Great Streets in America



- 2017** Scott Hill elected Mayor
- 2017** February 2017, Jeff Towery appointed City Manager.

# General Fund - Administration

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<b><u>City Attorney</u></b>	1	365	131,239		
General Fund					
Administration					
Legal (0.70 FTE)				10	91,867
Human Resources (0.20 FTE)				14	26,248
Municipal Court					
Court (0.10 FTE)				64	13,124
<b><u>Assistant City Attorney</u></b>	1	350	71,106		
General Fund					
Administration					
Legal (0.50 FTE)				10	35,553
Municipal Court					
Court (0.50 FTE)				64	35,553
<b><u>City Recorder / Legal Assistant</u></b>	1	339	61,995		
General Fund					
Administration					
City Manager's Office (0.10 FTE)				2	6,200
Mayor & City Council (0.40 FTE)				8	24,797
Legal (0.20 FTE)				10	12,399
Human Resources (0.30 FTE)				14	18,599
<b><u>Administrative Specialist II</u></b>	1	324	43,224		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				8	8,645
Legal (0.10 FTE)				10	4,322
Human Resources (0.20 FTE)				14	8,645

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	7,773	0	<b>7000</b> Salaries & Wages	0	0	0
183,093	172,191	205,632	<b>7000-05</b> Salaries & Wages - Regular Full Time City Manager - 1.00 FTE City Recorder / Legal Assistant - 0.10 FTE	159,500	159,500	159,500
7,336	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
2,550	2,594	800	<b>7000-20</b> Salaries & Wages - Overtime	2,001	2,001	2,001
1,408	2,604	2,200	<b>7000-25</b> 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)	2,200	2,200	2,200
6,518	4,200	4,200	<b>7000-30</b> Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance.	6,000	6,000	6,000
7,789	0	0	<b>7000-32</b> Salaries & Wages - Moving Allowance	0	0	0
0	3,174	0	<b>7300</b> Fringe Benefits	0	0	0
9,396	9,196	7,962	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,530	8,530	8,530
2,906	2,583	2,358	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,461	2,461	2,461
28,717	38,369	33,274	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	53,052	53,052	53,052
0	0	0	<b>7300-18</b> Fringe Benefits - Retirement Benefit	0	0	0
16,001	16,095	13,728	<b>7300-20</b> Fringe Benefits - Medical Insurance	18,762	18,762	18,762
0	2,800	1,275	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,650	1,650	1,650
166	149	122	<b>7300-25</b> Fringe Benefits - Life Insurance	118	118	118
860	916	828	<b>7300-30</b> Fringe Benefits - Long Term Disability	826	826	826
607	580	594	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	603	603	603
45	46	38	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	32	32	32
<b>267,391</b>	<b>263,270</b>	<b>273,011</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>255,735</b>	<b>255,735</b>	<b>255,735</b>

**MATERIALS AND SERVICES**

0	0	1,000	<b>7520</b> Public Notices & Printing	1,000	1,000	1,000
31	72	500	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	400	400	400

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
6,712	6,443	17,000	<b>7550</b>	<b>Travel &amp; Education</b>		7,000	7,000	7,000
				Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff.				
800	1,100	900	<b>7610-05</b>	<b>Insurance - Liability</b>		1,200	1,200	1,200
1,028	1,042	1,200	<b>7620</b>	<b>Telecommunications</b>		1,200	1,200	1,200
131	10	250	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
753	938	1,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,000	1,000	1,000
60	184	200	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		200	200	200
22,990	2,517	1,720	<b>7750</b>	<b>Professional Services</b>		1,800	1,800	1,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,800	1,800	
5,242	4,462	3,869	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,998	2,998	2,998
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,998	2,998	
7,500	485	0	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		2,700	2,700	2,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
				Replacement printer	1	1,200	1,200	
22,617	22,101	34,950	<b>8000</b>	<b>City Memberships</b>		46,950	46,950	46,950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mid Willamette Vly Council of Governments	1	16,750	16,750	
				League of Oregon Cities	1	22,750	22,750	
				Oregon City & County Managers Association	1	350	350	
				McMinnville Area Chamber of Commerce	1	3,250	3,250	
				International City Managers Association	1	2,500	2,500	
				Portland State University Comp Study Agreement	1	1,100	1,100	
				Emerging Local Government Leaders	1	250	250	
<b>67,864</b>	<b>39,353</b>	<b>62,589</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>66,948</b>	<b>66,948</b>	<b>66,948</b>
<b><u>CAPITAL OUTLAY</u></b>								
513	925	838	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		495	495	495
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	495	495	
<b>513</b>	<b>925</b>	<b>838</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>495</b>	<b>495</b>	<b>495</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
335,768	303,548	336,438	<b>TOTAL REQUIREMENTS</b>	323,178	323,178	323,178

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
11,595	11,718	11,800	<b>5400-02 Property Rentals - Chamber of Commerce</b> Chamber of Commerce monthly rental income increases in October depending on the June 30, 2017 CPI-W increase.	12,000	12,000	12,000
14,249	14,505	15,200	<b>5400-03 Property Rentals - Parking Lot</b>	0	0	0
<b>25,844</b>	<b>26,223</b>	<b>27,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>25,844</b>	<b>26,223</b>	<b>27,000</b>	<b>TOTAL RESOURCES</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>



Budget Document Report

**01 - GENERAL FUND**

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

2018 PROPOSED BUDGET  
 2018 APPROVED BUDGET  
 2018 ADOPTED BUDGET

**REQUIREMENTS**

**MATERIALS AND SERVICES**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
74	77	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	200	200	200	
16,667	10,542	12,500	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	12,500	12,500	12,500	
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			City Hall heating fuel	1	2,000	2,000		
			Civic Hall natural gas	1	1,000	1,000		
			City and Civic Hall electric	1	9,500	9,500		
900	1,200	1,100	<b>7610-05</b>	<b>Insurance - Liability</b>	1,300	1,300	1,300	
9,200	9,400	12,200	<b>7610-10</b>	<b>Insurance - Property</b>	11,800	11,800	11,800	
5,543	5,663	5,800	<b>7620</b>	<b>Telecommunications</b>	6,000	6,000	6,000	
4,380	4,380	12,570	<b>7650-10</b>	<b>Janitorial - Services</b>	13,340	13,340	13,340	
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			City Hall	1	6,775	6,775		
			Civic Hall	1	6,565	6,565		
584	676	900	<b>7650-15</b>	<b>Janitorial - Supplies</b>	950	950	950	
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			City Hall janitorial supplies	1	600	600		
			Civic Hall janitorial supplies	1	350	350		
0	0	100	<b>7660</b>	<b>Materials &amp; Supplies</b>	100	100	100	
596	395	500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	500	500	500	
6,602	6,699	10,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	25,000	25,000	25,000	
			Repairs and maintenance projects for City Hall and Civic Hall					
4,992	4,660	5,600	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	5,600	5,600	5,600	
835	0	19,800	<b>7720-12</b>	<b>Repairs &amp; Maintenance - Grounds</b>	2,500	2,500	2,500	
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	0	0	0	

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
7,115	11,366	31,150	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>		26,450	26,450	26,450
				Expenses moved from the Street fund in 2014-15.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - liability	1	2,500	2,500	
				Insurance - property	1	2,900	2,900	
				Flower basket program	1	3,300	3,300	
				Elevator permit fee	1	200	200	
				Elevator phone service	1	550	550	
				Maintenance and repair projects	1	11,000	11,000	
				Lighting	1	6,000	6,000	
2,913	6,992	6,850	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		21,950	21,950	21,950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - liability	1	300	300	
				Insurance - property	1	1,200	1,200	
				Miscellaneous rental repairs and maintenance	1	20,000	20,000	
				Parking lot sweeping service - Chamber	1	450	450	
338	341	500	<b>7750</b>	<b>Professional Services</b>		500	500	500
				Recycling - shredding confidential documents				
10,320	7,800	6,720	<b>7780-17</b>	<b>Contract Services - Parking Structure &amp; Lots</b>		10,040	10,040	10,040
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Quarterly sweeping	4	1,400	5,600	
				Monthly sweeping	12	370	4,440	
15,493	17,061	10,700	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		12,835	12,835	12,835
				Security system, floor mat cleaning, heating system maintenance, pest control, copier lease, postage machine lease				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Floor mat service	1	2,140	2,140	
				Pest control	1	685	685	
				Security system service	1	1,140	1,140	
				Copier lease	1	5,100	5,100	
				Postage machine lease	1	3,770	3,770	
4,500	4,500	5,400	<b>7790-05</b>	<b>Maintenance &amp; Rental Contracts - Water &amp; Light Fiber Net</b>		5,400	5,400	5,400
0	0	500	<b>7800</b>	<b>M &amp; S Equipment</b>		500	500	500
<b>91,053</b>	<b>91,752</b>	<b>143,390</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>157,465</b>	<b>157,465</b>	<b>157,465</b>
<b>CAPITAL OUTLAY</b>								
6,170	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
<b>6,170</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
97,223	91,752	143,390	<b>TOTAL REQUIREMENTS</b>	157,465	157,465	157,465

Budget Document Report

**01 - GENERAL FUND**

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

5,789	6,050	19,962	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> City Recorder / Legal Assistant - 0.40 FTE Administrative Specialist II - 0.20 FTE	33,443	33,443	33,443
5,638	6,184	7,309	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
690	657	200	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	749	749	749
721	766	1,702	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	2,119	2,119	2,119
169	179	399	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	496	496	496
2,699	3,064	6,954	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	7,799	7,799	7,799
2,244	2,411	7,420	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	8,008	8,008	8,008
0	451	1,214	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	700	700	700
38	35	64	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	66	66	66
61	69	146	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	184	184	184
38	40	102	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	123	123	123
10	9	20	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	18	18	18
313	402	349	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	400	400	400
<b>18,409</b>	<b>20,317</b>	<b>45,841</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>54,105</b>	<b>54,105</b>	<b>54,105</b>

**MATERIALS AND SERVICES**

0	1,374	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>	500	500	500
467	465	500	<b>7620</b>	<b>Telecommunications</b>	500	500	500
0	0	150	<b>7660</b>	<b>Materials &amp; Supplies</b>	150	150	150
867	789	1,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	1,200	1,200	1,200
88	20	150	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>	150	150	150
5	5	6,760	<b>7750</b>	<b>Professional Services</b>	77,000	77,000	77,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				City Manager evaluation	1	2,000	2,000
				Strategic / long range financial planning	1	75,000	75,000
14,598	7,920	30,000	<b>7750-06</b>	<b>Professional Services - Community Outreach</b> Continuing the City Council's public communication efforts	15,000	15,000	15,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
10,484	10,907	9,458	<b>7840</b>	<b>M &amp; S Computer Charges</b>			12,493	12,493	12,493
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	12,493	12,493		
6,500	15,740	6,500	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>			0	0	0
28,943	26,972	25,000	<b>8005</b>	<b>Mayor/City Council Expenses</b>			25,000	25,000	25,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Conferences and training	1	7,000	7,000		
				Meals for City Council meetings and other events	1	7,200	7,200		
				City Council goal setting	1	8,000	8,000		
				Miscellaneous	1	2,800	2,800		
<b>61,951</b>	<b>64,192</b>	<b>80,518</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>131,993</b>	<b>131,993</b>	<b>131,993</b>
				<b><u>CAPITAL OUTLAY</u></b>					
1,027	2,261	2,049	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			2,060	2,060	2,060
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	2,060	2,060		
<b>1,027</b>	<b>2,261</b>	<b>2,049</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>2,060</b>	<b>2,060</b>	<b>2,060</b>
<b>81,387</b>	<b>86,770</b>	<b>128,408</b>		<b><u>TOTAL REQUIREMENTS</u></b>			<b>188,158</b>	<b>188,158</b>	<b>188,158</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

108,751	88,393	134,486	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> City Attorney - 0.70 FTE Assistant City Attorney - 0.50 FTE City Recorder / Legal Assistant - 0.20 FTE Administrative Specialist II - 0.10 FTE	144,141	144,141	144,141
5,638	6,184	7,309	<b>7000-10</b> <b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
52	8	1,000	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	102	102	102
0	6,808	0	<b>7000-32</b> <b>Salaries &amp; Wages - Moving Allowance</b>	0	0	0
6,953	6,089	8,634	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	8,767	8,767	8,767
1,642	1,424	2,072	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	2,092	2,092	2,092
27,545	23,010	30,417	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	35,825	35,825	35,825
6,044	10,432	23,586	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	24,473	24,473	24,473
0	2,951	2,839	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	2,525	2,525	2,525
139	96	172	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	162	162	162
606	481	778	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	794	794	794
176	144	297	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	277	277	277
33	27	54	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	44	44	44
<b>157,579</b>	<b>146,047</b>	<b>211,644</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>219,202</b>	<b>219,202</b>	<b>219,202</b>

**MATERIALS AND SERVICES**

29	27	400	<b>7540</b> <b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	500	500	500
1,760	2,542	4,000	<b>7550</b> <b>Travel &amp; Education</b> Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney.	10,000	10,000	10,000
800	1,000	900	<b>7610-05</b> <b>Insurance - Liability</b>	1,800	1,800	1,800
561	522	800	<b>7620</b> <b>Telecommunications</b>	800	800	800
169	453	11,000	<b>7660-05</b> <b>Materials &amp; Supplies - Office Supplies</b>	2,000	2,000	2,000
57	111	100	<b>7660-15</b> <b>Materials &amp; Supplies - Postage</b>	200	200	200

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	17	0	<b>7750</b>	<b>Professional Services</b>		50	50	50
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
0	16,501	15,000	<b>7750-09</b>	<b>Professional Services - Legal</b>		3,000	3,000	3,000
				Contract legal services to provide City Attorney with assistance on projects.				
1,430	2,479	1,290	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,499	2,499	2,499
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,499	2,499	
0	3,730	4,400	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		3,500	3,500	3,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Time Matters software	1	3,500	3,500	
<b>4,806</b>	<b>27,381</b>	<b>37,890</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>24,349</b>	<b>24,349</b>	<b>24,349</b>
			<b>CAPITAL OUTLAY</b>					
140	514	279	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		412	412	412
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	412	412	
<b>140</b>	<b>514</b>	<b>279</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>412</b>	<b>412</b>	<b>412</b>
<b>162,524</b>	<b>173,942</b>	<b>249,813</b>	<b>TOTAL REQUIREMENTS</b>			<b>243,963</b>	<b>243,963</b>	<b>243,963</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
0	0	0	<b>6405 Donations - Administration</b>	0	0	0
0	0	10,000	<b>6490 Donations - Public Art</b> Public donations for the Public Art Program	10,000	10,000	10,000
650	6,648	10,000	<b>6490-10 Donations - Public Art - Dedicated</b> Public donations for specific pieces of artwork for the Public Art Program	10,000	10,000	10,000
<b>650</b>	<b>6,648</b>	<b>20,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>650</b>	<b>6,648</b>	<b>20,000</b>	<b><i>TOTAL RESOURCES</i></b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET																				
<b>REQUIREMENTS</b>																										
<b>MATERIALS AND SERVICES</b>																										
24,778	25,941	15,000	<b>8010 Holiday Lighting</b> City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	16,900	16,900	16,900																				
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Electricity for 3rd Street kiosks</td> <td>1</td> <td>2,100</td> <td>2,100</td> </tr> <tr> <td>Contribution to McMinnville Downtown Association</td> <td>1</td> <td>6,500</td> <td>6,500</td> </tr> <tr> <td>Contribution to Chamber of Commerce</td> <td>1</td> <td>500</td> <td>500</td> </tr> <tr> <td>Holiday lighting for City buildings</td> <td>1</td> <td>7,800</td> <td>7,800</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Electricity for 3rd Street kiosks	1	2,100	2,100	Contribution to McMinnville Downtown Association	1	6,500	6,500	Contribution to Chamber of Commerce	1	500	500	Holiday lighting for City buildings	1	7,800	7,800			
Description	Units	Amt/Unit	Total																							
Electricity for 3rd Street kiosks	1	2,100	2,100																							
Contribution to McMinnville Downtown Association	1	6,500	6,500																							
Contribution to Chamber of Commerce	1	500	500																							
Holiday lighting for City buildings	1	7,800	7,800																							
14,943	8,596	10,000	<b>8012 M&amp;S Downtown Public Art Program</b> City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.	10,000	10,000	10,000																				
0	0	10,000	<b>8012-05 M&amp;S Downtown Public Art Program - Donations - Public Art</b> Public art purchases funded through revenue account 6490, Donations-Public Art.	10,000	10,000	10,000																				
650	7,094	10,000	<b>8012-10 M&amp;S Downtown Public Art Program - Donations - Dedicated</b> Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	10,000	10,000	10,000																				
19,300	30,200	55,000	<b>8015 Community Services</b> Funds awarded by City Council to community nonprofit organizations for projects supporting Council goals and objectives, meeting community needs, and providing a public benefit	25,000	25,000	25,000																				
15,450	14,000	14,000	<b>8020 McMinnville Downtown Association</b> City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	14,000	14,000																				
22,500	22,500	22,500	<b>8025 Yamhill Co - YCTA</b> Public transportation program support.	22,500	22,500	22,500																				
39,100	39,882	60,000	<b>8060 Economic Development</b>	60,000	60,000	60,000																				
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>McMinnville Economic Development Partnership</td> <td>1</td> <td>42,000</td> <td>42,000</td> </tr> <tr> <td>Yamhill Parkway Committee support</td> <td>1</td> <td>18,000</td> <td>18,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	McMinnville Economic Development Partnership	1	42,000	42,000	Yamhill Parkway Committee support	1	18,000	18,000											
Description	Units	Amt/Unit	Total																							
McMinnville Economic Development Partnership	1	42,000	42,000																							
Yamhill Parkway Committee support	1	18,000	18,000																							
<b>136,721</b>	<b>148,213</b>	<b>196,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>168,400</b>	<b>168,400</b>	<b>168,400</b>																				
<b>136,721</b>	<b>148,213</b>	<b>196,500</b>	<b>TOTAL REQUIREMENTS</b>	<b>168,400</b>	<b>168,400</b>	<b>168,400</b>																				

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
28,944	30,248	66,878	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> City Attorney - 0.20 FTE City Recorder / Legal Assistant - 0.30 FTE Administrative Specialist II - 0.20 FTE		53,491	53,491	53,491
3,187	3,243	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		2,498	2,498	2,498
1,910	1,990	4,147	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		3,421	3,421	3,421
447	465	970	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		813	813	813
7,803	9,123	18,217	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		12,891	12,891	12,891
5,716	5,748	11,362	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		9,717	9,717	9,717
0	1,000	1,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>		850	850	850
63	53	104	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		76	76	76
152	157	348	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		294	294	294
96	100	248	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		152	152	152
17	17	33	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		21	21	21
<b>48,335</b>	<b>52,144</b>	<b>103,307</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>84,224</b>	<b>84,224</b>	<b>84,224</b>
<b>MATERIALS AND SERVICES</b>								
0	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
0	0	100	<b>7530</b>	<b>Safety Training/OSHA</b>		500	500	500
1,604	642	500	<b>7550</b>	<b>Travel &amp; Education</b> Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.		4,000	4,000	4,000
601	668	800	<b>7620</b>	<b>Telecommunications</b>		800	800	800
126	202	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,000	1,000	1,000
744	382	1,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,000	1,000	1,000
198	317	500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		200	200	200
9,010	2,223	30	<b>7750</b>	<b>Professional Services</b>		50	50	50
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Section 125 administration fee		1	50	50	
<b>12,284</b>	<b>4,434</b>	<b>4,430</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>8,050</b>	<b>8,050</b>	<b>8,050</b>
<b>60,618</b>	<b>56,578</b>	<b>107,737</b>	<b>TOTAL REQUIREMENTS</b>			<b>92,274</b>	<b>92,274</b>	<b>92,274</b>



# **FINANCE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

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



### **Budget Highlights**

#### **Accounting Section**

The Finance Department provides vital services to the City Council, City management team, operating Departments, and the citizens of McMinnville. Finance's duties include budgeting and accounting for all financial transactions of the City; preparing accurate and timely reports, in accordance with governmental accounting standards; and promoting responsible management of the City's financial resources. These activities demonstrate the City's commitment to accountability and transparency in all aspects of the City's operations.

For the 2017-18 proposed budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2016-17. The Proposed Budget also includes an Extra Help-Temporary Finance II position, budgeted at 0.07 FTE. This position typically performs general clerical work, supporting full-time Accounting staff, as needed. The 2017-18 Budget proposes entering into a contract with a qualified CPA to assist with drafting the City's financial statements and preparing the Comprehensive Annual Financial Report (CAFR). The cost of the contract is included in the budget as professional services.

#### **Ambulance Billing Section**

Ambulance Billing is responsible for processing invoices for all emergency medical transports and submitting invoices for payment to Medicare, Medicaid, commercial insurance providers, or patients. For 2016-17, it is estimated that over 5,220 transports will be billed, totaling approximately \$3.7 million in billable charges. The 2017-18 Proposed Budget reflects a 2% increase in transport fee revenue. This revenue funds a significant portion of the City's Fire and Ambulance activities.

The Proposed 2017-18 budget includes 1.75 FTE for the Ambulance Billing Section consistent with 2016-17. The Budget also includes an Extra Help-Temporary employee to assist Ambulance billing staff, as needed.

### **Core Services**

#### **Accounting Section**

- Providing accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, 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 long term fiscal forecasts, providing valuable information for budgeting and decision making
- Administering property and liability insurance claims
- Issuing and managing the City's debt, including general obligation bonds, revenue bonds, and financing agreements
- 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

# General Fund – Finance

## 2017 – 2018 Proposed Budget --- Budget Summary

### Ambulance Billing Section

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

- o Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of payment processing systems

### Future Challenges and Opportunities

#### Accounting Section

- o Continue to provide excellent financial and accounting services to City Council, management, and operating departments.
- o Continue working with the City Manager, Planning Director, and consultants to manage Urban Renewal accounting and financing, as tax increment funds increase and related projects expand over the next several years
- o Actively contribute to the City's strategic and long range financial planning initiative, identifying desired levels of services and revenue sources for funding these services
- o Implement eSuite, a Logos module which will enable employees to access payroll information remotely
- o Continue partnering with departments to identify opportunities for maximizing operating efficiencies, while promoting internal controls and compliance

#### Ambulance Billing

- o Implement ESO ambulance billing software, increasing billing efficiencies
- o Remain current on ambulance billing related rulings at the State and Federal level, including provisions of health care reform such as new ICD-10 billing codes; integrate these changes into the City's ambulance billing process

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>29,888</b>	<b>28,000</b>	<b>24,500</b>	<b>(3,500)</b>
Personnel Services	645,629	623,785	676,975	53,190
Materials & Services	64,438	126,579	86,095	(40,484)
Capital Outlay	1,850	1,490	1,319	(171)
<b>Total Expenditures</b>	<b>711,917</b>	<b>751,854</b>	<b>764,389</b>	<b>12,535</b>
Net Expenditures	(682,029)	(723,854)	(739,889)	16,035

### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.81</b>		
Extra Help - Finance		0.07	
Extra Help - Finance II		(0.05)	
<b>FTE Proposed Budget</b>		<b>0.02</b>	<b>6.83</b>



## 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 No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP).
- 2003** Property lien searches available via Internet.
- 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.
- 2015** Merina & Co, LLP appointed City financial auditor.



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
26,000	29,275	27,500	<b>5310 On-Line Lien Search Fees</b> Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets.	24,000	24,000	24,000
<b>26,000</b>	<b>29,275</b>	<b>27,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>MISCELLANEOUS</b>						
129	613	500	<b>6600-94 Other Income - Finance</b> Miscellaneous Finance Department collections.	500	500	500
<b>129</b>	<b>613</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>26,129</b>	<b>29,888</b>	<b>28,000</b>	<b>TOTAL RESOURCES</b>	<b>24,500</b>	<b>24,500</b>	<b>24,500</b>

Budget Document Report

**01 - GENERAL FUND**

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	7,577	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
320,175	324,473	296,638	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	337,989	337,989	337,989
3,308	5,166	4,620	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Finance - 0.07 FTE	1,500	1,500	1,500
1,650	5,599	5,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	5,000	5,000
0	300	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
0	3,821	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
19,177	19,912	21,469	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	21,359	21,359	21,359
4,485	4,657	5,020	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,995	4,995	4,995
73,458	82,125	79,877	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	98,920	98,920	98,920
49,110	42,867	60,562	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	63,026	63,026	63,026
0	8,000	5,500	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	5,500	5,500	5,500
630	498	540	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	540	540	540
1,767	1,718	1,820	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,834	1,834	1,834
1,017	1,044	1,281	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	1,240	1,240	1,240
153	149	172	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	147	147	147
<b>474,929</b>	<b>507,906</b>	<b>482,499</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>542,050</b>	<b>542,050</b>	<b>542,050</b>

**MATERIALS AND SERVICES**

281	471	500	<b>7500</b>	<b>Credit Card Fees</b>	800	800	800
1,645	3,449	2,500	<b>7520</b>	<b>Public Notices &amp; Printing</b>	3,500	3,500	3,500
123	113	900	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	900	900	900
18,333	14,951	17,000	<b>7550</b>	<b>Travel &amp; Education</b> Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	14,000	14,000	14,000
3,000	4,200	3,600	<b>7610-05</b>	<b>Insurance - Liability</b>	4,600	4,600	4,600
3,478	3,428	5,000	<b>7620</b>	<b>Telecommunications</b>	4,000	4,000	4,000



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
3,904	2,769	5,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		5,000	5,000	5,000
1,513	226	1,500	<b>7660-10</b>	<b>Materials &amp; Supplies - Office Supplies Inventory</b>		1,000	1,000	1,000
3,718	4,407	4,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,500	4,500	4,500
0	0	250	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		250	250	250
2,549	1,278	53,950	<b>7750</b>	<b>Professional Services</b>		20,950	20,950	20,950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Audit fee allocation	1	900	900	
				Contract accounting services	1	20,000	20,000	
3,182	1,937	1,800	<b>7750-24</b>	<b>Professional Services - Audit</b>		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	
10,370	10,150	11,000	<b>7750-27</b>	<b>Professional Services - Net Assets</b>		11,000	11,000	11,000
				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.				
1,688	750	1,550	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
2,677	2,680	3,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		3,500	3,500	3,500
				Printer / scanner / copier lease and per page cost.				
0	0	1,000	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		1,000	1,000	1,000
8,578	8,924	6,879	<b>7840</b>	<b>M &amp; S Computer Charges</b>		7,995	7,995	7,995
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	7,995	7,995	
2,698	4,682	7,150	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		1,850	1,850	1,850
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer maintenance	1	300	300	
				Lexmark fuser	1	850	850	
				2 Adobe Pro licenses	2	350	700	
<b>67,736</b>	<b>64,415</b>	<b>126,579</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>86,045</b>	<b>86,045</b>	<b>86,045</b>
<b>CAPITAL OUTLAY</b>								
840	1,850	1,490	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,319	1,319	1,319
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	1,319	1,319	
<b>840</b>	<b>1,850</b>	<b>1,490</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,319</b>	<b>1,319</b>	<b>1,319</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
543,505	574,171	610,568	<b>TOTAL REQUIREMENTS</b>	629,414	629,414	629,414

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
50,325	52,679	54,204	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Accounts Receivable Billing Coordinator - 1.00 FTE	55,834	55,834	55,834
33,273	35,278	36,821	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Accounts Receivable Billing Specialist - 0.75 FTE	29,854	29,854	29,854
0	461	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Ambulance Billing - 0.06 FTE	1,250	1,250	1,250
160	253	750	<b>7000-20 Salaries &amp; Wages - Overtime</b>	1,000	1,000	1,000
0	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	900	900	900
4,982	5,273	5,690	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	5,509	5,509	5,509
1,165	1,233	1,331	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,289	1,289	1,289
18,922	21,481	22,340	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	24,911	24,911	24,911
16,922	17,025	17,538	<b>7300-20 Fringe Benefits - Medical Insurance</b>	12,330	12,330	12,330
0	3,000	1,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,000	1,000	1,000
252	213	216	<b>7300-25 Fringe Benefits - Life Insurance</b>	216	216	216
475	488	496	<b>7300-30 Fringe Benefits - Long Term Disability</b>	462	462	462
269	285	340	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	317	317	317
54	54	60	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	53	53	53
<b>126,800</b>	<b>137,723</b>	<b>141,286</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>134,925</b>	<b>134,925</b>	<b>134,925</b>
<b>MATERIALS AND SERVICES</b>						
0	23	0	<b>7750 Professional Services</b> Section 125 administration fee	50	50	50
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	50	50
<b>0</b>	<b>23</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>126,800</b>	<b>137,745</b>	<b>141,286</b>	<b>TOTAL REQUIREMENTS</b>	<b>134,975</b>	<b>134,975</b>	<b>134,975</b>



# **ENGINEERING DEPARTMENT**





## Budget Highlights

During fiscal year 2017-18, the Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of advancing the City Council's goal to plan and construct capital projects, including:

- The construction of the Runway 4-22 reconstruction project at the airport (Airport Fund);
- The construction of the Alpine Avenue improvements project (Transportation Bond & Urban Renewal funds);
- The construction of the OR 99W & 2<sup>nd</sup> Street signals upgrade project (Transportation Bond & ODOT funds);
- The construction of the Hill Road corridor improvements project (Transportation Bond);
- The construction of the Ford Street sidewalk improvements project (Transportation Bond);
- The design and construction of the 1<sup>st</sup> & 2<sup>nd</sup> Street pedestrian improvements project (Transportation Bond);
- The construction of pedestrian & safety improvement projects (Transportation Bond);
- The construction of the 2017 Contract Overlays (Transportation Bond) & 2017 Slurry Seals (State Gas Taxes) projects;
- Initiating the design of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The design and construction of the 12 Street sanitary sewer rehabilitation project (Wastewater Capital Fund); and
- The design of the WRF tertiary filtration system expansion project (Wastewater Capital Fund).

The fiscal year 2017-18 budget includes the addition of one Administrative Assistant II position. The position will be used to administer a wide range of public relations, education and outreach efforts in support of the Community Development Department. These efforts will improve the Department's ability to advance the City Council's goal to effectively communicate with citizens and key local partners.

## 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 2,081 private sewer laterals.**

# General Fund – Engineering

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>18,576</b>	<b>20,500</b>	<b>40,500</b>	<b>20,000</b>
Personnel Services	788,354	811,083	944,168	133,085
Materials & Services	70,364	90,354	89,650	(704)
Capital Outlay	1,712	1,663	1,472	(191)
<b>Total Expenditures</b>	<b>860,431</b>	<b>903,100</b>	<b>1,035,290</b>	<b>132,190</b>
Net Expenditures	(841,855)	(882,600)	(994,790)	112,190

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.90</b>		
Administrative Specialist II - Public Affairs		1.00	
Extra Help - Engineering		0.02	
<b>FTE Proposed Budget</b>		<b>1.02</b>	<b>7.92</b>



## General Fund – Engineering Dept

## Historical Highlights

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

- 2005** City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.
- 2007** Engineering, Building, and Planning Departments complete move to the Community Development Center.
- 2008** The Engineering Department issues and tracks 46 right-of-way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.
- 2015** A second Project Manager position was added.
- 2017** Administrative Assistant II – Public Affairs position was added.



The Engineering Department received 2,364 locate requests in 2016.

# General Fund - Engineering

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>					
<u>Fund</u>	<u>Number of</u>		<u>Total</u>	<u>Detailed Summary</u>	
<u>Department</u>	<u>Employees</u>	<u>Range</u>	<u>Salary</u>	<u>Page</u>	<u>Amount</u>
<b><u>Permit Technician</u></b>	1	329	55,860		
General Fund					
Engineering (0.50 FTE)				21	27,930
Building Fund (0.50 FTE)				208	27,930
<b><u>Permit Technician</u></b>	1	329	54,960		
General Fund					
Engineering (0.10 FTE)				21	5,496
Planning (0.65 FTE)				25	35,724
Building Fund (0.25 FTE)				208	13,740



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
57,190	17,994	20,000	<b>5320</b>	<b>Engineering Fees</b> 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.	40,000	40,000	40,000
<b>57,190</b>	<b>17,994</b>	<b>20,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>MISCELLANEOUS</b>							
2,028	583	500	<b>6600-96</b>	<b>Other Income - Engineering</b>	500	500	500
<b>2,028</b>	<b>583</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>		<b>500</b>	<b>500</b>	<b>500</b>
<b>59,218</b>	<b>18,576</b>	<b>20,500</b>	<b>TOTAL RESOURCES</b>		<b>40,500</b>	<b>40,500</b>	<b>40,500</b>

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	11,617	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
439,238	498,960	518,606	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 2.00 FTE GIS / CAD System Specialist - 1.00 FTE Engineering Technician - 1.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE Permit Technician - Combined Depts - 0.10 FTE Administrative Specialist II - Public Affairs - 1.00 FTE	580,025	580,025	580,025
10,365	7,021	10,780	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Engineering - 0.32 FTE	11,152	11,152	11,152
662	5	500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	500	500	500
6,480	6,480	6,480	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Community Development Director's \$540 per month automobile allowance.	6,480	6,480	6,480
0	700	1,200	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
0	5,455	0	<b>7300 Fringe Benefits</b>	0	0	0
27,187	30,409	32,374	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	36,116	36,116	36,116
6,372	7,172	7,795	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	8,673	8,673	8,673
102,291	118,030	130,280	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	168,381	168,381	168,381
66,306	75,284	81,088	<b>7300-20 Fringe Benefits - Medical Insurance</b>	107,372	107,372	107,372
0	14,800	7,400	<b>7300-22 Fringe Benefits - VEBA Plan</b>	10,150	10,150	10,150
693	686	712	<b>7300-25 Fringe Benefits - Life Insurance</b>	820	820	820
2,401	2,703	2,776	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,110	3,110	3,110
9,163	8,827	10,857	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	11,159	11,159	11,159
180	205	235	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	230	230	230
<b>671,338</b>	<b>788,354</b>	<b>811,083</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>944,168</b>	<b>944,168</b>	<b>944,168</b>

**MATERIALS AND SERVICES**

102	100	900	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	900	900	900
3,188	4,587	11,000	<b>7550 Travel &amp; Education</b> Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	11,000	11,000	11,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,293	1,127	2,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		2,000	2,000	2,000
3,057	3,165	3,650	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		3,750	3,750	3,750
				Department's share of Community Development Center's electricity expense, ~38%.				
3,100	4,500	4,600	<b>7610-05</b>	<b>Insurance - Liability</b>		5,800	5,800	5,800
1,400	1,500	1,900	<b>7610-10</b>	<b>Insurance - Property</b>		1,700	1,700	1,700
4,557	5,147	5,750	<b>7620</b>	<b>Telecommunications</b>		5,750	5,750	5,750
2,282	2,393	3,100	<b>7650</b>	<b>Janitorial</b>		3,100	3,100	3,100
				Department's share of Community Development Center janitorial service and supply costs, ~38%.				
9,915	10,650	10,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		10,000	10,000	10,000
				Uniforms, safety equipment, office, engineering, and surveying materials and supplies.				
3,385	109	2,100	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		1,500	1,500	1,500
				Vehicle and equipment repairs and maintenance.				
763	2,609	3,800	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		3,800	3,800	3,800
				Department's share of Community Development Center's repairs and improvements, ~38%.				
1,388	926	3,200	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		3,200	3,200	3,200
				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%.				
7,235	1,913	6,300	<b>7750</b>	<b>Professional Services</b>		6,200	6,200	6,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Miscellaneous professional services	1	5,000	5,000	
				Audit fee allocation	1	1,100	1,100	
				Section 125 administration fee	1	100	100	
732	820	870	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		950	950	950
				Large format copier maintenance contract				
1,242	1,836	2,700	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		3,900	3,900	3,900
				Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
5,080	8,259	7,679	<b>7840</b>	<b>M &amp; S Computer Charges</b>		8,925	8,925	8,925
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	8,925	8,925	

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
11,898	20,722	20,805	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		17,175	17,175	17,175
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement Workstation	1	1,500	1,500	
				Plotter Maintenance	1	1,700	1,700	
				Accela Permits - 15% - Shared with Plan and Bldg	1	2,550	2,550	
				AutoCAD Maintenance - 66% - Shared w/Planning	1	3,300	3,300	
				ESRI Arcview 17% - Shared with Bldg,Plan,Eng,Street,WWS	1	2,000	2,000	
				Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,125	3,125	
				New Workstation	1	3,000	3,000	
<b>60,619</b>	<b>70,364</b>	<b>90,354</b>		<b>TOTAL MATERIALS AND SERVICES</b>		<b>89,650</b>	<b>89,650</b>	<b>89,650</b>
				<b>CAPITAL OUTLAY</b>				
498	1,712	1,663	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,472	1,472	1,472
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	1,472	1,472	
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>498</b>	<b>1,712</b>	<b>1,663</b>		<b>TOTAL CAPITAL OUTLAY</b>		<b>1,472</b>	<b>1,472</b>	<b>1,472</b>
<b>732,455</b>	<b>860,431</b>	<b>903,100</b>		<b>TOTAL REQUIREMENTS</b>		<b>1,035,290</b>	<b>1,035,290</b>	<b>1,035,290</b>



# **PLANNING DEPARTMENT**





### Budget Highlights

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

The Planning Department provides four primary services: current planning, long-range planning, citizen involvement, and economic development. With 3.5 FTEs, the Planning Department currently administers approximately 250 land-use applications per year – planned developments, subdivisions, zone changes, boundary line adjustments and landscape plans; manages a long-range planning program mandated by the State of Oregon, the Federal Government and local initiatives and needs; provides staff support to five standing citizen committees comprised of approximately 40 citizen volunteers that meet monthly – the Affordable Housing Task Force, Historic Landmarks Committee, Landscape Review Committee, Planning Commission and Urban Renewal Advisory Committee; and partners with McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville on promoting McMinnville for economic development opportunities, business investment and job creation.

The Planning Department also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future, either as an entire community or in special district

areas. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.



*(Elise Hui, Executive Director of the Housing Authority of Yamhill County and Mayor Scott Hill at a McMinnville Affordable Housing Task Force Committee meeting.)*

Currently, the General Fund supports approximately 90 percent of the Department's budget, with the remaining ten percent generated from current planning land-use fees. Most of the activity in the Planning Department at this time is current planning activities, thus the General Fund is primarily funding a current planning program.

Long-range planning activities (e.g., comprehensive planning, ordinance reviews, special projects) are typically funded by the General Fund and/or grant supported, but due to budget constraints have not been funded fully since 2005-2006.

In recent years, due to budget constraints, staffing was reduced from 5.50 FTEs to 3.50 FTES and professional services and personnel training were reduced significantly as well, essentially causing work on long-range planning and related Council directed goals (e.g., economic development and affordable housing) to be delayed in order to ensure timely response to current planning demands (processing land use applications, providing assistance to the public, etc.). This has left the City in a reactive planning position rather than a strategic planning position of planning and managing growth in the future, and ensuring that the foundational planning elements of the City support the community's values.

# General Fund – Planning

## 2017 – 2018 Proposed Budget --- Budget Summary

In the 2016-2017 planning budget, funds were allocated for the department to undertake a strategic operational review and assessment. This effort led to an evaluation of long-range planning needs and a five-year strategic plan to address those needs. Two additional FTEs and approximately \$1,700,000 were identified as the resources needed to bring the long-range planning program up-to-date and in a strategic position for McMinnville.

Understanding that those resources are not currently available, the department is doing what it can to prepare a foundation for a future long-range planning program with existing resources. The FTE that was historically devoted to an Executive Secretary position was reclassified as an Associate Planner in 2016-17. Administrative processes were evaluated for efficiencies and lean measures were identified to undertake as resources allowed. And the department is working with higher education partners and granting sources to try and implement long-range planning efforts and community dialogue in new, innovative ways. The proposed 2017-18 Planning Department budget reflects some of those strategies and initiatives and starts to address the long-range planning needs of the community.



*(Chuck Darnell, McMinnville's new Associate Planner)*

The Planning Department's 2017-18 proposed budget will allow the Department to:

- Current Planning: Continue to provide timely response to current planning responsibilities;
- Long Range Planning: Access resources and grants available to reinvigorate a long-range planning program that is both responsive to state mandates and strategic for McMinnville with a focus on

Historic Preservation Planning, a Buildable Lands Inventory, Housing Needs Analysis and a Three Mile Lane Overlay Master Plan for 2017-18.

- Public Outreach and Engagement: Identify and utilize the tools available to expand community engagement in long-range planning discussions that is broad in scope and engages a demographic profile representative of the community.
- Citizen Involvement: Continue to support citizen engagement and participation in the Planning Commission, Historic Landmarks Committee, Landscape Review Committee, McMinnville Affordable Housing Task Force, and McMinnville Urban Renewal Advisory Committee.
- Economic Development: Develop a long-term economic development strategy that is comprehensive, proactive and collaborative with city economic development partners.
- Urban Renewal: Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.

The Planning Department's 2017-18 proposed budget also includes two structural changes from previous years:

- The Planning Department will contract with the McMinnville Urban Renewal Agency to provide staff support to implement and administer the McMinnville Urban Renewal Plan for approximately \$25,000. This is an approved and anticipated expenditure in the McMinnville Urban Renewal Plan. These funds are represented as personnel allocations in the budget. With the dedicated personnel support for the urban renewal program, the City will be able to start advancing more complicated urban renewal programs and projects to serve the downtown and NE Gateway District. To offset the personnel time dedicated to this effort, the General Fund savings from this allocation will be used to increase the professional services budget to support long-range planning efforts.

# General Fund – Planning

## 2017 – 2018 Proposed Budget --- Budget Summary

- Management of the Building Division will move from the Community Development Department to the Planning Department in 2017-18 as part of the City's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement. With this change, the Planning Director will assume leadership for the Building Official and the Building Division team. It is anticipated that as building permits continue to increase in volume and with the pending retirement of the Building Official, the Planning Director will be devoting 30% of their time to recruiting and helping a new Building Official continue to build on and grow the assets of the Building Division team to serve the development community. Thus 30% of the Planning Director's salary is allocated to the Building Division for 2017-18. And again, to offset the personnel time dedicated to this effort, the General Fund savings from this allocation will be used to increase the professional services budget to support long-range planning efforts.



*(Sarah Sullivan and Katie Land, serving the Community Development Center counter and customers)*

## 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.
- Initiate strategic long-range plans that reflect the community's values and opportunities.
- Inform the City Council on matters of land use policy that affect McMinnville.

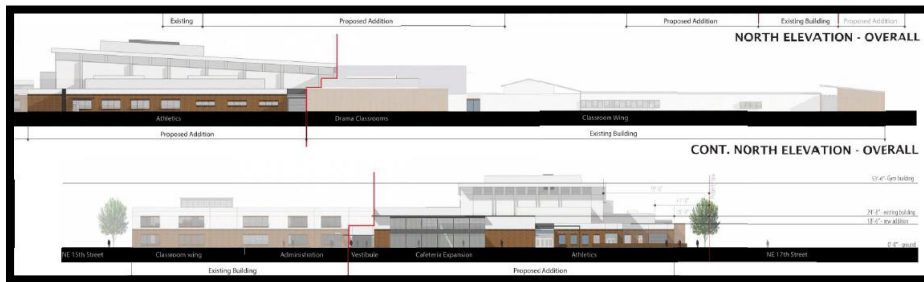
### Citizen Involvement

- Staff and support five citizen involvement committees and several subcommittees – McMinnville Affordable Housing Task Force, Homelessness Subcommittee, Historic Landmarks Committee, Landscape Review Committee, Planning Commission, McMinnville Urban Renewal Advisory Committee.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.
- Continue to promote public outreach as the hallmark of city programs and projects.

### Economic Development

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





*(Rendering of new McMinnville High School Addition)*



*(Ron Pomeroy, McMinnville's Principal Planner)*

## **Future Challenges and Opportunities**

- Capacity to support a long-range planning program will continue to be an issue for the City of McMinnville. Due to a 40% reduction in staffing in the past five years (5.50 FTEs to 3.50 FTEs), current staffing levels are half of comparable cities, resulting in capacity challenges to strategically address long-range planning issues and to maintain updated planning databases critical for proper evaluation and decision-making.

- Need to develop an internal electronic filing database for both internal and external efficiencies as current filing systems rely on paper copies that are disparate, not easy to access with limited indexing.
- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s, (comprehensive plan, zoning ordinance and strategic plans) are severely outdated.
- With the approach of the City's Sesquicentennial (150<sup>th</sup> Birthday) in 2032, the City is in a perfect position to undertake a Comprehensive Plan and Community Visioning process in preparation for MAC's 150.
- Innovative ideas and programs should be supported and accessed by providing adequate training and support for planning staff and volunteers on the department's various committees – Historic Landmark Committee, Landscape Review Committee, McMinnville Urban Renewal Advisory Committee, McMinnville Urban Area Management Commission, and Planning Commission.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Develop a regional and state agency network of planning resources.
- Need to develop a code enforcement program that is strategic, community-based and focused on voluntary compliance with a performance metric of 80% voluntary compliance.
- Implementation of the economic development strategy that is developed in FY 2017-18,

# General Fund – Planning

## 2017 – 2018 Proposed Budget --- Budget Summary



(Rendering of new downtown project, Atticus Hotel)

### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.49</b>		
Planning Director		0.08	
Associate Planner		0.08	
<b>FTE Proposed Budget</b>		<b>0.16</b>	<b>3.65</b>

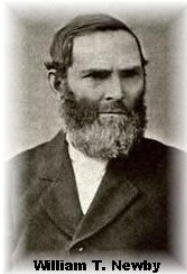
### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>43,388</b>	<b>42,700</b>	<b>67,100</b>	<b>24,400</b>
Personnel Services	413,079	434,785	458,199	23,414
Materials & Services	45,556	113,352	234,749	121,397
Capital Outlay	890	1,114	824	(290)
<b>Total Expenditures</b>	<b>459,525</b>	<b>549,251</b>	<b>693,772</b>	<b>144,521</b>
Net Expenditures	(416,137)	(506,551)	(626,672)	120,121



(New Planning Director, Heather Richards)

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



William T. Newby

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

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

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



**1948** First McMinnville Planning Commission appointed.

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



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

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

**1993** City residents exceed more than 20,000.

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

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

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

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

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



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



# General Fund – Planning Dept

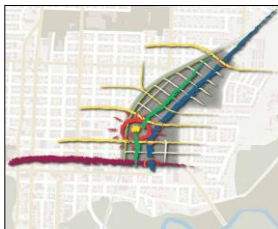
## Historical Highlights

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

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



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



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

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

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



**2013** Principal Planner Ron Pomeroy elected MDA Board President.

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

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



**2014** The Council adopts an updated Economic Opportunities Analysis.

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

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

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



**2016** Planning Director Heather Richards and new Associate Planner, Chuck Darnell are hired

# General Fund - Planning

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund	Department				Page	Amount
<b><u>Permit Technician</u></b>		1	329	54,960		
General Fund						
	Engineering (0.10 FTE)				21	5,496
	Planning (0.65 FTE)				25	35,724
Building Fund (0.25 FTE)						
					208	13,740



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
22,510	20,203	13,000	<b>4250-03 Planning Fees - Land Use Fees</b> Fees for processing land use applications (e.g., variances, conditional use permits, zone changes, and plan amendments).	25,000	25,000	25,000
0	0	1,600	<b>4250-20 Planning Fees - Annexation Fees</b> Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	0	0	0
3,794	2,989	3,000	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Department costs associated with the review of building permit applications.	17,000	17,000	17,000
0	0	13,000	<b>4250-30 Planning Fees - Election Fees - Annexations</b> Annexation measure applicant "deposit" for the May 2018 non-primary election.	13,000	13,000	13,000
<b>26,304</b>	<b>23,192</b>	<b>30,600</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>INTERGOVERNMENTAL</b>						
6,153	5,703	12,000	<b>4535 Federal NPS CLG Grant</b> 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 available on a biennium.	12,000	12,000	12,000
56,226	14,338	0	<b>5070-05 Water &amp; Light - Economic Development</b> McMinnville Water and Light Department economic development support to help fund City economic development functions and Planning Department current and long-range planning activities was discontinued in 2015-16	0	0	0
<b>62,379</b>	<b>20,041</b>	<b>12,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>MISCELLANEOUS</b>						
196	156	100	<b>6600-99 Other Income - Planning</b> Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	100	100	100
<b>196</b>	<b>156</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>88,878</b>	<b>43,388</b>	<b>42,700</b>	<b>TOTAL RESOURCES</b>	<b>67,100</b>	<b>67,100</b>	<b>67,100</b>

Budget Document Report

**01 - GENERAL FUND**

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	2,571	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
256,742	270,368	266,625	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 1.00 FTE Principal Planner - 1.00 FTE Associate Planner - 1.00 FTE Permit Technician - Combined Depts - 0.65 FTE	296,344	296,344	296,344
191	384	100	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	7,564	<b>7000-32</b>	<b>Salaries &amp; Wages - Moving Allowance</b>	0	0	0
0	1,488	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
15,417	16,230	17,006	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	18,373	18,373	18,373
3,605	3,796	3,977	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,298	4,298	4,298
62,383	69,976	67,185	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	78,147	78,147	78,147
33,910	35,138	57,175	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	48,895	48,895	48,895
0	7,783	7,975	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,475	4,475	4,475
441	344	378	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	394	394	394
1,362	1,313	1,454	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,618	1,618	1,618
3,846	3,587	5,226	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	5,549	5,549	5,549
105	101	120	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	106	106	106
-8	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>377,994</b>	<b>413,079</b>	<b>434,785</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>458,199</b>	<b>458,199</b>	<b>458,199</b>

**MATERIALS AND SERVICES**

2,071	4,459	3,000	<b>7520</b>	<b>Public Notices &amp; Printing</b> 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.	5,000	5,000	5,000
64	59	600	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	600	600	600
1,217	1,396	3,500	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in professional organizations (APA, ORAPA, ULI, ICMA); Staff Training, Planning Commission Training	9,000	9,000	9,000
99	104	150	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	500	500	500



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,977	3,082	3,550	<b>7600</b>	<b>Electric &amp; Natural Gas</b> Department's share of Community Development Center electricity expense, ~37%.	3,650	3,650	3,650
1,700	2,400	2,100	<b>7610-05</b>	<b>Insurance - Liability</b>	2,700	2,700	2,700
1,100	1,100	1,300	<b>7610-10</b>	<b>Insurance - Property</b>	1,300	1,300	1,300
2,892	2,780	3,000	<b>7620</b>	<b>Telecommunications</b>	4,000	4,000	4,000
2,222	2,330	3,000	<b>7650</b>	<b>Janitorial</b> Department's share of Community Development Center janitorial service and supply costs, ~37%.	3,100	3,100	3,100
2,025	2,589	2,800	<b>7660</b>	<b>Materials &amp; Supplies</b> Office supplies and planning publications.	4,000	4,000	4,000
6,153	5,703	12,000	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b> Federal National Park Service (NPS) Certified Local Government (CLG) grant for expenses associated with the inventory and rehabilitation of and education related to historic properties in McMinnville.	24,000	24,000	24,000
757	2,365	3,700	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b> Department's share of Community Development Center's repairs and improvements, ~37%.	3,700	3,700	3,700
1,352	957	3,150	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%.	3,150	3,150	3,150
955	891	45,050	<b>7750</b>	<b>Professional Services</b> Audit, Transcriptionist, Match for DLCD Grants, including Buildable Land Inventory (BLI), Housing Needs Analysis (HNA), Economic Opportunities Analysis (EOA) and Economic Development Strategy	140,802	140,802	140,802
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	50	50
				Audit fee allocation	1	700	700
				Transcription	1	7,500	7,500
				BLI/HNA/EOA Match for Grant	1	50,000	50,000
				Ec Dev Strategy	1	30,000	30,000
				Consulting Services	1	52,552	52,552
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>	0	0	0
0	0	13,000	<b>7750-30</b>	<b>Professional Services - Annexation Elections</b> Expenses related to annexations; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.	13,000	13,000	13,000
1,174	1,592	2,600	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b> Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.	5,000	5,000	5,000
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
5,080	4,293	5,142	<b>7840</b>	<b>M &amp; S Computer Charges</b>			4,997	4,997	4,997
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	4,997	4,997		
5,166	9,457	5,710	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>			6,250	6,250	6,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Accela Permits Plus - 15% shared with Eng, Bldg	1	2,550	2,550		
				AutoCAD Maintenance - 33% - shared with Engineering	1	1,700	1,700		
				ESRI Arcview 17% - shared with Bldg, Eng, Pk Maint, Street,WWS	1	2,000	2,000		
<b>37,004</b>	<b>45,556</b>	<b>113,352</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>				<b>234,749</b>	<b>234,749</b>	<b>234,749</b>
			<b><u>CAPITAL OUTLAY</u></b>						
498	890	1,114	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			824	824	824
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	824	824		
<b>498</b>	<b>890</b>	<b>1,114</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>824</b>	<b>824</b>	<b>824</b>
<b>415,495</b>	<b>459,525</b>	<b>549,251</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>693,772</b>	<b>693,772</b>	<b>693,772</b>



# **POLICE DEPARTMENT**



## **Organization Set – Sections**

- Chief's Office**
- Field Operations**
- Investigations and Support**

## **Organization Set #**

**01-11-040**  
**01-11-043**  
**01-11-046**



## Budget Highlights

The McMinnville Police Department is committed to the safety and livability of our community. The 2017-18 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. Although our Personnel Services costs have increased with the addition of three new police officers, our Materials and Supplies budget remained relatively flat.



## 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 Volunteer Coordination
- o Community Relations
- o Facilitate community safety and educational events; i.e., National Night Out, Kids' Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Coffee with a Cop, and Senior Citizen Safety and Awareness programs

## Professional Standards

To ensure the highest standards and best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). Accreditation through the Alliance helps to ensure that the department's policies and practices are consistent with Oregon and Federal law, as well as state and national standards. In the spring of 2016 the Police Department was reaccredited through the OAA.

## 2017-2018 Budgeted Organizational Structure

- |                           |                                |
|---------------------------|--------------------------------|
| 1 Chief of Police         | 1 Support Services Manager     |
| 2 Captains                | 3 Records Specialists          |
| 5 Patrol Sergeants        | 1 Community Support Coord.     |
| 23 Police Officers        | 1 Evidence/Property Tech       |
| 1 Detective Sergeant      | 1 Parking Enforcement Officer  |
| 6 Detectives              | 1 Clerical Assistant (P/T)     |
| 1 Narcotics Detective     | 1 Facilities Maintenance (P/T) |
| 1 School Resource Officer |                                |

## Future Challenges and Opportunities

### Future Challenges

The Police Department continues to provide services to our City and citizens during a difficult time in policing across our nation. The intense media scrutiny of our profession makes policing more complex than in years past, and Chiefs across the country do not see this trend changing in the foreseeable future.

With staffing shortages, work load increases, and two long term employees resigning, the police department adjusted staffing to ensure the core functions of the police department remain as strong as possible under the circumstances. The Police Department reassigned our narcotics detective from YCINT for the time being to bolster the patrol division, and prior to this we transferred a patrol officer to detectives to help assist with the workload. Our investigations section has seen over a 100% increase in cases over the last three years. In addition, we have seen an increase in neighborhood livability complaints related to nuisance property, and have lacked a capacity to do anything other than reactionary enforcement of these problem properties.

### Opportunities

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

With the addition of three new officers we were authorized to add in October, we will be able to have a somewhat more proactive presence in our community as it relates to traffic safety education and narcotics enforcement. As I have stated in the past it takes roughly 10-12 months for a newly hired officer to attain solo status, so this is a

long process. Once the new hires have been trained, we will add another detective to help with the caseload. We will have a dedicated traffic officer to help improve traffic safety within our city, and we will return our narcotics detective to the county wide narcotics team.

The Police Department will continue to reach out to all parts of our community through proactive means. Whether it is working with UNIDOS, Special Olympics, or other community partners we will engage with our citizenry to improve the quality of life. We will continue to bolster our volunteer program by seeking out citizens and students who want to make McMinnville a better place to live, learn, work and play.

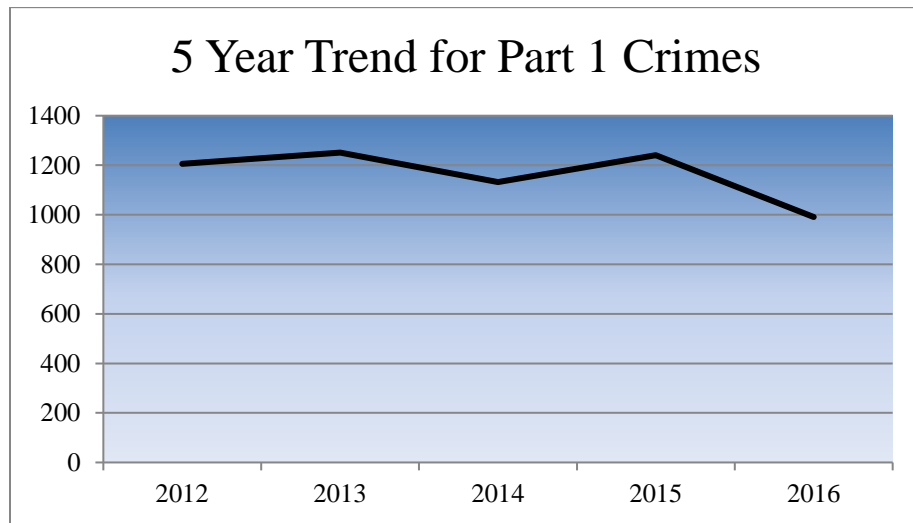
Lastly, in these difficult policing times we need to trust each other. It is my commitment to our City that we will remain transparent even in the most difficult times.



Pam Ramsey MPD's Special Olympics Coordinator

### Crime Trends in McMinnville

In 2016 Uniform Crime Report data showed a decrease in overall reported crime of 13% from 2015. Crime data indicated that Part 1 Crimes (serious person/property crimes) decreased 20% while Part 2 Crimes (less serious person/property crimes) decreased 18%. Part 3 Crimes (behavioral crimes/personal conduct crimes) increased just over 2%.



Source Mac PD UCR data

### 2016 Traffic Data in McMinnville

In 2016 McMinnville Police officers conducted 4,144 traffic stops. From those stops officers

- Issued 3,612 total warnings from the stops
- Issued 2,426 total citations from the stops

Officers arrested 84 DUI's, 76 of which were alcohol related and 8 were found to be drug related.

Lastly, officers responded to 373 traffic crashes in McMinnville, an increase of 31%.

### How Busy was McMinnville PD in 2016

MPD officers responded to 29,059 Calls for service for an average of 80 calls per day.

Officers arrested 1,525 adults and 201 juveniles for crimes committed within our City.



McMinnville Police officers investigating a traffic crash

# General Fund – Police

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>165,852</b>	<b>140,260</b>	<b>153,628</b>	<b>13,368</b>
Personnel Services	6,301,088	6,618,780	7,235,472	616,692
Materials & Services	859,538	866,083	893,300	27,217
Capital Outlay	109,448	128,522	86,760	(41,762)
Debt Service	-	-	31,351	31,351
<b>Total Expenditures</b>	<b>7,270,075</b>	<b>7,613,385</b>	<b>8,246,883</b>	<b>633,498</b>
Net Expenditures	(7,104,223)	(7,473,125)	(8,093,255)	620,130

## Full-Time Equivalent (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>45.56</b>		
Police Officer - Patrol		2.00	
Police Officer - Investigations		1.00	
Extra Help - Police Reserves		(0.01)	
<b>FTE Proposed Budget</b>		<b>2.99</b>	<b>48.55</b>



Ofc Carruth and K9 partner Tucker



# General Fund – Police

## Historical Highlights

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

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



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

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



**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** Department Strategic Plan adopted

**2014** Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.

**2015** Matt Scales appointed McMinnville's Police Chief

**2015** Police Department continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.

**2015** Police Department reorganizes supervision. Does not promote a sergeant position, and to add capacity to the patrol section.

**2015** Department introduces the You Have Options Program to enhance services to its citizens



**2016** Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.

**2016** City Council authorizes the hiring of 3 additional police officers to enhance police services.

**2016** Department continues Latino community outreach through the aLERT program.

**2016** Department receives Reaccreditation Award from Oregon Accreditation Alliance



# General Fund - Police

## 2017-2018 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	63,067		
General Fund	Police	Investigations and Support	Code / Parking Enforcement (0.98 FTE)				49	61,806
Street Fund (0.02 FTE)							172	1,261

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**POLICE DEPARTMENT  
Chief's Office**

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**Organization Set – Programs**

- Administration
- Records
- IS – Technology
- Community Education

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

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

2018 PROPOSED BUDGET      2018 APPROVED BUDGET      2018 ADOPTED BUDGET

**RESOURCES**

**LICENSES AND PERMITS**

250	200	250	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b> Permit fee for second hand merchants and pawnbrokers.	150	150	150
<b>250</b>	<b>200</b>	<b>250</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>150</b>	<b>150</b>	<b>150</b>

**INTERGOVERNMENTAL**

0	0	0	<b>4547-20</b>	<b>Federal Stimulus Funds - Justice Assist Recovery Grant</b>	0	0	0
440	3,576	5,200	<b>4560</b>	<b>BVP Grant</b> Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	2,820	2,820	2,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				2017 application to be processed for 8 vests	8	353	2,820
0	0	10,000	<b>4600</b>	<b>Traffic Safety Grant-DUII</b>			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				2016 application processed - remaining funds for July - Sept '17	1	4,000	4,000
				2017 application to be processed	1	10,000	10,000
0	0	5,000	<b>4610</b>	<b>Traffic Safety Grant-Safety Belt</b>			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				2016 application processed - remaining funds for July - Oct '17	1	2,000	2,000
				2017 applicaton to be processed	1	5,000	5,000
<b>440</b>	<b>3,576</b>	<b>20,200</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>23,820</b>	<b>23,820</b>	<b>23,820</b>

**CHARGES FOR SERVICES**

5,508	7,361	6,000	<b>5330</b>	<b>Police Fees</b> Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 10 Photocopy per police report	6,000	6,000	6,000
25,834	27,855	28,410	<b>5400-30</b>	<b>Property Rentals - YCOM</b> Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	28,978	28,978	28,978
<b>31,342</b>	<b>35,216</b>	<b>34,410</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>34,978</b>	<b>34,978</b>	<b>34,978</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>MISCELLANEOUS</u></b>						
2,574	3,050	3,500	<b>6400 Donations - Police</b>	3,500	3,500	3,500
24,295	22,425	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b> 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
767	306	1,200	<b>6600-25 Other Income - PD Reserves</b> Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	1,200	1,200	1,200
15,190	35,701	20,000	<b>6600-95 Other Income - Police</b> Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40.	20,000	20,000	20,000
<b>42,827</b>	<b>61,481</b>	<b>24,700</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>24,700</b>	<b>24,700</b>	<b>24,700</b>
<b>74,859</b>	<b>100,473</b>	<b>79,560</b>	<b><u>TOTAL RESOURCES</u></b>	<b>83,648</b>	<b>83,648</b>	<b>83,648</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	84,801	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
161,205	177,259	188,986	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	201,584	201,584	201,584
17,367	12,998	19,898	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Office Specialist I - 0.60 FTE	19,658	19,658	19,658
30	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
4,113	4,200	4,200	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Police Chief's \$350 per month automobile allowance.	4,200	4,200	4,200
0	700	1,200	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
0	49,236	0	<b>7300 Fringe Benefits</b>	0	0	0
11,063	11,831	12,856	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	13,627	13,627	13,627
2,587	2,767	3,108	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3,287	3,287	3,287
41,952	48,183	53,393	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	63,290	63,290	63,290
21,299	19,593	22,086	<b>7300-20 Fringe Benefits - Medical Insurance</b>	22,985	22,985	22,985
0	4,500	2,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,500	1,500	1,500
378	284	324	<b>7300-25 Fringe Benefits - Life Insurance</b>	324	324	324
1,002	1,038	1,130	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,194	1,194	1,194
5,269	4,562	5,919	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	6,348	6,348	6,348
80	73	89	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	76	76	76
9	7	8	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	8	8	8
<b>266,353</b>	<b>422,032</b>	<b>315,197</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>339,281</b>	<b>339,281</b>	<b>339,281</b>

**MATERIALS AND SERVICES**

383	2,273	1,000	<b>7520 Public Notices &amp; Printing</b> Advertising for employment positions, community events, and newspaper subscriptions.	1,000	1,000	1,000
2,793	1,603	1,825	<b>7530 Safety Training/OSHA</b>	1,900	1,900	1,900
780	761	4,500	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	4,500	4,500	4,500
3,633	5,762	7,200	<b>7550 Travel &amp; Education</b> Memberships and training for Chief, Support Services Manager and Chaplains	5,100	5,100	5,100
2,644	3,098	3,000	<b>7570 Dept Employee Recognition</b> Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	3,000	3,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
423	443	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		500	500	500
64,400	87,000	86,400	<b>7610-05</b>	<b>Insurance - Liability</b>		109,000	109,000	109,000
9,300	11,400	14,800	<b>7610-10</b>	<b>Insurance - Property</b>		15,800	15,800	15,800
8,884	9,249	10,921	<b>7620</b>	<b>Telecommunications</b>		12,504	12,504	12,504
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - 11 landlines	1	7,920	7,920	
				Telecom - call processing charge of main lines	1	1,140	1,140	
				Frontier - lines for fire panel alarms	1	1,140	1,140	
				Mifi wireless service	1	984	984	
				Cell phones for park rangers, volunteers	1	1,320	1,320	
721	1,291	900	<b>7630-05</b>	<b>Uniforms - Employee</b>		1,400	1,400	1,400
				Uniforms for Chief / Support Services Manager/Volunteers				
13,009	10,777	15,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		15,000	15,000	15,000
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
2,574	3,050	3,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		3,500	3,500	3,500
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
47	51	150	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		200	200	200
38,969	19,768	14,405	<b>7750</b>	<b>Professional Services</b>		12,770	12,770	12,770
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Misc services	1	1,000	1,000	
				Pre-employment testing for 3 new reserves	3	740	2,220	
				Audit fee allocation	1	9,500	9,500	
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
39,282	35,382	41,646	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		41,122	41,122	41,122
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aircards for patrol vehicles	1	9,348	9,348	
				Photo copier lease and per photo copy charge	1	6,700	6,700	
				Maintenance - PowerDMS policy management	1	2,500	2,500	
				Maintenance - Lexipol	1	3,950	3,950	
				Maintenance - Rapid	1	1,614	1,614	
				Maintenance - police officer training software	1	2,380	2,380	
				Maintenance - website backup	1	300	300	
				Maintenance - scheduling software	1	3,600	3,600	
				Maintenance - parking citation module	1	3,480	3,480	
				Other maintenance / contracts	1	6,350	6,350	
				Maintenance - PowerDMS accreditation module	1	900	900	
0	780	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
881	6,952	10,400	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>		5,640	5,640	5,640
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				2017 application to be processed for 8 vests	8	705	5,640	
<b>188,723</b>	<b>199,639</b>	<b>216,147</b>		<b>TOTAL MATERIALS AND SERVICES</b>		<b>232,936</b>	<b>232,936</b>	<b>232,936</b>
				<b>CAPITAL OUTLAY</b>				
0	0	0	<b>8720</b>	<b>Equipment - Grants</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>455,076</b>	<b>621,671</b>	<b>531,344</b>		<b>TOTAL REQUIREMENTS</b>		<b>572,217</b>	<b>572,217</b>	<b>572,217</b>

Budget Document Report

**01 - GENERAL FUND**

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
141,413	148,835	161,051	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	151,006	151,006	151,006
				Police Records Specialist - 3.00 FTE			
0	0	514	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	507	507	507
8,414	8,851	10,017	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	9,393	9,393	9,393
1,968	2,070	2,341	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,197	2,197	2,197
28,325	29,575	32,471	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	34,390	34,390	34,390
54,845	56,916	63,794	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	58,774	58,774	58,774
378	302	324	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	324	324	324
777	755	842	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	778	778	778
445	466	669	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	600	600	600
90	86	102	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	87	87	87
<b>236,654</b>	<b>247,856</b>	<b>272,125</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>258,056</b>	<b>258,056</b>	<b>258,056</b>
<b>MATERIALS AND SERVICES</b>							
3,146	1,029	1,500	<b>7550</b>	<b>Travel &amp; Education</b>	1,500	1,500	1,500
1,231	828	0	<b>7630-05</b>	<b>Uniforms - Employee</b>	900	900	900
4,315	4,562	4,500	<b>7660</b>	<b>Materials &amp; Supplies</b>	4,500	4,500	4,500
135	131	140	<b>7750</b>	<b>Professional Services</b>	140	140	140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	140	140
0	1,544	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0
6,543	6,694	7,300	<b>8040</b>	<b>Regional Automated Info Network</b>	7,600	7,600	7,600
<b>15,369</b>	<b>14,789</b>	<b>13,440</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>14,640</b>	<b>14,640</b>	<b>14,640</b>
<b>252,023</b>	<b>262,646</b>	<b>285,565</b>	<b>TOTAL REQUIREMENTS</b>		<b>272,696</b>	<b>272,696</b>	<b>272,696</b>



Budget Document Report

**01 - GENERAL FUND**

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

2018 PROPOSED BUDGET  
 2018 APPROVED BUDGET  
 2018 ADOPTED BUDGET

**REQUIREMENTS**

**MATERIALS AND SERVICES**

66,718      69,407      57,622      **7840**      **M & S Computer Charges**      57,965      57,965      57,965

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
IS Department M&S costs shared city-wide	1	57,965	57,965

56,264      78,153      69,840      **7840-20**      **M & S Computer Charges - Police**      67,825      67,825      67,825

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
E-ticketing annual hosting fee	1	800	800
E-ticketing maintenance-67% shared with Muni Ct	1	8,000	8,000
Evidence OnQ maintenance	1	8,500	8,500
Netmotion maintenance - 50% shared with Fire, Amb	1	2,500	2,500
Tritech E-ticketing import	1	1,300	1,300
Tritech message switch support	1	2,900	2,900
Tritech mobile support	1	7,500	7,500
Tritech remote support	1	400	400
Tritech RMS maintenance	1	8,800	8,800
WebLEDS maintenance	1	1,100	1,100
E-ticketing Zebra printer replacements	2	1,000	2,000
Evidence barcode printer	1	1,300	1,300
Netmotion Licenses	3	375	1,125
Printer replacement	1	1,200	1,200
Surfaces - Detectives	2	2,200	4,400
Data 911 MDT Hardware maintenance	1	8,000	8,000
Mobile/Inform RMS Upgrade licensing	1	8,000	8,000

**122,982      147,560      127,462      TOTAL MATERIALS AND SERVICES      125,790      125,790      125,790**

**CAPITAL OUTLAY**

6,534      14,389      12,478      **8750**      **Capital Outlay Computer Charges**      9,560      9,560      9,560

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
IS Department capital shared costs city-wide	1	9,560	9,560

8,216      0      21,664      **8750-20**      **Capital Outlay Computer Charges - Police**      54,200      54,200      54,200

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
MDT w/Verus camera system/printer	3	11,400	34,200
Mobile/Inform RMS Upgrade e-ticketing custom work	1	20,000	20,000

**14,750      14,389      34,142      TOTAL CAPITAL OUTLAY      63,760      63,760      63,760**

**137,732      161,948      161,604      TOTAL REQUIREMENTS      189,550      189,550      189,550**

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
502	0	500	<b>7520</b>	Public Notices & Printing	500	500	500
3,885	3,155	4,600	<b>7660</b>	Materials & Supplies	4,600	4,600	4,600
<b>4,386</b>	<b>3,155</b>	<b>5,100</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>5,100</b>	<b>5,100</b>	<b>5,100</b>
<b>4,386</b>	<b>3,155</b>	<b>5,100</b>		<b>TOTAL REQUIREMENTS</b>	<b>5,100</b>	<b>5,100</b>	<b>5,100</b>

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**POLICE DEPARTMENT  
Field Operations**

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**Organization Set – Programs**

- Administration
- Patrol
- Traffic
- Reserves
- Canine

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

98,539	105,327	108,223	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	115,764	115,764	115,764
2,338	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
6,018	6,216	6,710	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,177	7,177	7,177
1,407	1,454	1,569	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,679	1,679	1,679
24,493	28,691	29,479	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	36,570	36,570	36,570
18,654	15,905	16,390	<b>7300-20</b> Fringe Benefits - Medical Insurance	17,056	17,056	17,056
0	3,000	1,500	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,500	1,500	1,500
126	107	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
508	552	566	<b>7300-30</b> Fringe Benefits - Long Term Disability	608	608	608
4,674	3,788	4,827	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	5,198	5,198	5,198
31	30	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	29	29	29
<b>156,787</b>	<b>165,068</b>	<b>169,406</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>185,689</b>	<b>185,689</b>	<b>185,689</b>

**MATERIALS AND SERVICES**

185	196	1,000	<b>7530</b> Safety Training/OSHA	1,000	1,000	1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Bloodbourne pathogens supplies	1	1,000	1,000
2,467	1,201	2,000	<b>7550</b> Travel & Education Membership and training	2,000	2,000	2,000
717	414	1,200	<b>7590</b> Fuel - Vehicle & Equipment	1,200	1,200	1,200
21,034	18,856	23,645	<b>7620</b> Telecommunications Includes telecommunications for entire Field Operations Division.	24,640	24,640	24,640
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	14	750	10,500
			Telecom voicemail boxes	26	65	1,690
			Cell phones for field operations	1	11,800	11,800
			Blackbox services-programming and moving phones	1	650	650
233	399	900	<b>7630-05</b> Uniforms - Employee	900	900	900
450	615	1,000	<b>7660</b> Materials & Supplies	1,000	1,000	1,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
510	480	5,050	<b>7750</b>	<b>Professional Services</b>		2,550	2,550	2,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				In custody hospital bills for blood draws	1	2,500	2,500	
0	383	200	<b>7800</b>	<b>M &amp; S Equipment</b>		200	200	200
<b>25,596</b>	<b>22,544</b>	<b>34,995</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>33,490</b>	<b>33,490</b>	<b>33,490</b>
				<b><u>CAPITAL OUTLAY</u></b>				
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>182,384</b>	<b>187,611</b>	<b>204,401</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>219,179</b>	<b>219,179</b>	<b>219,179</b>

Budget Document Report

01 - GENERAL FUND

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
2,101,856	2,046,574	2,143,602	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	2,304,101	2,304,101	2,304,101
				Police Sergeant - Patrol - 5.00 FTE			
				Police Officer - Patrol - 23.00 FTE			
9,480	0	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
363,659	320,882	375,021	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	375,011	375,011	375,011
152,433	146,742	156,154	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	168,798	168,798	168,798
35,902	34,417	36,521	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	39,475	39,475	39,475
556,083	575,933	650,619	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	803,257	803,257	803,257
531,186	536,609	581,736	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	644,926	644,926	644,926
3,323	2,782	2,808	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	3,024	3,024	3,024
10,432	10,242	10,614	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	11,464	11,464	11,464
107,989	85,658	112,331	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	120,292	120,292	120,292
930	906	888	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	866	866	866
7,772	3,182	10,000	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	9,999	9,999	9,999
<b>3,881,045</b>	<b>3,763,926</b>	<b>4,080,294</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>4,481,213</b>	<b>4,481,213</b>	<b>4,481,213</b>
<b>MATERIALS AND SERVICES</b>							
4,131	6,908	7,900	<b>7550</b>	<b>Travel &amp; Education</b>	11,400	11,400	11,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Memberships and training for patrol division	1	5,000	5,000
				Leadership training for sergeants	1	2,000	2,000
				Instructor development course Trauma First Aid	1	900	900
				National Drug Abuse Summit	1	1,500	1,500
				Crash reconstruction classes	1	2,000	2,000
0	768	0	<b>7550-25</b>	<b>Travel &amp; Education - Tactical Support</b>	0	0	0
52,295	38,476	40,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	45,000	45,000	45,000
21,603	34,525	21,000	<b>7630-05</b>	<b>Uniforms - Employee</b>	22,000	22,000	22,000
				Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Uniforms for patrol division	1	22,000	22,000
0	0	0	<b>7630-25</b>	<b>Uniforms - Tactical Support</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
17,201	12,806	12,875	<b>7660</b>	<b>Materials &amp; Supplies</b>		8,875	8,875	8,875
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Batteries, CD's, Forms and equipment for patrol	1	5,500	5,500	
				Trauma Kit Supplies	1	2,875	2,875	
				Honor Guard Equipment	1	500	500	
0	3,402	0	<b>7660-23</b>	<b>Materials &amp; Supplies - Tactical Support</b>		0	0	0
2,277	210	2,200	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Not a calibration year	1	1,000	1,000	
41,839	38,358	42,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		44,000	44,000	44,000
1,813	80	2,500	<b>7720-20</b>	<b>Repairs &amp; Maintenance - Vehicle Electronics</b>		1,000	1,000	1,000
				Video's, DVD's, mobile radios				
218	229	380	<b>7750</b>	<b>Professional Services</b>		380	380	380
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	240	240	
				Other	1	140	140	
19,823	16,204	8,537	<b>7800</b>	<b>M &amp; S Equipment</b>		8,500	8,500	8,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Patrol equipment	1	2,500	2,500	
				Motorola APX 4000 portable radios	3	2,000	6,000	
0	4,004	0	<b>7800-25</b>	<b>M &amp; S Equipment - Tactical Support</b>		0	0	0
<b>161,198</b>	<b>155,968</b>	<b>137,392</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>142,155</b>	<b>142,155</b>	<b>142,155</b>
<b>CAPITAL OUTLAY</b>								
105,670	74,129	92,380	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>105,670</b>	<b>74,129</b>	<b>92,380</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>DEBT SERVICE</b>								
0	0	0	<b>9410-05</b>	<b>Vehicle Lease/Purchase - Principal</b>		27,271	27,271	27,271
				Lease principal payment on three 2017 Ford Interceptor SUVs, including one Canine unit. Lease agreement is for five years with bargain purchase option at end of lease.				
0	0	0	<b>9410-10</b>	<b>Vehicle Lease/Purchase - Interest</b>		4,080	4,080	4,080
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL DEBT SERVICE</b>			<b>31,351</b>	<b>31,351</b>	<b>31,351</b>
<b>4,147,913</b>	<b>3,994,023</b>	<b>4,310,066</b>	<b>TOTAL REQUIREMENTS</b>			<b>4,654,719</b>	<b>4,654,719</b>	<b>4,654,719</b>

Budget Document Report

**01 - GENERAL FUND**

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

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
0	0	0	<b>7300</b>	Fringe Benefits	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
0	0	0	<b>7550</b>	Travel & Education	0	0	0
864	559	1,500	<b>7590</b>	Fuel - Vehicle & Equipment	1,500	1,500	1,500
0	0	0	<b>7630-05</b>	Uniforms - Employee	0	0	0
0	0	0	<b>7660</b>	Materials & Supplies	0	0	0
533	1,146	3,550	<b>7720-14</b>	Repairs & Maintenance - Vehicles	3,550	3,550	3,550
				Motorcycle repairs & maintenance for two motors			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Tire replacement	6	275	1,650
				Spare tires	2	250	500
				Brake replacement	2	700	1,400
0	0	0	<b>7800</b>	M & S Equipment	0	0	0
<b>1,397</b>	<b>1,705</b>	<b>5,050</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>5,050</b>	<b>5,050</b>	<b>5,050</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8850</b>	Vehicles	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>1,397</b>	<b>1,705</b>	<b>5,050</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>5,050</b>	<b>5,050</b>	<b>5,050</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
695	1,543	3,000	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>		3,000	3,000	3,000
				Extra Help - Police Reserves - 0.05 FTE				
43	96	186	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		186	186	186
10	22	44	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		44	44	44
92	37	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		0	0	0
34	63	134	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		135	135	135
1	1	2	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		2	2	2
116	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>		99	99	99
676	432	700	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>		700	700	700
810	796	895	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		901	901	901
<b>2,477</b>	<b>2,990</b>	<b>4,961</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>5,067</b>	<b>5,067</b>	<b>5,067</b>
<b>MATERIALS AND SERVICES</b>								
416	410	1,640	<b>7550</b>	<b>Travel &amp; Education</b>		1,680	1,680	1,680
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon Reserve Officer Association membership dues	7	40	280	
				Mid Valley Reserve Training Academy	3	400	1,200	
				Training courses	1	200	200	
919	3,053	7,000	<b>7630-10</b>	<b>Uniforms - Volunteer</b>		7,990	7,990	7,990
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve uniform maintenance	1	1,000	1,000	
				New reserve uniforms	3	2,330	6,990	
152	0	200	<b>7660</b>	<b>Materials &amp; Supplies</b>		200	200	200
<b>1,488</b>	<b>3,463</b>	<b>8,840</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>9,870</b>	<b>9,870</b>	<b>9,870</b>
<b>3,964</b>	<b>6,453</b>	<b>13,801</b>	<b>TOTAL REQUIREMENTS</b>			<b>14,937</b>	<b>14,937</b>	<b>14,937</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
0	0	2,000	<b>6400</b> Donations - Police	7,450	7,450	7,450
<b>0</b>	<b>0</b>	<b>2,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>7,450</b>	<b>7,450</b>	<b>7,450</b>
<b>0</b>	<b>0</b>	<b>2,000</b>	<b>TOTAL RESOURCES</b>	<b>7,450</b>	<b>7,450</b>	<b>7,450</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
8,271	4,224	3,780	<b>7550</b>	<b>Travel &amp; Education</b>		3,780	3,780	3,780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Memberships and training	1	3,780	3,780	
6,734	7,052	8,425	<b>7660</b>	<b>Materials &amp; Supplies</b>		8,425	8,425	8,425
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Medical care	1	3,800	3,800	
				Dog Food	1	2,500	2,500	
				Training aids, leashes, miscellaneous equipment	1	1,000	1,000	
				Boarding	1	1,000	1,000	
				Licenses	1	125	125	
0	0	2,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		7,450	7,450	7,450
0	1,074	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
0	8,250	0	<b>7800-26</b>	<b>M &amp; S Equipment - Canine</b>		0	0	0
<b>15,004</b>	<b>20,600</b>	<b>14,205</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>19,655</b>	<b>19,655</b>	<b>19,655</b>
<b><u>CAPITAL OUTLAY</u></b>								
10,368	0	0	<b>8710-15</b>	<b>Equipment - Canine</b>		0	0	0
<b>10,368</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>25,372</b>	<b>20,600</b>	<b>14,205</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>19,655</b>	<b>19,655</b>	<b>19,655</b>



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



**Organization Set – Programs**

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

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

100,797	145,527	104,756	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	112,199	112,199	112,199
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
5,904	8,621	6,495	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,956	6,956	6,956
1,381	2,016	1,519	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,627	1,627	1,627
24,473	39,642	28,535	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	35,443	35,443	35,443
15,806	25,724	16,390	<b>7300-20</b> Fringe Benefits - Medical Insurance	17,056	17,056	17,056
0	3,000	1,500	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,500	1,500	1,500
126	152	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
537	763	566	<b>7300-30</b> Fringe Benefits - Long Term Disability	608	608	608
4,480	5,331	4,672	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	5,038	5,038	5,038
29	29	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	29	29	29
955	1,974	950	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>154,489</b>	<b>232,779</b>	<b>165,525</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>180,564</b>	<b>180,564</b>	<b>180,564</b>

**MATERIALS AND SERVICES**

2,201	1,811	2,000	<b>7550</b> Travel & Education	2,250	2,250	2,250
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	1	600	600
			Training	1	1,650	1,650
1,002	567	1,500	<b>7590</b> Fuel - Vehicle & Equipment	1,000	1,000	1,000
17,807	18,103	23,712	<b>7620</b> Telecommunications Includes telecommunications for entire Special Operations Division.	19,457	19,457	19,457
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - landlines - 15	12	725	8,700
			Telecom- voicemail box for school resource officer	1	65	65
			Cell phones - 13 phones	12	680	8,160
			Evidence facility landline	12	41	492
			Mifi's for Surface	12	120	1,440
			Blackbox services	1	600	600
324	691	600	<b>7630-05</b> Uniforms - Employee	600	600	600
668	541	400	<b>7660</b> Materials & Supplies	400	400	400

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
204	1,074	2,500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		500	500	500
1,895	1,769	4,500	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		3,000	3,000	3,000
2,334	16,311	10,050	<b>7750</b>	<b>Professional Services</b>		25,050	25,050	25,050
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Section 125 administration fee	1	50	50		
			Transcription service	1	20,000	20,000		
			Computer Forensics	1	5,000	5,000		
0	3,789	600	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
5,705	5,979	4,900	<b>7800-06</b>	<b>M &amp; S Equipment - Weapons</b>		7,830	7,830	7,830
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Sig Sauer 5.16 patrol rifle w/ equipment and lights	2	2,165	4,330		
			Glock 22 handguns w/lights (3 reserves and 2 new hires)	5	700	3,500		
<b>32,139</b>	<b>50,634</b>	<b>50,762</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>60,087</b>	<b>60,087</b>	<b>60,087</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	4,300	<b>8850</b>	<b>Vehicles</b>		23,000	23,000	23,000
<b>0</b>	<b>0</b>	<b>4,300</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>186,628</b>	<b>283,412</b>	<b>220,587</b>	<b>TOTAL REQUIREMENTS</b>			<b>263,651</b>	<b>263,651</b>	<b>263,651</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

34,872	37,278	41,280	<b>7000-10</b> Salaries & Wages - Regular Part Time Facilities Maintenance Technician - PD & Civic Hall - 0.80 FTE	43,211	43,211	43,211
0	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
2,162	2,311	2,559	<b>7300-05</b> Fringe Benefits - FICA - Social Security	2,679	2,679	2,679
506	541	599	<b>7300-06</b> Fringe Benefits - FICA - Medicare	627	627	627
6,985	7,463	8,265	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	9,774	9,774	9,774
0	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
82	69	70	<b>7300-25</b> Fringe Benefits - Life Insurance	70	70	70
203	216	220	<b>7300-30</b> Fringe Benefits - Long Term Disability	227	227	227
1,654	1,461	1,758	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,854	1,854	1,854
27	25	28	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	23	23
<b>46,491</b>	<b>49,364</b>	<b>54,779</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>58,465</b>	<b>58,465</b>	<b>58,465</b>

**MATERIALS AND SERVICES**

41,315	40,309	45,000	<b>7600</b> Electric & Natural Gas	48,000	48,000	48,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity	1	37,000	37,000
			Natural gas	1	11,000	11,000
1,500	2,000	1,900	<b>7610-05</b> Insurance - Liability	2,400	2,400	2,400
9,800	9,900	11,800	<b>7610-10</b> Insurance - Property	10,400	10,400	10,400
0	0	100	<b>7630-05</b> Uniforms - Employee	100	100	100
23,400	23,400	24,300	<b>7650-10</b> Janitorial - Services	26,034	26,034	26,034
2,746	2,626	3,000	<b>7650-15</b> Janitorial - Supplies	3,000	3,000	3,000
45,654	51,223	53,033	<b>7720-10</b> Repairs & Maintenance - Building Maintenance	47,572	47,572	47,572
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Maintenance contracts	1	33,587	33,587
			Materials, operations, and repairs	1	4,785	4,785
			Projects	1	5,000	5,000
			Carpet cleaning	1	4,200	4,200

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
124,414	129,458	139,133	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	137,506	137,506	137,506
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0 8710	Equipment	0	0	0
0	0	0	<b><u>TOTAL CAPITAL OUTLAY</u></b>	0	0	0
170,906	178,822	193,912	<b><u>TOTAL REQUIREMENTS</u></b>	195,971	195,971	195,971



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
			Department :11 - POLICE			
			Section :046 - INVESTIGATIONS AND SUPPORT			
			Program :559 - CODE/PARKING ENFORCEMENT			
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
1,031	6,350	200	6115 Code Enforcement	1,500	1,500	1,500
<b>1,031</b>	<b>6,350</b>	<b>200</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>1,031</b>	<b>6,350</b>	<b>200</b>	<b><i>TOTAL RESOURCES</i></b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

115,163	118,012	122,384	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Police Community Support Coordinator - 0.98 FTE Parking & Code Enforcement - 1.00 FTE	121,334	121,334	121,334
0	583	1,495	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	1,014	1,014	1,014
6,905	7,134	7,681	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	7,586	7,586	7,586
1,615	1,668	1,797	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	1,775	1,775	1,775
25,592	28,135	29,429	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	27,838	27,838	27,838
26,707	28,190	34,853	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	42,888	42,888	42,888
250	184	214	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	214	214	214
609	533	620	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	636	636	636
5,270	4,148	5,526	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	5,494	5,494	5,494
58	54	68	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	58	58	58
1,130	892	1,101	<b>7400-10</b> <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	1,101	1,101	1,101
<b>183,299</b>	<b>189,535</b>	<b>205,168</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>209,938</b>	<b>209,938</b>	<b>209,938</b>

**MATERIALS AND SERVICES**

309	50	700	<b>7550</b> <b>Travel &amp; Education</b> Memberships and training	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code Enforcement Conference (Code and Parking Employees)	2	400	800
			Membership - Code Enforcement of Oregon - Code and Parking	2	50	100
			Other Training	1	300	300
2,524	2,265	3,500	<b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b> Fuel for parking scooter, code enforcement vehicle	2,500	2,500	2,500
1,429	1,041	1,500	<b>7630-05</b> <b>Uniforms - Employee</b> Uniforms for code/parking enforcement staff	1,000	1,000	1,000
3,321	1,883	2,000	<b>7660</b> <b>Materials &amp; Supplies</b>	2,000	2,000	2,000
2,107	2,027	3,000	<b>7720-14</b> <b>Repairs &amp; Maintenance - Vehicles</b>	6,000	6,000	6,000
44	37	50	<b>7750</b> <b>Professional Services</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,190	1,400	2,500	<b>7750-08</b>	<b>Professional Services - Code Enforcement</b>		4,000	4,000	4,000
				Services to clean up yard debris and grass abatements.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		
				Grass-Weed Abatement	1	2,000		
				Junk Abatement	1	2,000		
0	0	100	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>10,924</b>	<b>8,702</b>	<b>13,350</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>16,700</b>	<b>16,700</b>	<b>16,700</b>
<b>194,222</b>	<b>198,237</b>	<b>218,518</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>226,638</b>	<b>226,638</b>	<b>226,638</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

353,774	430,990	502,646	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 6.00 FTE	587,452	587,452	587,452
4,367	5,204	6,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Investigations - 0.12 FTE	6,500	6,500	6,500
77,218	98,751	64,988	<b>7000-20 Salaries &amp; Wages - Overtime</b>	64,983	64,983	64,983
1,600	2,000	2,700	<b>7000-35 Salaries &amp; Wages - Clothing Allowance</b> Detectives' \$450 annual clothing allowance.	3,150	3,150	3,150
26,652	32,356	35,765	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	41,047	41,047	41,047
6,269	7,681	8,364	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	9,601	9,601	9,601
98,561	132,996	150,209	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	193,252	193,252	193,252
81,843	110,466	138,513	<b>7300-20 Fringe Benefits - Medical Insurance</b>	168,394	168,394	168,394
530	548	648	<b>7300-25 Fringe Benefits - Life Insurance</b>	756	756	756
1,662	2,025	2,388	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,836	2,836	2,836
18,427	19,163	25,605	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	29,587	29,587	29,587
152	188	208	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	206	206	206
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>671,055</b>	<b>842,367</b>	<b>938,534</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,107,764</b>	<b>1,107,764</b>	<b>1,107,764</b>

**MATERIALS AND SERVICES**

4,900	6,013	9,000	<b>7550 Travel &amp; Education</b>	9,000	9,000	9,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Child Abuse Summit x7	1	1,000	1,000
			Homicide Conference x5	1	2,750	2,750
			New Investigator Training	2	625	1,250
			Out of State/Area Investigations	1	2,000	2,000
			Additional Training	1	2,000	2,000
6,329	4,631	6,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	6,000	6,000	6,000
468	919	1,200	<b>7630-05 Uniforms - Employee</b>	2,100	2,100	2,100

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,306	6,549	4,000	<b>7660</b>	<b>Materials &amp; Supplies</b>			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Cameras, Batteries, other supplies	1	1,000	1,000		
				Investigative Funds (Evidence Processing, Informants, etc)	1	1,000	1,000		
				Investigative Tools - white board and other tools	1	1,000	1,000		
4,390	14,960	4,500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			6,000	6,000	6,000
907	389	912	<b>7750</b>	<b>Professional Services</b>			912	912	912
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Comcast Line	12	26	312		
				The Last One (TLO) Fees	12	50	600		
8,413	10,021	4,650	<b>7800</b>	<b>M &amp; S Equipment</b>			800	800	800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				CD Shredder	1	800	800		
<b>26,713</b>	<b>43,481</b>	<b>30,262</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>27,812</b>	<b>27,812</b>	<b>27,812</b>
			<b><u>CAPITAL OUTLAY</u></b>						
0	20,931	2,000	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>0</b>	<b>20,931</b>	<b>2,000</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>697,767</b>	<b>906,780</b>	<b>970,796</b>	<b>TOTAL REQUIREMENTS</b>				<b>1,135,576</b>	<b>1,135,576</b>	<b>1,135,576</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	5200 YCINT - ERAD Grant	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>						
7,466	1,410	0	6110-10 Drug Forfeitures - State	0	0	0
<b>7,466</b>	<b>1,410</b>	<b>0</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7,466</b>	<b>1,410</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

79,623	81,118	82,736	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Officer - Narcotics - 1.00 FTE	75,877	75,877	75,877
19,220	14,546	15,184	<b>7000-20</b> Salaries & Wages - Overtime	10,001	10,001	10,001
400	400	450	<b>7000-35</b> Salaries & Wages - Clothing Allowance Detective's \$450 annual clothing allowance.	450	450	450
6,085	5,882	6,099	<b>7300-05</b> Fringe Benefits - FICA - Social Security	5,349	5,349	5,349
1,423	1,376	1,426	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,251	1,251	1,251
18,266	22,745	24,221	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	27,258	27,258	27,258
20,798	22,528	24,182	<b>7300-20</b> Fringe Benefits - Medical Insurance	25,028	25,028	25,028
126	107	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
381	381	388	<b>7300-30</b> Fringe Benefits - Long Term Disability	398	398	398
4,215	3,498	4,367	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	3,856	3,856	3,856
35	34	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	29	29	29
<b>150,572</b>	<b>152,614</b>	<b>159,195</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>149,605</b>	<b>149,605</b>	<b>149,605</b>

**MATERIALS AND SERVICES**

108	46	500	<b>7550</b> Travel & Education	1,000	1,000	1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ONEA Conference and other training	1	500	500
			New Investigator Training	1	500	500
1,692	1,382	1,500	<b>7590</b> Fuel - Vehicle & Equipment	1,500	1,500	1,500
639	630	800	<b>7620</b> Telecommunications	800	800	800
0	97	200	<b>7630-05</b> Uniforms - Employee	200	200	200
5,026	5,021	5,050	<b>7660</b> Materials & Supplies	5,500	5,500	5,500
0	0	0	<b>7720-14</b> Repairs & Maintenance - Vehicles	750	750	750
0	0	325	<b>7800</b> M & S Equipment	600	600	600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			SL-300 Radio	1	600	600
<b>7,466</b>	<b>7,176</b>	<b>8,375</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,350</b>	<b>10,350</b>	<b>10,350</b>
<b>158,037</b>	<b>159,790</b>	<b>167,570</b>	<b>TOTAL REQUIREMENTS</b>	<b>159,955</b>	<b>159,955</b>	<b>159,955</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
47,951	50,318	51,200	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> 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.	53,800	53,800	53,800
<b>47,951</b>	<b>50,318</b>	<b>51,200</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>53,800</b>	<b>53,800</b>	<b>53,800</b>
<b>47,951</b>	<b>50,318</b>	<b>51,200</b>	<b>TOTAL RESOURCES</b>	<b>53,800</b>	<b>53,800</b>	<b>53,800</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
93,432	78,746	82,872	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		85,260	85,260	85,260
				Police Officer - High School Resource Officer - 1.00 FTE				
7,611	5,904	8,503	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		8,618	8,618	8,618
6,220	5,175	5,665	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		5,820	5,820	5,820
1,455	1,210	1,325	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		1,361	1,361	1,361
24,533	20,203	21,844	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		25,485	25,485	25,485
13,762	22,528	24,182	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		25,028	25,028	25,028
115	107	108	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		108	108	108
352	382	388	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		398	398	398
3,907	2,963	4,075	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		4,215	4,215	4,215
33	31	34	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		29	29	29
<b>151,419</b>	<b>137,248</b>	<b>148,996</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>156,322</b>	<b>156,322</b>	<b>156,322</b>
<b>MATERIALS AND SERVICES</b>								
1,973	1,185	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon SRO Conference	1	600	600	
				Advanced SRO Course	1	900	900	
				Additional Training	1	200	200	
0	14	50	<b>7660</b>	<b>Materials &amp; Supplies</b>		50	50	50
				Miscellaneous youth services program materials and supplies.				
<b>1,973</b>	<b>1,199</b>	<b>1,550</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>153,393</b>	<b>138,447</b>	<b>150,546</b>	<b>TOTAL REQUIREMENTS</b>			<b>158,072</b>	<b>158,072</b>	<b>158,072</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
3,900	7,300	7,300	<b>5380-02 Facility Rentals - Training Facility</b> Revenue received from neighboring agencies for use of the Firearms Facility.	7,300	7,300	7,300
<b>3,900</b>	<b>7,300</b>	<b>7,300</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,300</b>	<b>7,300</b>	<b>7,300</b>
<b>3,900</b>	<b>7,300</b>	<b>7,300</b>	<b>TOTAL RESOURCES</b>	<b>7,300</b>	<b>7,300</b>	<b>7,300</b>

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE  
 Section :046 - INVESTIGATIONS AND SUPPORT  
 Program :577 - IN-SERVICE

2018 PROPOSED BUDGET  
 2018 APPROVED BUDGET  
 2018 ADOPTED BUDGET

REQUIREMENTS

MATERIALS AND SERVICES

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,358	0	250	<b>7550</b>	<b>Travel &amp; Education</b>	250	250	250
				Hazardous materials, first aid and other training materials			
0	237	2,400	<b>7550-05</b>	<b>Travel &amp; Education - Defensive Tactics</b>	2,600	2,600	2,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Defensive tactics Instructor training	1	1,000	1,000
				Simunitions instructor training	1	800	800
				Taser instructor training	1	800	800
0	1,092	2,600	<b>7550-10</b>	<b>Travel &amp; Education - Driving Training</b>	1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Training lunches	1	500	500
				EVOC instructor training	1	1,000	1,000
275	945	0	<b>7550-15</b>	<b>Travel &amp; Education - Emergency Management</b>	0	0	0
				Beginning in 2016-17, Emergency Management appropriations are included in the Fire Department budget.			
2	3,768	2,000	<b>7550-20</b>	<b>Travel &amp; Education - Firearms Training</b>	4,021	4,021	4,021
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Firearms instructor courses	1	2,000	2,000
				Sig armorer courses x2	1	2,021	2,021
35,935	22,286	29,820	<b>7660</b>	<b>Materials &amp; Supplies</b>	22,733	22,733	22,733
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Firearms ammunition	1	9,855	9,855
				Firearms supplies and maintenance	1	3,000	3,000
				Taser cartridges	1	4,150	4,150
				Taser battery packs	1	1,500	1,500
				Taser service and supplies	1	1,000	1,000
				Taser holsters	1	600	600
				Simunitions - ammunition and safety gear	1	2,628	2,628
7,402	7,185	7,100	<b>7720-18</b>	<b>Repairs &amp; Maintenance - Training Facility</b>	7,155	7,155	7,155
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Road maintenance	1	2,700	2,700
				Tractor maintenance	1	500	500
				Range construction	1	1,575	1,575
				Supplies	1	2,000	2,000
				Chem can rental	1	380	380

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
3,774	7,517	8,400	<b>7800</b>	<b>M &amp; S Equipment</b>		4,250	4,250	4,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Taser X26P - one patrol and one canine	2	1,350	2,700	
				Taser X2	1	1,550	1,550	
<b>48,746</b>	<b>43,030</b>	<b>52,570</b>		<b>TOTAL MATERIALS AND SERVICES</b>		<b>42,509</b>	<b>42,509</b>	<b>42,509</b>
<b>48,746</b>	<b>43,030</b>	<b>52,570</b>		<b>TOTAL REQUIREMENTS</b>		<b>42,509</b>	<b>42,509</b>	<b>42,509</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

54,512	55,909	57,433	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE	58,840	58,840	58,840
978	686	1,495	<b>7000-20</b> Salaries & Wages - Overtime	737	737	737
3,373	3,435	3,654	<b>7300-05</b> Fringe Benefits - FICA - Social Security	3,702	3,702	3,702
789	803	855	<b>7300-06</b> Fringe Benefits - FICA - Medicare	866	866	866
11,115	11,330	11,935	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	13,621	13,621	13,621
20,798	22,528	24,182	<b>7300-20</b> Fringe Benefits - Medical Insurance	25,028	25,028	25,028
126	107	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
303	303	308	<b>7300-30</b> Fringe Benefits - Long Term Disability	316	316	316
172	177	296	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	261	261	261
31	32	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	29	29	29
<b>92,195</b>	<b>95,309</b>	<b>100,300</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>103,508</b>	<b>103,508</b>	<b>103,508</b>

**MATERIALS AND SERVICES**

93	733	400	<b>7550</b> Travel & Education	400	400	400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			OPOA membership	1	50	50
			IAPE dues	1	50	50
			Other training	1	300	300
301	183	400	<b>7590</b> Fuel - Vehicle & Equipment	400	400	400
567	288	550	<b>7630-05</b> Uniforms - Employee	300	300	300
3,939	3,379	3,500	<b>7660</b> Materials & Supplies	4,000	4,000	4,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Tow charges	1	2,000	2,000
			Evidence forms, postage, labels, packaging	1	2,000	2,000
0	63	350	<b>7720-14</b> Repairs & Maintenance - Vehicles	350	350	350
239	239	250	<b>7790</b> Maintenance & Rental Contracts Evidence storage building alarm contract	250	250	250
0	0	0	<b>7800</b> M & S Equipment	0	0	0
<b>5,139</b>	<b>4,885</b>	<b>5,450</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
97,334	100,195	105,750	<b>TOTAL REQUIREMENTS</b>	109,208	109,208	109,208

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>									
<b><u>MATERIALS AND SERVICES</u></b>									
1,700	1,550	1,800	<b>7550</b>	<b>Travel &amp; Education</b>			2,000	2,000	2,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				OAA Membership Dues	1	1,750	1,750		
				Training	1	250	250		
70	0	200	<b>7660</b>	<b>Materials &amp; Supplies</b>			200	200	200
<b>1,770</b>	<b>1,550</b>	<b>2,000</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
<b>1,770</b>	<b>1,550</b>	<b>2,000</b>		<b><i>TOTAL REQUIREMENTS</i></b>			<b>2,200</b>	<b>2,200</b>	<b>2,200</b>



# MUNICIPAL COURT



## Organization Set – Sections

- Court
- Parking Tickets

## Organization Set #

01-13-060  
01-13-063





# General Fund – Municipal Court

2017 – 2018 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.
- Capitalize on the benefits of e-ticketing, including no longer being required to manually enter each citation into the Court's software system, improved tracking, and ability to work with the state to include McMinnville in risk management assessments.
- Implement cash receipting to improve customer service, enhance our record keeping processes, and add financial safeguards.
- City Prosecutor functions will be performed by the new Assistant City Attorney.

## 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

- 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
- Partnership with community services providers that are designed to reduce recidivism, at affordable costs to participants.
- 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
- Improve the courts process when verifying if an indigent citizen is qualified for court appointed counsel.
- Assigning community service with non-profit agencies in order to benefit the community.
- Continue to keep up with changes in the law.
- Maintain and increase statistical reporting.
- Maintain professionalism through education and volunteerism.



# General Fund – Municipal Court

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>543,633</b>	<b>531,350</b>	<b>530,350</b>	<b>(1,000)</b>
Personnel Services	367,221	378,488	426,827	48,339
Materials & Services	70,883	86,179	87,505	1,326
Capital Outlay	1,850	1,676	1,319	(357)
<b>Total Expenditures</b>	<b>439,954</b>	<b>466,343</b>	<b>515,651</b>	<b>49,308</b>
Net Expenditures	103,679	65,007	14,699	50,308

## 2016 Statistics

- ❖ 477 citizens were ordered to complete a driving refresher course.
- ❖ 25 DUII convictions and 33 DUII diversions were ordered.
- ❖ 380 accounts were reinstated through the court to allow citizens to obtain their drivers license.
- ❖ 97 bench probations were ordered.
- ❖ 538 parking tickets were issued.
- ❖ 333 people utilized the courts “Fix It” Ticket Program.
- ❖ 97 defendants who were assigned court-appointed attorneys were ordered to pay the court appointed attorney fees.
- ❖ 233 files were sent to collections.
- ❖ 176 bench warrants were issued.

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>4.38</b>		
Assistant City Attorney		0.50	
Court Clerk II		0.50	
Court Clerk I		(0.48)	
City Prosecutor		(0.38)	
<b>FTE Proposed Budget</b>		<b>0.14</b>	<b>4.52</b>



## General Fund – Municipal Court

## Historical Highlights

- |             |  |             |   |             |  |
|-------------|--|-------------|---|-------------|--|
| <b>1846</b> | 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.  | <b>1876</b> | 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. | <b>2009</b> | Court sessions held in new Civic Hall.                                     |
| <b>1846</b> | First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.  | <b>1924</b> | Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.  | <b>2014</b> | Honorable Cynthia Kaufman Noble appointed as Judge.                        |
| <b>1847</b> | 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. | <b>1971</b> | First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.  | <b>2017</b> | Municipal Court Software will be upgraded and cash receipting implemented. |
| <b>1848</b> | First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.  | <b>1991</b> | Personal computers first used for Municipal Court docket and citation tracking.   | <b>2017</b> | Assistant City Attorney hired to serve as City Prosecutor                  |
|             |  | <b>2004</b> | Municipal Court transitions to windows-based Caselle Software.  |             |  |
|             |  | <b>2006</b> | Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.  |             |  |

# General Fund - Municipal Court

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
<u>Fund</u>	<u>Number of</u>		<u>Total</u>	<u>Page</u>	<u>Amount</u>
<u>Department</u>	<u>Employees</u>	<u>Range</u>	<u>Salary</u>		
<b><u>City Attorney</u></b>	1	365	131,239		
General Fund					
Administration					
Legal (0.70 FTE)				10	91,867
Human Resources (0.20 FTE)				14	26,248
Municipal Court					
Court (0.10 FTE)				64	13,124
<b><u>Assistant City Attorney</u></b>	1	350	71,106		
General Fund					
Administration					
Legal (0.50 FTE)				10	35,553
Municipal Court					
Court (0.50 FTE)				64	35,553
<b><u>Court Clerk II</u></b>	1	324	43,224		
General Fund					
Municipal Court					
Court (0.30 FTE)				64	12,967
Parking Tickets (0.20 FTE)				68	8,645

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
459,262	511,243	500,000	<b>6120 Fines &amp; Bail Forfeitures</b> 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.	500,000	500,000	500,000
1,954	1,843	500	<b>6140 Peer Court Assessment</b> Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.	500	500	500
7,588	10,547	6,000	<b>6150 Court Appointed Attorney Fees</b> 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.	5,000	5,000	5,000
<b>468,804</b>	<b>523,634</b>	<b>506,500</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>505,500</b>	<b>505,500</b>	<b>505,500</b>
<b>MISCELLANEOUS</b>						
863	485	850	<b>6600-93 Other Income - Municipal Court</b>	850	850	850
<b>863</b>	<b>485</b>	<b>850</b>	<b>TOTAL MISCELLANEOUS</b>	<b>850</b>	<b>850</b>	<b>850</b>
<b>469,667</b>	<b>524,118</b>	<b>507,350</b>	<b>TOTAL RESOURCES</b>	<b>506,350</b>	<b>506,350</b>	<b>506,350</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	5,098	0	<b>7000</b> Salaries & Wages	0	0	0
146,065	142,262	156,920	<b>7000-05</b> Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Assistant City Attorney - 0.50 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.30 FTE	217,322	217,322	217,322
13,909	85,924	83,433	<b>7000-10</b> Salaries & Wages - Regular Part Time Judge - 0.20 FTE Municipal Court - Interpreter - 0.05 FTE	41,384	41,384	41,384
The positions of Municipal Court Judge and City Prosecutor were contract positions January 2014 until July 2015. As contract positions they were budgeted under 01-13-060-7750-12 and 060-7750-18.						
6,631	7,538	8,800	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Municipal Court Security - 0.17 FTE	8,800	8,800	8,800
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	756	0	<b>7000-32</b> Salaries & Wages - Moving Allowance	0	0	0
0	2,252	0	<b>7300</b> Fringe Benefits	0	0	0
9,727	14,036	15,424	<b>7300-05</b> Fringe Benefits - FICA - Social Security	16,560	16,560	16,560
2,277	3,283	3,614	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,879	3,879	3,879
33,670	36,703	42,536	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	57,149	57,149	57,149
47,756	48,445	50,534	<b>7300-20</b> Fringe Benefits - Medical Insurance	60,948	60,948	60,948
0	9,599	4,814	<b>7300-22</b> Fringe Benefits - VEBA Plan	5,925	5,925	5,925
433	362	370	<b>7300-25</b> Fringe Benefits - Life Insurance	420	420	420
861	868	906	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,182	1,182	1,182
570	454	399	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	479	479	479
106	124	143	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	126	126	126
0	0	202	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>262,004</b>	<b>357,704</b>	<b>368,095</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>414,174</b>	<b>414,174</b>	<b>414,174</b>

**MATERIALS AND SERVICES**

6,103	6,656	6,200	<b>7500</b> Credit Card Fees Credit card fees for Municipal Court collections.	6,200	6,200	6,200
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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
651	758	1,000	<b>7520</b>	<b>Public Notices &amp; Printing</b>	Increase due to more detailed of accounting of all forms printed for the Municipal Court. Expenses previously taken from Materials and Supplies Office Supplies.	5,000	5,000	5,000
76	60	400	<b>7540</b>	<b>Employee Events</b>	Costs shared city-wide for employee training, materials, and events.	400	400	400
1,163	3,973	4,500	<b>7550</b>	<b>Travel &amp; Education</b>	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.	5,000	5,000	5,000
1,900	2,200	2,000	<b>7610-05</b>	<b>Insurance - Liability</b>		2,900	2,900	2,900
6,055	5,689	6,200	<b>7620</b>	<b>Telecommunications</b>		6,200	6,200	6,200
887	1,491	2,200	<b>7630</b>	<b>Uniforms</b>		1,700	1,700	1,700
6,904	6,121	8,600	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		7,000	7,000	7,000
3,437	2,156	4,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,000	4,000	4,000
1,166	1,117	700	<b>7750</b>	<b>Professional Services</b>		610	610	610
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee		1	10	10
				Audit fee allocation		1	600	600
38,940	500	1,000	<b>7750-12</b>	<b>Professional Services - Contract Judge</b>	The Municipal Court Judge was a contracted position January, 2014 until July 2015. It has been returned to a part-time position.	1,000	1,000	1,000
21,407	14,277	30,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b>	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.	25,000	25,000	25,000
35,970	585	500	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>	The position of City Prosecutor was a contracted position January, 2014 until July 2015. It has been returned to a part-time position. Also included is a back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.	500	500	500
60	60	100	<b>7750-21</b>	<b>Professional Services - Security</b>	Security contract to provide panic button monitoring.	100	100	100
1,954	1,843	500	<b>7750-22</b>	<b>Professional Services - Peer Court Assessment</b>	Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.	500	500	500
0	1,587	2,340	<b>7800</b>	<b>M &amp; S Equipment</b>	Increase due to purchase of a new safe.	3,600	3,600	3,600
9,531	8,924	7,739	<b>7840</b>	<b>M &amp; S Computer Charges</b>		7,995	7,995	7,995
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				IS Department M&S costs shared city-wide		1	7,995	7,995

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
6,563	12,687	7,200	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		8,800	8,800	8,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement laptop	1	1,600	1,600		
			Caselle maintenance	1	3,200	3,200		
			E-ticketing maintenance-33% shared with Police	1	4,000	4,000		
369	200	1,000	<b>8050</b>	<b>Trial Expense</b>		1,000	1,000	1,000
			Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.					
<b>143,134</b>	<b>70,883</b>	<b>86,179</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>87,505</b>	<b>87,505</b>	<b>87,505</b>
			<b>CAPITAL OUTLAY</b>					
933	1,850	1,676	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,319	1,319	1,319
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	1,319	1,319		
<b>933</b>	<b>1,850</b>	<b>1,676</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,319</b>	<b>1,319</b>	<b>1,319</b>
<b>406,072</b>	<b>430,437</b>	<b>455,950</b>	<b>TOTAL REQUIREMENTS</b>			<b>502,998</b>	<b>502,998</b>	<b>502,998</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
14,235	19,515	24,000	<b>6130</b> <b>Parking Tickets</b> Downtown Parking Patrol and Police Officer parking citations revenue.	24,000	24,000	24,000
<b>14,235</b>	<b>19,515</b>	<b>24,000</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>14,235</b>	<b>19,515</b>	<b>24,000</b>	<b><i>TOTAL RESOURCES</i></b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-05</b> Salaries & Wages - Regular Full Time Court Clerk II - 0.20 FTE	8,645	8,645	8,645
6,399	6,310	7,016	<b>7000-10</b> Salaries & Wages - Regular Part Time	0	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
381	376	435	<b>7300-05</b> Fringe Benefits - FICA - Social Security	536	536	536
89	88	102	<b>7300-06</b> Fringe Benefits - FICA - Medicare	125	125	125
1,282	1,263	1,405	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	1,954	1,954	1,954
1,240	1,195	1,248	<b>7300-20</b> Fringe Benefits - Medical Insurance	1,186	1,186	1,186
0	199	109	<b>7300-22</b> Fringe Benefits - VEBA Plan	100	100	100
28	23	24	<b>7300-25</b> Fringe Benefits - Life Insurance	22	22	22
35	36	36	<b>7300-30</b> Fringe Benefits - Long Term Disability	48	48	48
21	21	11	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	31	31	31
7	6	7	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	6	6	6
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>9,483</b>	<b>9,517</b>	<b>10,393</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>12,653</b>	<b>12,653</b>	<b>12,653</b>
<b>MATERIALS AND SERVICES</b>						
0	0	0	<b>7750</b> Professional Services	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>9,483</b>	<b>9,517</b>	<b>10,393</b>	<b>TOTAL REQUIREMENTS</b>	<b>12,653</b>	<b>12,653</b>	<b>12,653</b>



# **FIRE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

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



### Budget Highlights

- In 2012 the Prevention Division laid off a code enforcement employee. The following two years new construction was minimal and the single Fire Marshal was able to sustain the code enforcement service needs. Since 2014 increasing work load of new construction and remodels have resulted in delays to the citizens in plan review and inspections. We have also significantly reduced our annual fire safety inspections on high and moderate hazard facilities as a result. In order to improve the fire safety of the community, we must increase our capacity for fire safety inspections and plan review. This move will also improve the Fire Departments ability to support the City Council goal of a cross-functional process for code enforcement.

The plan is to use funds gained by eliminating the existing Fire Prevention Specialist and Part Time Emergency Management Coordinator positions to hire a Deputy Fire Marshal. The result will provide a qualified code enforcement person to improve the overall prevention services to the citizens of McMinnville.

Responsibilities of the Emergency Manager will transition to a Battalion Chief and emergency management functions will be in coordination with the Police Department.

- Three additional staff were added last year to address significant mandatory overtime issues within the organization. Prior to these positions our crews had worked 109 back to back 24 hours shifts in three months. This creates significant stress on the employees and tends to create risk for errors. This year those positions have assisted in improving our service and will remain in the budget. The relief to the employees has been significant. These positions also assist in avoiding additional overtime costs when unforeseen injuries or illnesses occur.
- Planning for the Fire Station Repair/Remodel Funding is a high priority.

Plumbing leaks have developed into a mold issue in the living area. We have also had to shut down half of our showers to prevent leaking. The facility was designed for all volunteer department in 1986. We are at full capacity for staffing and the living quarter does not accommodate the large number of 24 hour employees. The sleeping area contributes to sleep deprivation due to the lack of doors on the bunk rooms.

### Core Services

#### Fire Operations

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

#### Fire & Life Safety

- Ensure the safety of the community through active fire and life safety code enforcement
- Implement permitting process that facilitates safe assembly events.
- Maintain or improve partnerships within local and State organizations
- Review plans for new building construction
- Complete 90% of scheduled on-site fire inspections of high and moderate risk properties
- Investigate fires for cause and origin
- Investigate fires involving juvenile fire setters
- Provide for delivery of public fire education courses

# General Fund – Fire

## Future Challenges and Opportunities

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



## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>451,159</b>	<b>586,229</b>	<b>417,679</b>	<b>(168,550)</b>
Personnel Services	2,117,101	2,180,823	2,340,571	159,748
Materials & Services	507,646	607,252	558,699	(48,553)
Capital Outlay	103,043	189,283	3,956	(185,327)
Debt Service	115,291	115,295	115,292	(3)
<b>Total Expenditures</b>	<b>2,843,082</b>	<b>3,092,653</b>	<b>3,018,518</b>	<b>(74,135)</b>
Net Expenditures	(2,391,922)	(2,506,424)	(2,600,839)	94,415

## Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>15.47</b>		
Fire Engineer		1.05	
Firefighter		(0.35)	
Deputy Fire Marshal		1.00	
Fire Prevention Specialist		(1.00)	
Emergency Management Coordinator		(0.48)	
Extra Help - Fire Prevention		(0.12)	
<b>FTE Proposed Budget</b>		<b>0.10</b>	<b>15.57</b>

CALL TYPE	SUB-TYPE	2014	2015	2016	Percentage of Calls
FIRE	Structural	53	66	80	
	Brush/ Wildland	38	82	18	
	Vehicle	15	21	21	
	Other	708	720	747	
	<b>Fire Sub-Total</b>	<b>814</b>	<b>889</b>	<b>866</b>	<b>10.7%</b>
EMS	All EMS Calls	6034	6649	7248	89.3 %
<b>Total</b>		<b>6848</b>	<b>7538</b>	<b>8114</b>	<b>100%</b>



## General Fund – Fire

## Historical Highlights

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

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



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

- 1994** McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.
- 1994** City adds fire inspector position.
- 1996** Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.
- 1996** New College Intern Program implemented taking the place of Sleeper Program.
- 2000** Fire Training Tower constructed on City land next to the Water Reclamation Facility.
- 2003** Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.

# General Fund – Fire

## Historical Highlights

**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** 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 and lack of sleeping quarters 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, engine, and water tender.

**2015** The City takes delivery of the new aerial truck, engine, and refurbished water tender.



**2016** The Department internally restructured to eliminate the Operations Chief and created a Duty Chief role for the Assistant Chiefs and Battalion Chiefs to improve emergency response incident management.

**2016** Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.

**2017** Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.

# General Fund - Fire

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Fire Chief</u></b>	1	364	128,048		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				71	96,036
Ambulance Fund (0.25 FTE)				236	32,012
<b><u>Fire Battalion Chief</u></b>	3	245	305,389		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				71	106,886
Ambulance Fund (1.95 FTE)				236	198,503
<b><u>Fire Lieutenant</u></b>	3	235	256,021		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				71	89,607
Ambulance Fund (1.95 FTE)				236	166,414
<b><u>Fire Engineer</u></b>	3	230	264,863		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				71	92,702
Ambulance Fund (1.95 FTE)				236	172,161
<b><u>Firefighter</u></b>	24	220	1,812,610		
General Fund					
Fire					
Administration & Operations (8.75 FTE)				71	634,414
Ambulance Fund (16.25 FTE)				236	1,178,196

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Firefighter / Paramedic</u></b>	1	330	47,852		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				71	16,748
Ambulance Fund (0.46 FTE)				236	31,104
<b><u>Firefighter / EMT</u></b>	1	322	37,394		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				71	13,088
Ambulance Fund (0.46 FTE)				236	24,306
<b><u>Office Manager</u></b>	1	332	56,926		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				71	19,924
Ambulance Fund (0.65 FTE)				236	37,002
<b><u>Administrative Specialist II</u></b>	1	324	43,053		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				71	10,763
Ambulance Fund (0.75 FTE)				236	32,290



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
0	700	500	<b>4490 Licenses &amp; Permits - Misc</b> Permit fees per Fire Department fee schedule	1,200	1,200	1,200
<b>0</b>	<b>700</b>	<b>500</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>INTERGOVERNMENTAL</b>						
0	1,345	0	<b>4545-05 Federal FEMA Grant - HAM Radio Project</b>	0	0	0
0	13,113	46,400	<b>4545-10 Federal FEMA Grant - CERT Enhancement Project</b>	0	0	0
2,586	26,263	2,800	<b>4840-05 OR Conflagration Reimbursement - Personnel</b>	1,500	1,500	1,500
1,696	32,140	5,000	<b>4840-10 OR Conflagration Reimbursement - Equipment</b>	2,500	2,500	2,500
0	0	140,000	<b>5030 McMinnville Rural Fire District</b> Funds for the purchase of the Engine for the Rural District	0	0	0
327,379	337,200	347,314	<b>5030-05 McMinnville Rural Fire District - Contract Fire Protection</b> McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2017-18 proposed budget assumes 5% increase in contract.	364,679	364,679	364,679
<b>331,661</b>	<b>410,061</b>	<b>541,514</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>368,679</b>	<b>368,679</b>	<b>368,679</b>
<b>CHARGES FOR SERVICES</b>						
1,836	6,725	2,000	<b>5340 Fire Department Service Fees</b> Non-resident motor vehicle incident charges for Fire Department required services.	2,000	2,000	2,000
0	0	20,000	<b>5400 Property Rentals</b> Verizon lease of cell tower on Fire Department property	20,000	20,000	20,000
<b>1,836</b>	<b>6,725</b>	<b>22,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>FINES AND FORFEITURES</b>						
0	500	500	<b>6115 Code Enforcement</b> Code enforcement fees per Fire Department fee schedule.	1,800	1,800	1,800
<b>0</b>	<b>500</b>	<b>500</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
<b>MISCELLANEOUS</b>						
1,967	64	0	<b>6310-02 Interest - Loan Proceeds</b>	0	0	0
17,419	17,054	15,090	<b>6310-07 Interest - LOSAP</b> Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	15,000	15,000	15,000
1,883	202	1,125	<b>6410 Donations - Fire</b> Donations received to help support the Fire Department.	1,000	1,000	1,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
30,590	10,308	500	<b>6600</b>	<b>Other Income</b> Vehicles or equipment sold at auction.	500	500	500
0	1,062	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
1,029	4,482	5,000	<b>6600-07</b>	<b>Other Income - LOSAP</b> Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	7,500	7,500	7,500
<b>52,888</b>	<b>33,173</b>	<b>21,715</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>386,385</b>	<b>451,159</b>	<b>586,229</b>	<b><i>TOTAL RESOURCES</i></b>		<b>417,679</b>	<b>417,679</b>	<b>417,679</b>

Budget Document Report

01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	28,536	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
902,638	898,115	955,922	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Fire Chief - 0.75 FTE Fire Battalion Chief - 1.05 FTE Fire Lieutenant - 1.05 FTE Fire Engineer - 1.05 FTE Firefighter - 8.40 FTE Office Manager - 0.35 FTE Administrative Specialist II - 0.25 FTE	1,052,080	1,052,080	1,052,080
13,059	14,301	27,515	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 0.25 FTE Firefighter / EMT - 0.25 FTE	29,836	29,836	29,836
1,922	2,518	5,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Fire - 0.17 FTE	5,000	5,000	5,000
18,255	21,740	30,000	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b> 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.	30,000	30,000	30,000
134,743	173,366	120,000	<b>7000-20 Salaries &amp; Wages - Overtime</b> The 2016-17 budgeted amount is reduced to reflect savings from the hiring of an additional Firefighter, shared with Ambulance. The overall savings to the combined department salaries and benefits is projected to be \$44,000.	87,496	87,496	87,496
0	15,639	0	<b>7300 Fringe Benefits</b>	0	0	0
64,656	66,945	70,546	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	74,638	74,638	74,638
15,121	15,708	16,514	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	17,465	17,465	17,465
239,170	271,566	281,172	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	336,649	336,649	336,649
150,648	155,131	175,330	<b>7300-20 Fringe Benefits - Medical Insurance</b>	181,716	181,716	181,716
31,749	26,360	41,900	<b>7300-22 Fringe Benefits - VEBA Plan</b>	41,900	41,900	41,900
1,573	2,022	1,398	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,474	1,474	1,474
4,670	4,595	4,976	<b>7300-30 Fringe Benefits - Long Term Disability</b>	5,498	5,498	5,498
41,158	34,401	44,938	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	47,841	47,841	47,841
534	542	604	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	526	526	526
74	677	999	<b>7300-40 Fringe Benefits - Unemployment</b>	1,003	1,003	1,003
2,099	1,221	2,500	<b>7400-05 Fringe Benefits - Volunteers - Life Insurance</b>	2,500	2,500	2,500

Budget Document Report

01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
12,736	13,691	12,415	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		14,001	14,001	14,001
23,736	89,387	90,000	<b>7400-15</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b> Length of Service Award Program (LOSAP) is retirement plan for volunteer firefighters. When volunteer reaches entitlement age, City either purchases annuity or pays monthly benefit to volunteer directly from plan assets.		90,000	90,000	90,000
7,954	5,889	10,000	<b>7400-21</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins</b> Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.		7,500	7,500	7,500
7,521	7,521	8,000	<b>7400-25</b>	<b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>		8,000	8,000	8,000
<b>1,674,016</b>	<b>1,849,873</b>	<b>1,899,729</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>2,035,123</b>	<b>2,035,123</b>	<b>2,035,123</b>
<b><u>MATERIALS AND SERVICES</u></b>								
517	210	500	<b>7530</b>	<b>Safety Training/OSHA</b>		500	500	500
225	207	1,500	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.		1,300	1,300	1,300
16,243	22,306	22,000	<b>7550</b>	<b>Travel &amp; Education</b> Expected Costs listed in transactions.		22,100	22,100	22,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Oregon Fire Chiefs Conference	6	1,000	6,000		
			Oregon Executive Development Institute	3	1,500	4,500		
			Metro Fire Officer Class	3	1,000	3,000		
			Incident Management Class	1	3,500	3,500		
			National Fire Academy Class	3	500	1,500		
			Wildland Engine Boss	3	1,200	3,600		
19,125	16,306	20,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		22,000	22,000	22,000
17,000	16,931	19,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		19,000	19,000	19,000
12,600	17,900	17,400	<b>7610-05</b>	<b>Insurance - Liability</b>		21,500	21,500	21,500
14,700	17,400	30,000	<b>7610-10</b>	<b>Insurance - Property</b>		30,400	30,400	30,400
23,807	20,861	23,000	<b>7620</b>	<b>Telecommunications</b> This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.		23,000	23,000	23,000
7,624	9,184	11,000	<b>7630-05</b>	<b>Uniforms - Employee</b> Career, part-time, and volunteer fire uniforms		11,000	11,000	11,000
23,534	24,650	25,000	<b>7630-15</b>	<b>Uniforms - Protective Clothing</b> 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
5,190	5,575	7,000	<b>7650</b>	<b>Janitorial</b> Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.		7,000	7,000	7,000

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01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
14,682	24,121	22,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		22,000	22,000	22,000
				Supplies for fire operations, fire prevention, administration.				
1,396	0	1,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,000	1,000	1,000
2,438	630	3,000	<b>7700</b>	<b>Hazardous Materials</b>		3,000	3,000	3,000
0	1,345	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
4,344	4,264	6,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		6,000	6,000	6,000
6,007	4,943	5,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		5,000	5,000	5,000
27,370	27,232	30,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		30,000	30,000	30,000
28,075	47,585	50,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		60,000	60,000	60,000
				Increase represents \$10,000 from Maintenance/rental contracts to pay for NFPA pump testing				
991	1,527	3,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		3,000	3,000	3,000
2,812	4,940	10,000	<b>7720-22</b>	<b>Repairs &amp; Maintenance - Breathing Apparatus</b>		10,000	10,000	10,000
				Increase represents Hydrostatic testing for 50% of the SCBA cylinders required every 5 years.				
53,117	42,713	53,950	<b>7750</b>	<b>Professional Services</b>		47,425	47,425	47,425
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	200	200	
				Audit fee allocation	1	3,900	3,900	
				Labor negotiation arbitrator fees shared 65% w ambulance	1	750	750	
				NFPA medical physicals	65	655	42,575	
6,270	3,948	20,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		10,000	10,000	10,000
				Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts. Reduction in \$10,000 was moved into vehicle maintenance.				
10,334	14,983	10,000	<b>7800</b>	<b>M &amp; S Equipment</b>		11,000	11,000	11,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Chain saw replacement	1	1,500	1,500	
				Rit bag and equipment	1	5,500	5,500	
				Rope team hardware	1	4,000	4,000	
4,912	5,191	7,500	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		7,500	7,500	7,500
3,290	8,551	10,000	<b>7800-30</b>	<b>M &amp; S Equipment - Breathing Apparatus</b>		10,000	10,000	10,000
				50 SCBA units and 90 masks are 7 years old and starting to require more parts and maintenance.				
0	13,114	46,400	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
28,593	25,780	19,777	<b>7840</b>	<b>M &amp; S Computer Charges</b>		23,986	23,986	23,986
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	23,986	23,986	
18,995	26,447	30,750	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>		27,150	27,150	27,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Fleet Maintenance software shared 50% with Amb	1	2,500	2,500	
				R12 Warranty Extensions	5	330	1,650	
				Workstation replacements	2	1,500	3,000	
				ESO - 100% RMS Maint, 50% split with Amb for Personnel module	1	5,500	5,500	
				Fire Inspection software maintenance	1	2,500	2,500	
				Netmotion MDT maintenance-25%, shared with Amb, Police	1	1,200	1,200	
				Tritech maintenance-65%, shared with Amb	1	5,200	5,200	
				Target Vehicle maintenance-50% shared with Amb	1	3,000	3,000	
				Mobile/Inform RMS Upgrade Licensing	1	2,600	2,600	
59,768	60,434	60,400	<b>8090</b>	<b>Hydrant Rental &amp; Maintenance</b>		60,788	60,788	60,788
				Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.				
17,774	17,739	15,000	<b>8110</b>	<b>Hoses, Nozzles, &amp; Adapters</b>		15,000	15,000	15,000
				Fire hose, nozzles, and adapters with values under \$5,000.				
4,241	4,878	7,500	<b>8120</b>	<b>Hose &amp; Ladder Testing</b>		7,500	7,500	7,500
				Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards.				
<b>435,975</b>	<b>491,894</b>	<b>587,677</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>543,149</b>	<b>543,149</b>	<b>543,149</b>
<b>CAPITAL OUTLAY</b>								
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
2,800	5,344	4,283	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,956	3,956	3,956
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	3,956	3,956	
0	0	45,000	<b>8800</b>	<b>Building Improvements</b>		0	0	0
1,332,370	97,699	140,000	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>1,335,170</b>	<b>103,043</b>	<b>189,283</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>3,956</b>	<b>3,956</b>	<b>3,956</b>
<b>DEBT SERVICE</b>								
68,594	75,529	77,890	<b>9442-05</b>	<b>2014 Fire Vehicle Financing - Principal</b>		80,322	80,322	80,322
				Principal payment for loan authorized in 2014-15. Loan proceeds used to purchase new ladder truck, engine and used water tender				

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
46,698	39,763	37,405	<b>9442-10</b>	<b>2014 Fire Vehicle Financing - Interest</b> Interest payment for loan	34,970	34,970	34,970
<b>115,291</b>	<b>115,291</b>	<b>115,295</b>	<b><u>TOTAL DEBT SERVICE</u></b>		<b>115,292</b>	<b>115,292</b>	<b>115,292</b>
<b>3,560,453</b>	<b>2,560,101</b>	<b>2,791,984</b>	<b>TOTAL REQUIREMENTS</b>		<b>2,697,520</b>	<b>2,697,520</b>	<b>2,697,520</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

136,628	148,934	155,257	<b>7000-05</b> Salaries & Wages - Regular Full Time Fire Marshall - 1.00 FTE Deputy Fire Marshal -1.00 FTE	169,010	169,010	169,010
0	15,595	18,906	<b>7000-10</b> Salaries & Wages - Regular Part Time	0	0	0
2,681	2,461	3,500	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
500	1,335	0	<b>7000-17</b> Salaries & Wages - Volunteer Reimbursement	1,000	1,000	1,000
4,362	5,229	5,000	<b>7000-20</b> Salaries & Wages - Overtime	5,004	5,004	5,004
8,995	10,749	11,325	<b>7300-05</b> Fringe Benefits - FICA - Social Security	10,851	10,851	10,851
2,104	2,514	2,650	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,538	2,538	2,538
34,232	41,994	44,003	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	54,971	54,971	54,971
24,281	26,968	28,630	<b>7300-20</b> Fringe Benefits - Medical Insurance	34,603	34,603	34,603
1,500	3,875	3,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	6,000	6,000	6,000
252	213	216	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
765	819	848	<b>7300-30</b> Fringe Benefits - Long Term Disability	924	924	924
6,666	6,348	7,581	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	7,273	7,273	7,273
64	79	89	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	58	58	58
0	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	9,999	9,999	9,999
76	117	89	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,001	3,001	3,001
<b>223,105</b>	<b>267,228</b>	<b>281,094</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>305,448</b>	<b>305,448</b>	<b>305,448</b>

**MATERIALS AND SERVICES**

37	33	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
4,962	3,665	4,000	<b>7550</b> Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided. Increase due to addition of Deputy Fire Marshal	5,200	5,200	5,200
0	0	1,200	<b>7550-15</b> Travel & Education - Emergency Management	0	0	0
0	0	2,000	<b>7660-40</b> Materials & Supplies - Emergency Management Supplies for Emergency Operations Center	1,000	1,000	1,000
487	202	125	<b>7680</b> Materials & Supplies - Donations	0	0	0



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
45	45	50	<b>7750</b>	<b>Professional Services</b>		50	50	50
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
10,911	11,806	12,000	<b>8080</b>	<b>Fire Prevention Education</b>		9,000	9,000	9,000
				Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures.				
<b>16,442</b>	<b>15,752</b>	<b>19,575</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>15,550</b>	<b>15,550</b>	<b>15,550</b>
<b>239,547</b>	<b>282,980</b>	<b>300,669</b>		<b><i>TOTAL REQUIREMENTS</i></b>		<b>320,998</b>	<b>320,998</b>	<b>320,998</b>



## **PARKS & RECREATION**



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



# General Fund – Parks & Recreation - Administration

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- Our three Recreation Centers (Aquatic, Community and Senior), open a combined 185.5 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. Along 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 space, the benefits of our budget investments outlined here-in impact our community far beyond the budget numbers; Parks and Recreation services and facilities significantly enrich the lives of our citizens and fundamentally support the quality of life in McMinnville.

Special interest highlights of our programs, classes and services are offered in budget narratives within each sub-department.

- Overall budget increases across the department primarily reflect one-time expenditures totaling approximately \$45,000 for building repairs and improvements at our recreation centers (discussed in the sub-department summaries), increases in PERS and medical insurance rates totaling approximately \$63,000 and costs of approximately \$19,000 reflecting the mandated minimum wage increase from \$9.75/hr. to \$10.25/hr. and related fringe. The overall Parks and Recreation Department budget for 2017-18 represents a self-supporting level of about 57.4%, with anticipated revenues of \$1,551,098 (and a general fund support of \$1,152,083).
- In the Parks and Recreation Department Administration budget, it should be noted that the McMinnville Downtown Association has agreed once again, to contribute \$6000 to support the Downtown

Ranger program which provides about 1000 hours of assigned Ranger supervision, public relations and enforcement within the downtown business core from May through September. About 2500 hours of Park Ranger assignments will also be made throughout the Park System. The Ranger program is an invaluable investment in helping keep McMinnville's Parks and Downtown core safe and enjoyable for our many visitors. The Downtown Association financial partnership is both valued and appreciated.

## Core Services

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

## Future Challenges and Opportunities

- McMinnville's Park, Recreation and Open Space Master Plan, adopted in 1999, is scheduled to be updated within the next 2-3 years. McMinnville residents value their many parks and greenways, recreation centers and the many City sponsored recreation programs and services that enrich their lives. We realize 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. The recently completed and City sponsored National Citizens Survey and other ongoing patron surveys throughout our Department will help shape the substance of our Master Plan initiative and process in the near future.

# General Fund – Parks & Recreation -Administration

2017 – 2018 Proposed Budget --- Budget Summary

## Park Development and Improvement Issues

- Long awaited renovation improvements to lower City Park including footbridge replacement, picnic area improvements and security camera placements will be completed this spring (2017). These improvements are supported in-part by federal Land and Water Conservation Fund grant dollars as well as a generous donation previously received from the Howard F. Nice Trust.
- The new NW Neighborhood Park and Barrier Free Playground project will continue to evolve through the design construction documents approval phase this spring; park construction will advance in coordination with the residential development plans including the completion of Yohn Ranch Drive that will provide necessary access and parking for the park on its west perimeter. Residential developers are moving their neighborhood plans through the planning process at this time. Within Park Development Fund 50, \$493,810 from grants and donations are dedicated to fund approx. 30% of this important project.
- As the McMinnville Park System continues to evolve and improve, it is critical that park maintenance funds be approved to adequately address ongoing and ever growing maintenance challenges. Significant funding reductions were made during the difficult economic times and recent elimination of budgeted support to improve maintenance capacity has further diminished the ability of our dedicated staff to meet this challenge. It is imperative that this challenge be addressed for our citizens (85% of which use our park system) and to ensure the City meets it's grant obligations in supporting the park assets that have been generously supported by federal/state agencies, private foundations, local service clubs and private citizen donors.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>22,861</b>	<b>28,500</b>	<b>23,500</b>	<b>(5,000)</b>
Personnel Services	211,666	220,399	229,656	9,257
Materials & Services	51,133	57,964	58,649	685
Capital Outlay	411	373	330	(43)
<b>Total Expenditures</b>	<b>263,209</b>	<b>278,736</b>	<b>288,635</b>	<b>9,899</b>
Net Expenditures	(240,348)	(250,236)	(265,135)	14,899

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>2.71</b>		
Rec Leadership - Park Ranger		(0.01)	
<b>FTE Proposed Budget</b>			<b>2.70</b>



## General Fund – Parks & Recreation – Administration

### Historical Highlights

- 1948** McMinnville voters pass park betterment millage property tax levy on May 21<sup>st</sup> @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968** First Director of Parks and Recreation, 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**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
6,044	6,050	7,500	<b>6420 Donations - Parks &amp; Recreation</b> Donations received from various community organizations and businesses primarily to support our summer concerts program.	7,500	7,500	7,500
5,433	10,811	15,000	<b>6600 Other Income</b> Income received from sale of advertising space within seasonal Parks & Recreation brochure (supports expenditure in line item 7520); also includes income from sale of metal detecting permits and misc. park concessions.	10,000	10,000	10,000
8,159	6,000	6,000	<b>6600-26 Other Income - Park Rangers</b> McMinnville Downtown Association support to help fund Downtown Park Ranger program in 2017-18. The City matches this donation to provide approx. 1040 hours of Ranger presence in the downtown core from May through September.	6,000	6,000	6,000
<b>19,636</b>	<b>22,861</b>	<b>28,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>
<b>19,636</b>	<b>22,861</b>	<b>28,500</b>	<b>TOTAL RESOURCES</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	4,476	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
103,230	107,930	110,901	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Parks & Recreation Director - 1.00 FTE	113,328	113,328	113,328
35,722	34,450	39,660	<b>7000-15 Salaries &amp; Wages - Temporary</b> Rec Leadership - Park Ranger - Parks - 1.20 FTE Rec Leadership - Park Ranger - Downtown - 0.50 FTE	39,460	39,460	39,460
<p>Park Rangers are assigned to monitor activities in Discovery Meadows, City Park and other park venues from May through October. Downtown Rangers are assigned along Third Street and the Downtown business core. The McMinnville Downtown Association has committed \$6000 to support the Downtown Rangers in 2017-18. (Revenue line item 6600-26 Other Income - Park Rangers)</p>						
249	226	120	<b>7000-20 Salaries &amp; Wages - Overtime</b>	300	300	300
0	1,552	0	<b>7300 Fringe Benefits</b>	0	0	0
8,392	8,584	9,342	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	9,492	9,492	9,492
1,963	2,008	2,185	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,219	2,219	2,219
25,367	30,867	34,207	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	40,354	40,354	40,354
12,407	13,477	16,390	<b>7300-20 Fringe Benefits - Medical Insurance</b>	17,056	17,056	17,056
0	3,000	1,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,500	1,500	1,500
126	107	108	<b>7300-25 Fringe Benefits - Life Insurance</b>	108	108	108
551	566	580	<b>7300-30 Fringe Benefits - Long Term Disability</b>	594	594	594
4,140	3,537	4,414	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	4,417	4,417	4,417
84	82	93	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	78	78	78
0	202	399	<b>7300-40 Fringe Benefits - Unemployment</b>	99	99	99
535	601	500	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	651	651	651
<b>192,764</b>	<b>211,666</b>	<b>220,399</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>229,656</b>	<b>229,656</b>	<b>229,656</b>

Budget Document Report

01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET												
<b>MATERIALS AND SERVICES</b>																		
34,012	29,922	30,000	<b>7520 Public Notices &amp; Printing</b> Publication of four seasonal Parks and Recreation Program brochures. \$10,000 of the total expenses are General Fund supported. The balance is funded through the sale of advertisement space and new charges to sub-departments within Parks/Rec. as well as the Library all of whom are represented in the brochure. The brochure is the Depts. most effective communication link with the public, announcing programs and opportunities on a seasonal basis.	30,000	30,000	30,000												
0	0	0	<b>7520-15 Public Notices &amp; Printing - Brochure</b>	1,500	1,500	1,500												
18	29	400	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	400	400												
1,084	1,609	6,695	<b>7550 Travel &amp; Education</b> Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association for Director. Also, approx. \$4500 of total is available to other Department staff to request attendance at workshops and conferences. These dollars were previously disbursed throughout the Dept. but typically remained unused.	5,700	5,700	5,700												
<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>Misc. Department staff education opportunities</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4,500</td> <td style="text-align: center;">4,500</td> </tr> <tr> <td>Director prof. memberships , ORPA conference, misc.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1,200</td> <td style="text-align: center;">1,200</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Misc. Department staff education opportunities	1	4,500	4,500	Director prof. memberships , ORPA conference, misc.	1	1,200	1,200
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>															
Misc. Department staff education opportunities	1	4,500	4,500															
Director prof. memberships , ORPA conference, misc.	1	1,200	1,200															
700	1,000	900	<b>7610-05 Insurance - Liability</b>	1,100	1,100	1,100												
100	100	200	<b>7610-10 Insurance - Property</b>	200	200	200												
1,472	1,037	1,200	<b>7620 Telecommunications</b>	1,100	1,100	1,100												
2,319	1,526	2,200	<b>7660 Materials &amp; Supplies</b> Includes office supplies as well as materials needed for Park Ranger Program and other materials related to community information.	2,000	2,000	2,000												
6,044	6,050	7,500	<b>7680 Materials &amp; Supplies - Donations</b> Summer Concert related expenditures funded with community donations received in revenue account 6420.	7,500	7,500	7,500												
1,000	767	450	<b>7750 Professional Services</b>	450	450	450												
<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>Section 125 administration fee</td> <td style="text-align: center;">1</td> <td style="text-align: center;">50</td> <td style="text-align: center;">50</td> </tr> <tr> <td>Audit fee allocation</td> <td style="text-align: center;">1</td> <td style="text-align: center;">400</td> <td style="text-align: center;">400</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Section 125 administration fee	1	50	50	Audit fee allocation	1	400	400
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>															
Section 125 administration fee	1	50	50															
Audit fee allocation	1	400	400															
953	1,983	1,719	<b>7840 M &amp; S Computer Charges</b>	1,999	1,999	1,999												
<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>IS Department M&amp;S costs shared city-wide</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1,999</td> <td style="text-align: center;">1,999</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	IS Department M&S costs shared city-wide	1	1,999	1,999				
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>															
IS Department M&S costs shared city-wide	1	1,999	1,999															
2,829	1,200	1,200	<b>7840-35 M &amp; S Computer Charges - Parks &amp; Rec Administration</b>	1,200	1,200	1,200												
<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>Activenet annual maintenance</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1,200</td> <td style="text-align: center;">1,200</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Activenet annual maintenance	1	1,200	1,200				
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>															
Activenet annual maintenance	1	1,200	1,200															



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET		
5,252	5,910	5,500	<b>8140</b>	<b>Summer Concerts</b>	The overall summer concert budget proposed for 2017-18 is \$13,000 providing for 5 concerts in July and August. \$5,500 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.			5,500	5,500	5,500
<b>55,784</b>	<b>51,133</b>	<b>57,964</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>58,649</b>	<b>58,649</b>	<b>58,649</b>		
<b><u>CAPITAL OUTLAY</u></b>										
93	411	373	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		330	330	330		
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				IS Department capital shared costs city-wide	1	330	330			
<b>93</b>	<b>411</b>	<b>373</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>330</b>	<b>330</b>	<b>330</b>		
<b>248,641</b>	<b>263,209</b>	<b>278,736</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>288,635</b>	<b>288,635</b>	<b>288,635</b>		

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**PARKS & RECREATION  
Aquatic Center**

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**Organization Set – Programs**

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

**Organization Set #**

**01-17-087-501**  
**01-17-087-621**  
**01-17-087-626**  
**01-17-087-632**  
**01-17-087-635**  
**01-17-087-641**



# General Fund – Parks & Recreation - Aquatic Center

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- The Aquatic Center (AC) budget in 2017-18 is 58.1% self-supporting with anticipated revenues of \$459,400. Anticipated General Fund support for the AC is \$330,122. The strong cost recovery reflects our Aquatic staff's strategic attention to price setting and growing opportunities for patrons. The Aquatic Center enjoys over 140,000 patron visits annually, ranging from toddlers to senior citizens.
- Increased revenues in AC memberships continue and reflect the success of “value added” pricing and program structure; as of July 2016., AC memberships include participation in all fitness classes at the Center without the previous additional fitness class cost to member participants. Our member revenue and participation has increased as a result. Slight fee increases across the board will help defray costs associated with mandated sick leave and minimum wage adjustments for part-time, temporary staff.
- Repairs and Maintenance: In addition to annual licenses and general day-to-day repairs, the proposed budget includes \$15,000 to repaint with slip resistant materials, locker room floors and worn pool deck areas and continues our annual door replacement of deteriorated interior doors resulting from previous exposure to high chloramine levels, conditions that were corrected several years ago.
- M & S Computer Charges include \$3,000 for security cameras
- Capital Outlay – Equipment includes \$4,000 for the purchase and installation of an ADA lift to assist our patrons at the hot tub and meet federal ADA access requirements.

## Core Services

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

## Future Challenges and Opportunities

- Sustain quality programs while creatively maximizing pool hours
- Continue strong membership retention efforts
- Effectively manage impacts of program growth to sustain patron satisfaction
- Determine through the Parks, Recreation and Open Space Master Plan update process, if the community is interested in a new aquatic facility as part of a future, comprehensive and multi-purpose community center.



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

# General Fund – Parks & Recreation -Aquatic Center

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>454,646</b>	<b>454,425</b>	<b>460,300</b>	<b>5,875</b>
Personnel Services	520,993	517,647	551,212	33,565
Materials & Services	262,504	214,067	234,221	20,154
Capital Outlay	1,028	5,117	4,989	(128)
<b>Total Expenditures</b>	<b>784,525</b>	<b>736,831</b>	<b>790,422</b>	<b>53,591</b>
Net Expenditures	(329,879)	(282,406)	(330,122)	47,716

## Full-Time Equivalents (FTE)

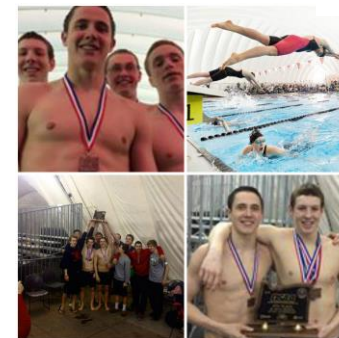
	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>11.34</b>		
Extra Help - Aquatics I, II, III (Lifeguard)		0.25	
Extra Help - Aquatics I, II, III (Office)		(0.02)	
Extra Help - Aquatics I, II, III (Swim Lessons)		(0.01)	
Extra Help - Aquatics I, II, III (Fitness Classes)		0.02	
Extra Help - Aquatics I, II, III (Special Events)		(0.01)	
<b>FTE Proposed Budget</b>	<b>0.23</b>		<b>11.57</b>



### Ron Kam Survival Swimming Program

Partnership Program for over 35 Years!

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



### Mac High Swim Team (Grizzlies)

Partner Program for over 50 Years!



### Chemeketa Community College

Partner Program for 7 Years!

Partners for a "More Fit Tomorrow".



## General Fund – Parks & Recreation – Aquatic Center

### Historical Highlights

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

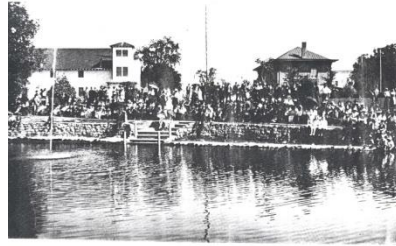
**1908** McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

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



1910 to 1927

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



1927 to 1950's

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

**1975** The facility is remodeled.



1956 to 1985

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



# General Fund – Parks & Recreation– Aquatic Center

## Historical Highlights

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

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



**1986 to present**

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

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

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

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

**2011** Parks and Recreation Department implements ActiveNet. This provides the AC with its very first credit card machine and automated membership tracking system.

**2015** Deteriorating upper spectator windows and front entry doors and door frames are replaced.

**2015** A granite pedestal supporting a bronze sculpture of a fox, to honor former City Manager Kent Taylor (who works out daily at the Center) was dedicated by the McMinnville Art Commission and placed in the entry to the Aquatic Center.



**2016** The Aquatic Center partners with Silver&Fit and SilverSneakers. These are Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.



For the first time, the Aquatic Center introduces a “day pass” which includes unlimited access, and daily readmission, to any pool class or program. Access to any fitness class or program is added to all pool memberships, as well.

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
36,964	49,401	50,000	<b>5360-05 Admissions - Child/Student</b> Aquatic Center daily child/student admission fees.	52,000	52,000	52,000
52,752	56,694	60,000	<b>5360-10 Admissions - Adult/Seniors</b> Aquatic Center daily adult/senior admission fees.	62,500	62,500	62,500
85,709	111,637	110,000	Budget Note: Reflects Fee Increase. <b>5370-05 Memberships - Family</b> Aquatic Center 12, 6, and 3-month family memberships.	114,000	114,000	114,000
69,359	95,767	97,000	Budget Note: Reflects Fee Increase. <b>5370-10 Memberships - Individual</b> Aquatic Center 12, 6 and 3-month individual memberships.	103,500	103,500	103,500
12,301	13,258	12,000	Budget Note: Reflects Fee Increase. <b>5380-05 Facility Rentals - Pool &amp; Facility</b> Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, annual triathlon and other organizations.	12,000	12,000	12,000
13,391	14,092	10,000	<b>5380-10 Facility Rentals - McM Swim Club &amp; McM High School</b> Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	10,000	10,000	10,000
2,805	2,780	3,500	Budget Note: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family and single memberships. <b>5380-15 Facility Rentals - Lockers &amp; Equipment</b>	3,000	3,000	3,000
<b>273,281</b>	<b>343,629</b>	<b>342,500</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>357,000</b>	<b>357,000</b>	<b>357,000</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
880	966	500	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b> Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
0	0	0	<b>6420-10 Donations - Parks &amp; Recreation - Equipment</b> Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.	0	0	0
1,411	339	200	<b>6600 Other Income</b>	200	200	200
<b>2,291</b>	<b>1,305</b>	<b>700</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>275,572</b>	<b>344,934</b>	<b>343,200</b>	<b><u>TOTAL RESOURCES</u></b>	<b>357,700</b>	<b>357,700</b>	<b>357,700</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	9,459	0	<b>7000</b> Salaries & Wages	0	0	0
164,445	169,528	170,121	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE	173,739	173,739	173,739
23,942	19,858	23,670	<b>7000-10</b> Salaries & Wages - Regular Part Time Recreation Program Coordinator II - 0.60 FTE	25,184	25,184	25,184
138,125	139,024	138,503	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Lifeguard - 5.67 FTE Extra Help - Aquatics I, II, III - Office - 0.96 FTE	144,005	144,005	144,005
139	178	200	<b>7000-20</b> Salaries & Wages - Overtime	200	200	200
0	420	720	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	3,331	0	<b>7300</b> Fringe Benefits	0	0	0
19,759	19,891	20,658	<b>7300-05</b> Fringe Benefits - FICA - Social Security	21,272	21,272	21,272
4,621	4,652	4,832	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,975	4,975	4,975
61,139	65,753	66,893	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	79,173	79,173	79,173
37,105	37,339	38,476	<b>7300-20</b> Fringe Benefits - Medical Insurance	45,970	45,970	45,970
0	7,000	3,500	<b>7300-22</b> Fringe Benefits - VEBA Plan	4,000	4,000	4,000
504	408	432	<b>7300-25</b> Fringe Benefits - Life Insurance	432	432	432
1,030	1,008	1,028	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,048	1,048	1,048
16,164	13,402	14,165	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	14,722	14,722	14,722
337	341	344	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	298	298	298
0	0	99	<b>7300-40</b> Fringe Benefits - Unemployment	99	99	99
6	9	11	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	10	10	10
<b>467,316</b>	<b>491,599</b>	<b>483,652</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>515,127</b>	<b>515,127</b>	<b>515,127</b>

**MATERIALS AND SERVICES**

6,880	8,568	7,200	<b>7500</b> Credit Card Fees	8,000	8,000	8,000
0	0	0	<b>7520-15</b> Public Notices & Printing - Brochure	1,500	1,500	1,500
0	0	100	<b>7530</b> Safety Training/OSHA	100	100	100

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.



**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
65	60	400	<b>7540</b>	<b>Employee Events</b>		400	400	400
				Costs shared city-wide for employee training, materials, and events.				
1,224	815	1,050	<b>7550</b>	<b>Travel &amp; Education</b>		1,050	1,050	1,050
				Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff. Other education funding is available through the Director's office.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Misc. workshops	1	140	140	
				Lifeguard recertifications	1	400	400	
				Prof. Memberships - ORPA & NRPA	3	170	510	
74,363	78,865	84,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		84,000	84,000	84,000
2,600	3,600	3,100	<b>7610-05</b>	<b>Insurance - Liability</b>		3,900	3,900	3,900
6,500	6,600	7,800	<b>7610-10</b>	<b>Insurance - Property</b>		7,900	7,900	7,900
3,241	3,455	3,500	<b>7620</b>	<b>Telecommunications</b>		3,500	3,500	3,500
19,200	19,200	23,787	<b>7650-10</b>	<b>Janitorial - Services</b>		25,575	25,575	25,575
4,801	5,343	5,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>		5,000	5,000	5,000
1,422	1,127	2,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,500	1,500	1,500
0	0	500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		500	500	500
				Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).				
11,547	11,650	11,000	<b>7690</b>	<b>Chemicals</b>		11,500	11,500	11,500
				Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate.				
65,437	86,101	27,700	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		41,000	41,000	41,000
				General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems. Additional funds in 2017-18 to repaint pool decks and locker room/lobby floors with slip resistant materials will improve patron safety.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Pool licenses	1	900	900	
				Replace 1 deteriorated, interior metal door & frame	1	4,100	4,100	
				General day to day repairs	1	21,000	21,000	
				Re-paint lobby, pool decks and locker room floors	1	15,000	15,000	
1,537	1,452	1,050	<b>7750</b>	<b>Professional Services</b>		950	950	950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Audit fee allocation	1	900	900	

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
12,248	14,031	14,270	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		15,000	15,000	15,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parking lot sweeping	1	500	500	
				Fire Alarm Monitoring	1	600	600	
				New employee background checks	1	200	200	
				Copy machine service contract	1	800	800	
				Garbage service	1	900	900	
				Fire system inspection & service	1	1,000	1,000	
				Weight room pm service	1	2,000	2,000	
				Annual chlorinator service	1	2,500	2,500	
				HVAC pm service	1	6,500	6,500	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
776	297	800	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		300	300	300
				Miscellaneous office equipment such as tables, chairs and advertising screens.				
370	3,345	0	<b>7800-36</b>	<b>M &amp; S Equipment - Weight Room</b>		0	0	0
0	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		0	0	0
				Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.				
4,766	4,958	5,160	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,996	5,996	5,996
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,996	5,996	
5,876	4,166	4,800	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		6,700	6,700	6,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
				Activenet peripherals	1	1,000	1,000	
				Camera system	1	3,000	3,000	
				Replacement printer	1	1,200	1,200	
				Replacement receipt printer	1	300	300	
3,418	3,039	3,500	<b>8130</b>	<b>Recreation Program Expenses</b>		3,500	3,500	3,500
				Purchase of general recreation program supplies.				
<b>226,272</b>	<b>256,672</b>	<b>206,717</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>227,871</b>	<b>227,871</b>	<b>227,871</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	4,000	<b>8710</b>	<b>Equipment</b>		4,000	4,000	4,000
				New ADA lift to accommodate patrons access to the AC spa (hot tub). New lift also helps meet federal ADA compliance guidelines and mandates.				

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
467	1,028	1,117	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			989	989	989
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	989	989		
37,276	0	0	<b>8800</b>	<b>Building Improvements</b>			0	0	0
<b>37,743</b>	<b>1,028</b>	<b>5,117</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>4,989</b>	<b>4,989</b>	<b>4,989</b>
<b>731,331</b>	<b>749,298</b>	<b>695,486</b>		<b><u>TOTAL REQUIREMENTS</u></b>			<b>747,987</b>	<b>747,987</b>	<b>747,987</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
86,004	86,123	87,000	<b>5350</b> Registration Fees Aquatic Center - Swim Lessons	88,600	88,600	88,600
<b>86,004</b>	<b>86,123</b>	<b>87,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>88,600</b>	<b>88,600</b>	<b>88,600</b>
<b>86,004</b>	<b>86,123</b>	<b>87,000</b>	<b>TOTAL RESOURCES</b>	<b>88,600</b>	<b>88,600</b>	<b>88,600</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
21,311	20,902	20,995	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 1.02 FTE	22,003	22,003	22,003
1,321	1,296	1,304	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,367	1,367	1,367
309	303	304	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	319	319	319
1,850	1,998	2,099	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,485	2,485	2,485
0	0	895	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	945	945	945
37	36	33	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	31	31	31
<b>24,828</b>	<b>24,535</b>	<b>25,630</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>27,150</b>	<b>27,150</b>	<b>27,150</b>
<b>MATERIALS AND SERVICES</b>						
727	788	1,000	<b>8130 Recreation Program Expenses</b> Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	850	850	850
<b>727</b>	<b>788</b>	<b>1,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>850</b>	<b>850</b>	<b>850</b>
<b>25,556</b>	<b>25,323</b>	<b>26,630</b>	<b>TOTAL REQUIREMENTS</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
34,104	14,654	15,000	<b>5350 Registration Fees</b> Reduction in fitness class fees reflects fee structure changes. As of 2015-16 membership fees now include participation in fitness classes. As a result, fitness class fees have decreased while membership fees have increased. Revenue shown is received from non-member "walk-in" participants.	5,000	5,000	5,000
<b>34,104</b>	<b>14,654</b>	<b>15,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>34,104</b>	<b>14,654</b>	<b>15,000</b>	<b>TOTAL RESOURCES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
4,568	4,139	6,503	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.31 FTE	6,999	6,999	6,999
283	257	403	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	432	432	432
66	60	95	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	101	101	101
469	397	650	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	792	792	792
0	0	277	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	300	300	300
8	7	11	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	10	10	10
<b>5,394</b>	<b>4,860</b>	<b>7,939</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>8,634</b>	<b>8,634</b>	<b>8,634</b>
<b>MATERIALS AND SERVICES</b>							
1,380	1,404	1,500	<b>8130</b>	<b>Recreation Program Expenses</b> Fitness program supplies (i.e. exercise belts & hand weights).	1,500	1,500	1,500
<b>1,380</b>	<b>1,404</b>	<b>1,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>6,774</b>	<b>6,264</b>	<b>9,439</b>	<b>TOTAL REQUIREMENTS</b>		<b>10,134</b>	<b>10,134</b>	<b>10,134</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
6,812	7,245	7,250	<b>5410 Sales</b> Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	7,250	7,250	7,250
<b>6,812</b>	<b>7,245</b>	<b>7,250</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,250</b>	<b>7,250</b>	<b>7,250</b>
<b>6,812</b>	<b>7,245</b>	<b>7,250</b>	<b>TOTAL RESOURCES</b>	<b>7,250</b>	<b>7,250</b>	<b>7,250</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
2,383	3,370	3,750	<b>7660 Materials &amp; Supplies</b> Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	3,750	3,750
<b>2,383</b>	<b>3,370</b>	<b>3,750</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>2,383</b>	<b>3,370</b>	<b>3,750</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
2,087	1,691	1,750	<b>5350 Registration Fees</b> Aquatic Center - Classes & Programs (Lifeguard Training)	1,750	1,750	1,750
<b>2,087</b>	<b>1,691</b>	<b>1,750</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>2,087</b>	<b>1,691</b>	<b>1,750</b>	<b>TOTAL RESOURCES</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	249	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	243	243	243
0	0	15	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	15	15	15
0	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	4	4
0	0	24	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	29	29	29
0	0	11	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	10	10	10
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>303</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>301</b>	<b>301</b>	<b>301</b>
<b>MATERIALS AND SERVICES</b>						
234	271	1,000	<b>8130 Recreation Program Expenses</b> Lifeguard Training Class materials and student certification fees.	250	250	250
<b>234</b>	<b>271</b>	<b>1,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>234</b>	<b>271</b>	<b>1,303</b>	<b>TOTAL REQUIREMENTS</b>	<b>551</b>	<b>551</b>	<b>551</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
236	0	225	<b>5350</b> Registration Fees Aquatic Center - Special Events	0	0	0
<b>236</b>	<b>0</b>	<b>225</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>236</b>	<b>0</b>	<b>225</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
0	0	100	<b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
0	0	6	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
0	0	2	<b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
0	0	11	<b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	4	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0	<b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>0</b>	<b>0</b>	<b>123</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
114	0	100	<b>8130</b>	Recreation Program Expenses Materials & Supplies for Special Events	0	0	0
<b>114</b>	<b>0</b>	<b>100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>114</b>	<b>0</b>	<b>223</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>

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

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**Organization Set – Programs**

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

**Organization Set #**

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



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

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2017-18 proposed budget for the Community Center (CC) provides for a cost recovery level of approximately 52.5% with anticipated revenues of \$294,900. Anticipated General Fund support for the CC is \$267,003. The Center is open to the public 57 hours per week, Tuesdays through Saturdays and is often scheduled for public or private facility rentals during “off-hours”. The overall Community Center budget remains fairly steady, with a few exceptions noted in the following bullet points. Known as “The People Place”, over 200,000 program, event and meeting attendees fill the Center annually.
- Special interest classes and programs are continuing their upward growth, reflecting new opportunities for children, teens and adults throughout our program offerings. From two new fun runs to new father daughter dance, from expanded gymnastics to teen dances, recreation program opportunities are growing and program revenues from anticipated growth in recreation classes and programs reflects those continued increases.



In 2016, we introduced Start Smart Sports (Soccer, T-Ball, and Basketball) a 6-week Parent-Child class. We have had over 150 kids take the class in 2016-2017.

- Materials & Services - Equipment includes \$2,400 to replace various depreciated tables, hand tools and other equipment that support day-to-day needs.
- Repairs and Maintenance includes \$2,800 and \$2,500 for one window replacement and one door repair respectively; and \$12,000 to reseal and waterproof below ground exterior walls that are beginning to seep water into basement meeting rooms during heavy periods of rain.

## Core Services

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

## Future Challenges and Opportunities

- The Community Center, still known as “The People Place”, remains very busy as a great venue for receptions, meetings and community events. Recreation programming is increasing and recreational opportunities will continue to be expanded to meet community interests and respond to public input as expressed through recent surveys. Yet, with an aging, 35 year old facility with limited parking and limited programming flexibility, community programs and needs may outgrow the facilities’ capacity. Future updates to the Parks, recreation and Open Space Master Plan will include community discussions of a potential new, comprehensive and multi-purpose Center.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>243,494</b>	<b>267,050</b>	<b>294,900</b>	<b>27,850</b>
Personnel Services	253,943	276,647	309,886	33,239
Materials & Services	209,655	234,037	251,358	17,321
Capital Outlay	822	745	659	(86)
<b>Total Expenditures</b>	<b>464,420</b>	<b>511,429</b>	<b>561,903</b>	<b>50,474</b>
Net Expenditures	(220,926)	(244,379)	(267,003)	22,624

# General Fund – Parks & Recreation - Community Center

2017 – 2018 Proposed Budget --- Budget Summary

## Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.22</b>		
Classes & Programs Labor - CC		0.10	
Site Director - STARS		(0.01)	
Assistant Site Director - STARS		(0.03)	
Recreation Leadership - Summer STARS		0.06	
<b>FTE Proposed Budget</b>		<b>0.12</b>	<b>6.34</b>



In November 2016, we hosted our first Father-Daughter Dance. Sixty-one couples attended last year and we are planning our next one for this fall.







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

### Historical Highlights

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



1908 to 1922

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

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

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

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

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

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

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

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

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

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

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

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
38,074	34,292	46,800	<b>5380-20 Facility Rentals - Meeting Rooms</b> Community Center general meeting room rentals.	40,000	40,000	40,000
10,663	6,439	7,000	<b>5380-25 Facility Rentals - Auditorium</b> Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	7,000	7,000	7,000
2,242	5,282	5,500	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor.	2,000	2,000	2,000
8,220	9,574	8,500	<b>5380-35 Facility Rentals - Athletic Facilities</b> Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs.	8,500	8,500	8,500
4,140	2,637	5,000	<b>5380-40 Facility Rentals - Staff Fees</b> 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.	5,000	5,000	5,000
133	0	50	<b>5380-42 Facility Rentals - Contract Event Security</b> Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	50	50	50
<b>63,472</b>	<b>58,224</b>	<b>72,850</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>62,550</b>	<b>62,550</b>	<b>62,550</b>
<b><u>MISCELLANEOUS</u></b>						
1,307	656	800	<b>6600 Other Income</b> Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	500	500	500
0	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>1,307</b>	<b>656</b>	<b>800</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>64,779</b>	<b>58,880</b>	<b>73,650</b>	<b><u>TOTAL RESOURCES</u></b>	<b>63,050</b>	<b>63,050</b>	<b>63,050</b>

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	6,690	0	<b>7000</b> Salaries & Wages	0	0	0
78,807	84,027	97,024	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Supervisor - 2.00 FTE	96,755	96,755	96,755
25,999	29,639	32,400	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Community Center - 1.56 FTE	34,000	34,000	34,000
			Part-time staff assistance to supervise facility uses and events, help manage program registrations and facility rental requests, perform set-up and tear-down functions and support Center Supervisors.			
1,752	241	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	2,255	0	<b>7300</b> Fringe Benefits	0	0	0
6,395	6,922	8,025	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,106	8,106	8,106
1,495	1,619	1,877	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,896	1,896	1,896
17,411	15,900	22,664	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	29,917	29,917	29,917
14,409	10,595	11,392	<b>7300-20</b> Fringe Benefits - Medical Insurance	22,985	22,985	22,985
0	2,000	1,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,750	2,750	2,750
231	206	216	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
423	489	534	<b>7300-30</b> Fringe Benefits - Long Term Disability	532	532	532
1,629	1,842	1,709	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,739	1,739	1,739
108	112	122	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	103	103	103
8	0	202	<b>7300-40</b> Fringe Benefits - Unemployment	99	99	99
79	41	74	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	60	60	60
<b>148,746</b>	<b>162,577</b>	<b>177,239</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>199,158</b>	<b>199,158</b>	<b>199,158</b>

**MATERIALS AND SERVICES**

5,429	7,240	4,500	<b>7500</b> Credit Card Fees	7,500	7,500	7,500
0	0	0	<b>7520-15</b> Public Notices & Printing - Brochure	1,500	1,500	1,500
33	33	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,731	735	1,640	<b>7550</b>	<b>Travel &amp; Education</b>		1,620	1,620	1,620
				Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association. Other education funds are available through the Director's office.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ORPA Conference attendance	2	640	1,280	
				ORPA and NRPA memberships	2	170	340	
57,072	70,895	66,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		66,000	66,000	66,000
3,100	4,300	3,800	<b>7610-05</b>	<b>Insurance - Liability</b>		4,700	4,700	4,700
15,500	15,800	18,800	<b>7610-10</b>	<b>Insurance - Property</b>		18,700	18,700	18,700
4,171	5,639	4,500	<b>7620</b>	<b>Telecommunications</b>		6,000	6,000	6,000
31,080	31,559	38,483	<b>7650-10</b>	<b>Janitorial - Services</b>		41,265	41,265	41,265
2,715	2,899	2,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>		3,200	3,200	3,200
2,199	3,297	2,200	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,200	2,200	2,200
46,847	16,190	30,800	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		30,800	30,800	41,800
				Routine annual maintenance in addition to the expense of waterproofing and re-sealing below ground exterior walls that are leaking during heavy rain events.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Routine maintenance	1	7,000	7,000	
				Elevator maintenance and repair	1	2,000	2,000	
				HVAC repair	1	4,500	4,500	
				Window replacement	1	2,800	2,800	
				Door repair	1	2,500	2,500	
				Reseal/waterproof below ground exterior walls front of CC	1	12,000	12,000	
				Water Heater replacement, if needed	1	11,000	11,000	
1,015	793	750	<b>7750</b>	<b>Professional Services</b>		650	650	650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Audit fee allocation	1	600	600	

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
11,989	9,256	16,175	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		16,175	16,175	16,175
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Carpet cleaning	1	4,000	4,000	
				Copy machine lease & maintenance contract	1	3,150	3,150	
				HVAC system annual maintenance contact	1	3,000	3,000	
				Garbage service	1	2,450	2,450	
				Elevator annual maintenance contract	1	1,950	1,950	
				Fire alarm & sprinkler system annual inspection	1	800	800	
				Fire alarm system monitoring	1	400	400	
				Backflow test	1	300	300	
				Employee background checks	1	125	125	
0	3,260	2,800	<b>7800</b>	<b>M &amp; S Equipment</b>			2,800	2,800
				Misc. equipment replacement				
3,812	3,966	3,439	<b>7840</b>	<b>M &amp; S Computer Charges</b>			3,998	3,998
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,998	3,998	
3,117	3,768	3,300	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>			2,400	2,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
				Replacement printer	1	1,200	1,200	
119	0	50	<b>8130-50</b>	<b>Recreation Program Expenses - Contract Event Security</b>			50	50
				Costs associated with event security provided by a private agency when Community Center events require additional security. Costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security.				
<b>190,930</b>	<b>179,631</b>	<b>199,937</b>		<b>TOTAL MATERIALS AND SERVICES</b>			<b>209,758</b>	<b>209,758</b>
				<b>CAPITAL OUTLAY</b>				
0	0	0	<b>8710</b>	<b>Equipment</b>			0	0
373	822	745	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			659	659
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	659	659	
<b>373</b>	<b>822</b>	<b>745</b>		<b>TOTAL CAPITAL OUTLAY</b>			<b>659</b>	<b>659</b>
<b>340,050</b>	<b>343,031</b>	<b>377,921</b>		<b>TOTAL REQUIREMENTS</b>			<b>409,575</b>	<b>420,575</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
84,000	106,000	115,000	<b>5350 Registration Fees</b> Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	140,000	140,000	140,000
0	130	100	<b>5350-12 Registration Fees - Piano</b> Registration fees for students taking piano lessons.	100	100	100
<b>84,000</b>	<b>106,130</b>	<b>115,100</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>140,100</b>	<b>140,100</b>	<b>140,100</b>
<b>MISCELLANEOUS</b>						
0	684	400	<b>6420-27 Donations - Parks &amp; Recreation - Piano</b> Local donations for the piano lesson program.	650	650	650
<b>0</b>	<b>684</b>	<b>400</b>	<b>TOTAL MISCELLANEOUS</b>	<b>650</b>	<b>650</b>	<b>650</b>
<b>84,000</b>	<b>106,814</b>	<b>115,500</b>	<b>TOTAL RESOURCES</b>	<b>140,750</b>	<b>140,750</b>	<b>140,750</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
34,775	45,373	48,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 1.40 FTE	50,528	50,528	50,528
			Increase due to growth of special interest recreational classes and programs.			
2,156	2,813	2,976	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	3,133	3,133	3,133
504	658	696	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	733	733	733
6,177	7,541	9,610	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	11,430	11,430	11,430
1,888	2,117	2,477	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,617	2,617	2,617
30	37	45	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	41	41	41
<b>45,530</b>	<b>58,539</b>	<b>63,804</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>68,482</b>	<b>68,482</b>	<b>68,482</b>
<b>MATERIALS AND SERVICES</b>						
9,287	15,138	13,200	<b>8130 Recreation Program Expenses</b> Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	19,500	19,500	19,500
504	894	500	<b>8130-33 Recreation Program Expenses - Piano</b> Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.	700	700	700
<b>9,791</b>	<b>16,033</b>	<b>13,700</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>20,200</b>	<b>20,200</b>	<b>20,200</b>
<b>55,320</b>	<b>74,572</b>	<b>77,504</b>	<b>TOTAL REQUIREMENTS</b>	<b>88,682</b>	<b>88,682</b>	<b>88,682</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,883	6,600	7,000	<b>5350 Registration Fees</b> Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,000	7,000	7,000
<b>5,883</b>	<b>6,600</b>	<b>7,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>5,883</b>	<b>6,600</b>	<b>7,000</b>	<b>TOTAL RESOURCES</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
268	77	800	<b>8130 Recreation Program Expenses</b> Materials and supplies needed to support Tiny Tots Indoor Playpark.	800	800	800
<b>268</b>	<b>77</b>	<b>800</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>268</b>	<b>77</b>	<b>800</b>	<b>TOTAL REQUIREMENTS</b>	<b>800</b>	<b>800</b>	<b>800</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
12,150	7,200	12,000	<b>5350 Registration Fees</b> Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, annual Sprint Triathlon, Alien Abduction Dash and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	16,500	16,500	16,500
<b>12,150</b>	<b>7,200</b>	<b>12,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>
<b>12,150</b>	<b>7,200</b>	<b>12,000</b>	<b>TOTAL RESOURCES</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
8,843	3,586	9,000	<b>8130 Recreation Program Expenses</b> Expenses for major community events such as Missoula Children's Theater Summer Residency, annual Sprint Triathlon, and other department-sponsored special events.	10,500	10,500	10,500
<b>8,843</b>	<b>3,586</b>	<b>9,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>8,843</b>	<b>3,586</b>	<b>9,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
53,550	63,600	58,800	<b>5350 Registration Fees</b> Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting.	67,500	67,500	67,500
<b>53,550</b>	<b>63,600</b>	<b>58,800</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>67,500</b>	<b>67,500</b>	<b>67,500</b>
<b>MISCELLANEOUS</b>						
0	400	100	<b>6420-50 Donations - Parks &amp; Recreation - STARS</b> Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations.	100	100	100
0	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>0</b>	<b>400</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>53,550</b>	<b>64,000</b>	<b>58,900</b>	<b>TOTAL RESOURCES</b>	<b>67,600</b>	<b>67,600</b>	<b>67,600</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
26,533	26,830	28,952	<b>7000-15 Salaries &amp; Wages - Temporary</b> Site Director - Summer STARS - 0.16 FTE Assistant Site Director - Summer STARS - 0.27 FTE Recreation Leadership - Summer STARS - 0.95 FTE  Increase includes mandated sick leave and minimum wage increases totaling \$946 as well as anticipated staff needs this summer. All increases will be recovered through program fees.	34,000	34,000	34,000
21	13	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,646	1,664	1,795	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	2,108	2,108	2,108
385	389	420	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	492	492	492
1,835	3,071	2,895	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	3,844	3,844	3,844
760	814	1,494	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,761	1,761	1,761
45	45	48	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	41	41	41
<b>31,226</b>	<b>32,827</b>	<b>35,604</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>42,246</b>	<b>42,246</b>	<b>42,246</b>
<b>MATERIALS AND SERVICES</b>						
0	0	100	<b>7680 Materials &amp; Supplies - Donations</b> STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	100	100	100
9,343	10,328	10,500	<b>8130 Recreation Program Expenses</b> Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	10,000	10,000	10,000
<b>9,343</b>	<b>10,328</b>	<b>10,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,100</b>	<b>10,100</b>	<b>10,100</b>
<b>40,569</b>	<b>43,155</b>	<b>46,204</b>	<b>TOTAL REQUIREMENTS</b>	<b>52,346</b>	<b>52,346</b>	<b>52,346</b>



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





# General Fund – Parks & Recreation

## - Kids on the Block

2017 – 2018 Proposed Budget --- Budget Summary

### Budget Highlights

- Kids on the Block (KOB) is offered for 1<sup>st</sup> through 5<sup>th</sup> grade elementary school boys and girls from 2:30 pm to 5:30 pm, Monday through Friday (when school is in session) for approximately 135 program days throughout the school year. Overall, approximately 405 program hours are planned and scheduled to provide a variety of recreational activities and other special enrichment experiences including fun, age appropriate science, technology, engineering, and math (S.T.E.M.) activities, music lessons and experiences, OMSI science traveling workshops, hands-on cooking and nutrition, as well as homework assistance. We help build successful kids in a safe, exciting, supervised, and above all, fun, recreational and positive environment during these after-school hours.
- The 2016-17 KOB budget is 92.4% self-supporting; anticipated general fund support for 2017-18 is only \$30,000, a decrease of \$5000 from previous years (an additional \$10,000 of indirect City staff and related costs also support the program.) Other financial support comes from Linfield College work study funds that pay three-quarters of the staff wages for qualifying students who work in the program (approximately \$28,000 annually). McMinnville School District #40 provides bus transportation as well daily afternoon meals for KOB participants. Kids on the Block, Inc, the supportive citizen advisory committee, has, in the past, helped to raise funds via the Mayor's Ball and other means; KOB, Inc's reserve fund, accumulated during years when federal grants funded a great portion of past programs, provides over \$100,000 to help fund KOB. Under Revenue Line Item 6420-30 Donations Mayors Ball and expense line item 7750-39 Professional Services, "Mayor's Ball Director," no funds are shown as the future of the Ball and relationship with KOB is under discussion. Building a sustainable funding plan for the valued KOB program, including an evaluation of future Mayor's Ball events, will occur during the Spring of 2017.
- Increase in staff budget reflects adjustments for minimum wage and sick leave mandates. A \$50 per participant increase in registration fees in 2018 is intended to help off-set the reduction of General Fund support and the increased minimum wage cost impacts. Despite this fee increase, KOB remains one of the most affordable out of school time programs in the region.
- Of the 400+ boys and girls attending KOB, approximately 70% of qualify for and receive financial assistance to attend the program. Program staff, in partnership with KOB, Inc. Board of Directors and other community advocates will continue monitoring KOB program needs and continue developing financial resources to keep this essential community program successfully sustainable beyond current projections.

### Core Services

- Provision of a high quality, safe, affordable and sustainable after school enrichment and recreation program for elementary school boys and girls in McMinnville and Lafayette.
- Strategic, community-wide funding and resource development including strong working partnerships with KOB, Inc. Board of Directors, internal and external KOB advocates and McMinnville's business community; sustaining current and growing new, effective interagency partnerships with McMinnville School District #40, Linfield College and others (e.g., Delphian School) to support and enhance the KOB Program.

# General Fund – Parks & Recreation

## - Kids on the Block

2017 – 2018 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

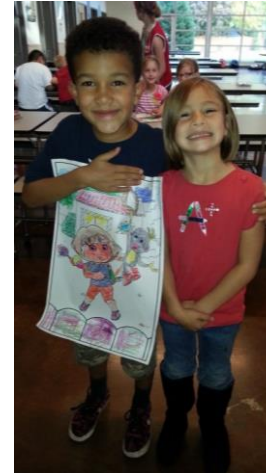
- It is imperative that a long-term financial strategic plan be defined and implemented in 2017-18 to ensure that current funding sources are renewed and strengthened and new funding support secured for a sustainable program future. It's all about the kids, our most precious resource. Anyone wanting to join this effort and help meet this challenge, should contact KOB Program Manager, Janet Adams.

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>331,009</b>	<b>362,916</b>	<b>362,255</b>	<b>(661)</b>
Personnel Services	309,112	318,049	328,251	10,202
Materials & Services	56,486	79,495	63,674	(15,821)
Capital Outlay	411	372	330	(42)
<b>Total Expenditures</b>	<b>366,009</b>	<b>397,916</b>	<b>392,255</b>	<b>(5,661)</b>
Net Expenditures	(35,000)	(35,000)	(30,000)	(5,000)

### Full-Time Equivalent (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>9.09</b>		
Extra Help - Management Assistant		(0.01)	
Site Director II		0.22	
Assistant Site Director		(0.10)	
Recreation Leadership		(0.14)	
<b>FTE Proposed Budget</b>	<b>(0.03)</b>		<b>9.06</b>



KOB takes regular activities and does them just a bit differently. For instance, plain old coloring becomes Collaborative Art, a chance for KOB Kids to develop skills in communication, cooperation, and compromise and to meet a new friend they haven't played with before.



Grandhaven KOB Kids learned about the concepts of decomposition, extinction, and fossilization by examining real fossils and creating their own 'future fossils' out of clay. The activity wrapped up with a discussion about what fossils future biologists might find, which turned into an impromptu philosophical discussion about garbage, litter, and recycling.





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

### Historical Highlights

- 1989** Kids On The Block (KOB) After-School Program begins three days a week at three schools.
- 1990** KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program.
- 1990** First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.
- 1990** Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week.
- 1992** KOB expands to five days per week.
- 2000** 10<sup>th</sup> Annual Mayor's Charity Ball raised ~\$72,000 for KOB.
- 2010** Mayor Rick Olson and wife Candy host the 21<sup>st</sup> annual Mayors Ball and raise \$125,000 for KOB.
- 2013** The 2013-2014 fiscal year marks the city's 25<sup>th</sup> anniversary of operating the KOB program.
- 2017** The Annual Mayor's Charity Ball, the major fundraising event supporting the City's award winning Kids on the Block after-school enrichment program, took a one-year hiatus. KOB advocates and City staff will convene in the spring to assess the Mayor's Ball and other options and recommend advancing a long-term funding strategy that will ensure KOB financial sustainability in the future.



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
169,186	189,174	198,000	<b>5350-05 Registration Fees - KOB - Elementary</b> Kids on the Block After-School Program registration fees. Fee increases will help off-set increases for planned and mandated staff costs.	200,625	200,625	200,625
292	0	0	<b>5350-10 Registration Fees - KOB - Power Hour</b>	0	0	0
<b>169,478</b>	<b>189,174</b>	<b>198,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>200,625</b>	<b>200,625</b>	<b>200,625</b>
<b>MISCELLANEOUS</b>						
0	1,000	1,000	<b>6420 Donations - Parks &amp; Recreation</b> Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	0	0	0
103,556	116,955	120,716	<b>6420-15 Donations - Parks &amp; Recreation - KOB, Inc. - Elementary</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	133,430	133,430	133,430
20,439	16,742	24,000	<b>6420-20 Donations - Parks &amp; Recreation - KOB, Inc. - Enrichment</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	24,000	24,000	24,000
2,655	2,823	4,000	<b>6420-25 Donations - Parks &amp; Recreation - KOB, Inc. - Misc</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	4,000	4,000	4,000
920	4,000	15,000	<b>6420-30 Donations - Parks &amp; Recreation - Mayor's Ball</b>	0	0	0
530	315	200	<b>6600 Other Income</b>	200	200	200
<b>128,100</b>	<b>141,836</b>	<b>164,916</b>	<b>TOTAL MISCELLANEOUS</b>	<b>161,630</b>	<b>161,630</b>	<b>161,630</b>
<b>297,578</b>	<b>331,009</b>	<b>362,916</b>	<b>TOTAL RESOURCES</b>	<b>362,255</b>	<b>362,255</b>	<b>362,255</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	1,590	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
66,036	69,104	69,826	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE	71,810	71,810	71,810
158,351	178,695	184,628	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Management Assistant - 0.46 FTE Site Director II - 1.73 FTE Assistant Site Director - 1.30 FTE Recreation Leadership - 4.57 FTE	187,250	187,250	187,250
61	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	844	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
13,847	15,293	15,775	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	16,062	16,062	16,062
3,238	3,576	3,690	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,756	3,756	3,756
23,337	29,240	32,443	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	37,401	37,401	37,401
5,493	5,528	5,696	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	5,929	5,929	5,929
0	1,000	500	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	500	500	500
126	107	108	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	108	108	108
371	381	382	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	390	390	390
3,634	3,395	3,665	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	3,730	3,730	3,730
290	317	312	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	264	264	264
2,594	0	999	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,001	1,001	1,001
17	42	25	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	50	50	50
<b>277,395</b>	<b>309,112</b>	<b>318,049</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>328,251</b>	<b>328,251</b>	<b>328,251</b>

**MATERIALS AND SERVICES**

4,798	6,289	6,250	<b>7500</b>	<b>Credit Card Fees</b>	6,250	6,250	6,250
0	0	0	<b>7520-15</b>	<b>Public Notices &amp; Printing - Brochure</b>	1,500	1,500	1,500
18	17	200	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	200	200	200
500	700	600	<b>7610-05</b>	<b>Insurance - Liability</b>	700	700	700
679	810	1,000	<b>7620</b>	<b>Telecommunications</b>	800	800	800
31	20	25	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	25	25	25

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	1,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
860	674	500	<b>7750</b>	<b>Professional Services</b>		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
920	4,000	15,000	<b>7750-39</b>	<b>Professional Services - Mayor's Ball Director</b>		0	0	0
953	1,983	1,720	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,999	1,999	1,999
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	1,999	1,999	
4,050	1,200	1,200	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
12,034	14,254	14,000	<b>8130</b>	<b>Recreation Program Expenses</b>		12,500	12,500	12,500
				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.				
0	0	0	<b>8130-30</b>	<b>Recreation Program Expenses - Power Hour Fees</b>		0	0	0
20,439	16,742	24,000	<b>8130-35</b>	<b>Recreation Program Expenses - Enrichment Programs</b>		24,000	24,000	24,000
				Kids on the Block Enrichment Programs and supplies including music, theater, storytellers science, visiting artists, environmental instruction, all of which broaden participants experience and awareness of the world around them.				
2,655	2,823	4,000	<b>8130-40</b>	<b>Recreation Program Expenses - Miscellaneous</b>		4,000	4,000	4,000
				Kids on the Block expenses for miscellaneous program and staff meeting supplies.				
7,152	6,974	10,000	<b>8130-45</b>	<b>Recreation Program Expenses - Workstudy</b>		10,000	10,000	10,000
				Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff.				
				Budget Note: Budget amount represents the City's share of the work study costs which actually total approximately \$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.				
<b>55,089</b>	<b>56,486</b>	<b>79,495</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>63,674</b>	<b>63,674</b>	<b>63,674</b>
			<b>CAPITAL OUTLAY</b>					
93	411	372	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		330	330	330
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	330	330	
<b>93</b>	<b>411</b>	<b>372</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>330</b>	<b>330</b>	<b>330</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
332,578	366,009	397,916	<b>TOTAL REQUIREMENTS</b>	392,255	392,255	392,255

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## **PARKS & RECREATION Recreational Sports**

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### **Organization Set – Programs**

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

### **Organization Set #**

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



# General Fund – Parks & Recreation

## - Recreational Sports

2017 – 2018 Proposed Budget --- Budget Summary

### Budget Highlights

- The 2017-18 proposed budget for the Recreational Sports (RS) division of the Parks and Recreation Department anticipates overall revenues (registration fees, field rentals, donations, concessions and sponsorships) of \$234,050. Anticipated General Fund support for our Recreational Sports division for 2017-18 is \$81,649.
- All individual sports within Youth and Adults Sports areas recover more than 100% of their basic program costs including half of the overall division administrative costs to manage these programs.
- In 2018, youth soccer registration fees will increase slightly to help off-set approximately \$7,000 of new soccer field turf improvements to help enhance drainage and overall grass-turf health and stability. Youth baseball also indirectly supports park maintenance expenditures for field prep and other program support expenditures of approximately \$9,000.
- There are 3,500 registered participants in the 20 youth and adult sports programs offered annually. This translates to nearly 100,000 “participant hours” during which players are recreating in these programs each year.
- Approximately 1,900 youth and adult recreation sports league games or matches are scheduled each year (1,500 at Dancer Park). New programs include adult coed kickball and ultimate disc (commonly known as ultimate frisbee).
- About 120 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for “independent” teams annually.
- The community livability values of these programs and opportunities for both youth and adults remains significant.



### Core Services

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

### Future Challenges and Opportunities

- Reduced professional staffing resulting from budget reductions in the 2012-13 fiscal year will continue to require that our program manager focus on sustaining quality services and outcomes within existing programs before extending slowly to other program areas including the introduction of a youth lacrosse camp as well as adult kickball in summer 2017.
- Maximize public use of facilities while protecting facilities from over-use and damage.
- Dancer field conditions- Public Works repair work is scheduled for summer 2017 (\$50,000 project)



# General Fund – Parks & Recreation - Recreational Sports

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>220,845</b>	<b>223,292</b>	<b>234,050</b>	<b>10,758</b>
Personnel Services	185,130	206,855	216,656	9,801
Materials & Services	83,374	89,470	98,869	9,399
Capital Outlay	411	372	330	(42)
<b>Total Expenditures</b>	<b>268,915</b>	<b>296,697</b>	<b>315,855</b>	<b>19,158</b>
Net Expenditures	(48,070)	(73,405)	(81,805)	8,400

## Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>4.26</b>		
Extra Help - Management Assistant		0.17	
Extra Help - Office		(0.17)	
Rec Program Labor - Adult Sports		(0.03)	
<b>FTE Proposed Budget</b>		<b>(0.03)</b>	<b>4.23</b>



**Camps and Clinics** - Parks and Recreation puts on a number of clinics for youth athletes each year. The McMinnville High School and Linfield College soccer teams volunteer to run a free clinic for all youth soccer players prior to the fall soccer season, with attendance close to 100 players each year.



Parks and Recreation enjoys a good relationship with McMinnville School District for use of their facilities, especially in our youth basketball program. We have 30+ youth teams playing and practicing at 6 MSD elementary schools.





## General Fund – Parks & Recreation – Recreational Sports

### Historical Highlights

- 1968** First Director of Parks and Recreation hired. Helps organize men's and women's softball programs.
- 1975** Adult sports expanded to include men's and women's softball, coed volleyball, church volleyball, and men's basketball. Youth sports programs begin including pigtail and ponytail girls' softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.
- 1977** Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four "rough" baseball fields on that site.
- 1982** Fall season Youth Soccer Program begins.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light "trades" the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1985** Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.
- 1986** Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee's.
- 1990** Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
- 1991** At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.
- 1996** From 1996 – 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
- 2000** Voters pass 20-year park improvements bond - \$9,500,000. Bond projects include new baseball/softball/soccer fields at Dancer Park, new access road, and skate park improvements.
- 2001** Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.

- 2004** Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball softball fields.
- 2005** Major skate park renovation at Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4<sup>th</sup>, 2005.
- 2008** Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities.
- 2009** A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.
- 2013** During opening ceremonies of the 2013 youth baseball/softball season, the original four-field Dancer Park baseball/softball complex was officially named “Dan Homeres Ball Fields” to honor Dan’s dedication to youth and his 30 years of service within the Parks and Recreation Department.
- 2015** The batting cages at Joe Dancer Park were renovated using only donations from local groups. Structural repairs and improvements increased the security and safety of the facility.

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,305	3,815	5,000	<b>5380-60 Facility Rentals - Field Rentals</b> 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.	5,000	5,000	5,000
<b>5,305</b>	<b>3,815</b>	<b>5,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>5,305</b>	<b>3,815</b>	<b>5,000</b>	<b>TOTAL RESOURCES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	3,264	0	<b>7000</b> Salaries & Wages	0	0	0
65,770	73,213	73,570	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	75,112	75,112	75,112
15,073	9,600	22,825	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Management Assistant - 0.42 FTE Program Assistant - 0.44 FTE	22,975	22,975	22,975
12	25	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	1,304	0	<b>7300</b> Fringe Benefits	0	0	0
4,871	4,971	5,976	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,081	6,081	6,081
1,139	1,163	1,398	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,422	1,422	1,422
18,418	21,835	22,323	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	26,324	26,324	26,324
11,415	11,497	11,842	<b>7300-20</b> Fringe Benefits - Medical Insurance	12,330	12,330	12,330
0	2,000	1,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,000	1,000	1,000
126	107	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
354	383	382	<b>7300-30</b> Fringe Benefits - Long Term Disability	390	390	390
2,391	2,788	1,230	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,305	1,305	1,305
52	43	64	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	54	54	54
0	276	500	<b>7300-40</b> Fringe Benefits - Unemployment	299	299	299
3,316	3,294	3,201	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,399	3,399	3,399
<b>122,935</b>	<b>135,762</b>	<b>144,419</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>150,799</b>	<b>150,799</b>	<b>150,799</b>

**MATERIALS AND SERVICES**

4,149	5,238	5,150	<b>7500</b> Credit Card Fees	6,500	6,500	6,500
0	0	0	<b>7520-15</b> Public Notices & Printing - Brochure	1,500	1,500	1,500
18	17	100	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	100	100	100
260	170	300	<b>7550</b> Travel & Education Professional Memberships and Misc. workshops. Conference attendance funding is available through the Directors office.	300	300	300

Description	Units	Amt/Unit	Total
Misc. workshops	1	130	130
Professional memberships - ORPA & NRPA	1	170	170

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
120	202	300	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		300	300	300
700	900	800	<b>7610-05</b>	<b>Insurance - Liability</b>		1,000	1,000	1,000
200	200	300	<b>7610-10</b>	<b>Insurance - Property</b>		200	200	200
1,510	1,614	1,500	<b>7620</b>	<b>Telecommunications</b>		1,800	1,800	1,800
25	14	0	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		20	20	20
723	528	400	<b>7750</b>	<b>Professional Services</b>		450	450	450
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Audit fee allocation	1	400	400	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
1,906	1,983	1,720	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,999	1,999	1,999
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	1,999	1,999	
1,200	2,367	1,200	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
				Replacement printer	1	300	300	
0	0	0	<b>8130-15</b>	<b>Recreation Program Expenses - Concessions</b>		0	0	0
<b>10,812</b>	<b>13,233</b>	<b>11,770</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>15,669</b>	<b>15,669</b>	<b>15,669</b>
				<b><u>CAPITAL OUTLAY</u></b>				
187	411	372	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		330	330	330
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	330	330	
<b>187</b>	<b>411</b>	<b>372</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>330</b>	<b>330</b>	<b>330</b>
<b>133,934</b>	<b>149,406</b>	<b>156,561</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>166,798</b>	<b>166,798</b>	<b>166,798</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
23,604	24,750	27,000	<b>5350 Registration Fees</b> Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	25,000	25,000	25,000
<b>23,604</b>	<b>24,750</b>	<b>27,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>23,604</b>	<b>24,750</b>	<b>27,000</b>	<b>TOTAL RESOURCES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
2,025	4,711	5,001	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.20 FTE	4,802	4,802	4,802
126	292	310	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	297	297	297
29	68	73	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	69	69	69
87	819	500	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	543	543	543
33	0	258	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	249	249	249
3	8	8	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	6	6	6
<b>2,303</b>	<b>5,899</b>	<b>6,150</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>5,966</b>	<b>5,966</b>	<b>5,966</b>
<b>MATERIALS AND SERVICES</b>						
12,287	12,766	12,500	<b>8130 Recreation Program Expenses</b> Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.	12,125	12,125	12,125
<b>12,287</b>	<b>12,766</b>	<b>12,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>12,125</b>	<b>12,125</b>	<b>12,125</b>
<b>14,590</b>	<b>18,665</b>	<b>18,650</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>18,091</b>	<b>18,091</b>	<b>18,091</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
95,262	93,881	92,500	<b>5350 Registration Fees</b> Recreational Sports registration fees for fall and spring Youth Soccer seasons. Increase will off-set mandated minimum wage & sick leave expenses. Fees will be increased to help share & off-set approx. \$7000 of needed soccer field maintenance improvements (matched by park maintenance).	100,500	100,500	100,500
436	621	500	<b>5380-55 Facility Rentals - Concessions</b> Soccer concessionaire profit sharing with City.	1,000	1,000	1,000
<b>95,698</b>	<b>94,502</b>	<b>93,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>101,500</b>	<b>101,500</b>	<b>101,500</b>
<b>95,698</b>	<b>94,502</b>	<b>93,000</b>	<b>TOTAL RESOURCES</b>	<b>101,500</b>	<b>101,500</b>	<b>101,500</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
15,915	17,494	17,999	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.86 FTE	19,001	19,001	19,001
Increase reflects program growth and mandated sick leave (\$200) & minimum wage (\$800) increases. Youth Soccer revenue growth will cover these increases.						
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
986	1,085	1,116	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,178	1,178	1,178
231	254	261	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	275	275	275
85	243	1,800	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,147	2,147	2,147
389	0	929	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	984	984	984
30	32	29	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	25	25	25
<b>17,636</b>	<b>19,107</b>	<b>22,134</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>23,610</b>	<b>23,610</b>	<b>23,610</b>
<b>MATERIALS AND SERVICES</b>						
21,354	22,557	24,000	<b>8130 Recreation Program Expenses</b> Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7000 increase to cover additional field maintenance.	30,625	30,625	30,625
<b>21,354</b>	<b>22,557</b>	<b>24,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>30,625</b>	<b>30,625</b>	<b>30,625</b>
<b>38,990</b>	<b>41,664</b>	<b>46,134</b>	<b>TOTAL REQUIREMENTS</b>	<b>54,235</b>	<b>54,235</b>	<b>54,235</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
19,620	17,840	18,100	<b>5350 Registration Fees</b> Recreational Sports registration fees and team sponsorships for Youth Basketball. Slight increases will cover new costs associated with mandated sick leave and minimum wage adjustments.	20,600	20,600	20,600
<b>19,620</b>	<b>17,840</b>	<b>18,100</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>20,600</b>	<b>20,600</b>	<b>20,600</b>
<b>19,620</b>	<b>17,840</b>	<b>18,100</b>	<b>TOTAL RESOURCES</b>	<b>20,600</b>	<b>20,600</b>	<b>20,600</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
7,728	7,523	8,687	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.41 FTE	9,148	9,148	9,148
Projected part-time wages will now include mandated sick leave and minimum costs totaling \$485. Slight program fee increases will cover these new expenses.						
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
479	466	539	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	567	567	567
112	109	126	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	133	133	133
241	216	868	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,033	1,033	1,033
241	0	448	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	474	474	474
14	13	14	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	12	12	12
<b>8,815</b>	<b>8,327</b>	<b>10,682</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>11,367</b>	<b>11,367</b>	<b>11,367</b>
<b>MATERIALS AND SERVICES</b>						
5,181	3,254	3,650	<b>8130 Recreation Program Expenses</b> T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,275	3,275	3,275
<b>5,181</b>	<b>3,254</b>	<b>3,650</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>3,275</b>	<b>3,275</b>	<b>3,275</b>
<b>13,996</b>	<b>11,581</b>	<b>14,332</b>	<b>TOTAL REQUIREMENTS</b>	<b>14,642</b>	<b>14,642</b>	<b>14,642</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
59,155	57,246	60,692	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs. Program fees will off-set new costs associated with sick leave and minimum wage increases.	61,700	61,700	61,700
0	500	500	<b>5380-55 Facility Rentals - Concessions</b> Baseball/Softball concessionaire profit sharing with City.	1,000	1,000	1,000
<b>59,155</b>	<b>57,746</b>	<b>61,192</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>62,700</b>	<b>62,700</b>	<b>62,700</b>
<b>MISCELLANEOUS</b>						
22,650	16,444	15,500	<b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	15,500	15,500	15,500
4,197	5,152	3,000	<b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b> Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,000	3,000
<b>26,847</b>	<b>21,596</b>	<b>18,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>
<b>86,002</b>	<b>79,341</b>	<b>79,692</b>	<b>TOTAL RESOURCES</b>	<b>81,200</b>	<b>81,200</b>	<b>81,200</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
15,834	14,727	19,034	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.89 FTE	20,002	20,002	20,002
			Part-time labor costs will include mandated sick leave (\$200) and increased minimum wage costs (\$837). These specific costs will be funded through slight registration fee increases.			
10	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
982	913	1,180	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,240	1,240	1,240
230	214	276	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	290	290	290
157	154	1,903	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,260	2,260	2,260
186	0	982	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,036	1,036	1,036
29	26	31	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	26	26	26
<b>17,427</b>	<b>16,034</b>	<b>23,406</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>24,854</b>	<b>24,854</b>	<b>24,854</b>
<b>MATERIALS AND SERVICES</b>						
21,687	12,980	15,500	<b>7680 Materials &amp; Supplies - Donations</b> Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	15,500	15,500	15,500
17,299	18,584	22,000	<b>8130 Recreation Program Expenses</b> Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	21,625	21,625	21,625
<b>38,986</b>	<b>31,564</b>	<b>37,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>37,125</b>	<b>37,125</b>	<b>37,125</b>
<b>56,413</b>	<b>47,598</b>	<b>60,906</b>	<b>TOTAL REQUIREMENTS</b>	<b>61,979</b>	<b>61,979</b>	<b>61,979</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
764	597	500	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes.	750	750	750
<b>764</b>	<b>597</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>764</b>	<b>597</b>	<b>500</b>	<b>TOTAL RESOURCES</b>	<b>750</b>	<b>750</b>	<b>750</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	51	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.01 FTE	47	47	47
0	0	3	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	3	3	3
0	0	1	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	1	1
0	0	5	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	6	6	6
0	0	3	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3	3	3
0	0	1	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>64</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>MATERIALS AND SERVICES</b>						
0	0	50	<b>8130 Recreation Program Expenses</b> Incidental equipment or supplies to support youth sports camps and classes as needed.	50	50	50
<b>0</b>	<b>0</b>	<b>50</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>0</b>	<b>0</b>	<b>114</b>	<b>TOTAL REQUIREMENTS</b>	<b>110</b>	<b>110</b>	<b>110</b>

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**PARKS & RECREATION  
Senior Center**

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**Organization Set – Programs**

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

**Organization Set #**

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





# General Fund – Parks & Recreation - Senior Center

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- In 2017-18, the Senior Center will continue to be open to the public 50 hours/week, with operating hours Mondays through Thursdays from 9:00 am to 8:00 pm and Fridays from 9:00 am to 6:00 pm (the Center may be rented during “off-hours.”) Two annual, one-week closures will occur in August and December. In 2017-18, the overall Senior Center budget is projected to achieve a 49.7% self-support level with planned revenues of \$176,093. Anticipated General Fund support in 2016-17 is \$178,018.
- Revenues from donations are shown in three separate line items: 6420-45 Donations P&R Seniors (\$3,500); 6420-46 Donation P&R Fry Family Trust (\$5,563); and 6420-60 Donations P&R Building Improvements (\$37,480). At this time, we anticipate spending only the \$3,500 from 6420-45 and these expenditures are accounted for in expense line items 7680 M&S Donation (\$2,500); and 7810 M&S Equipment Donations (\$1,000). However, the balance of the unused funds from the Fry Family Trust and Building Fund donations totaling \$43,043 is also included as a placeholder for future expenditures in line item 7720-24 R&M Donations Seniors; that expenditure line item shows a total of \$43,043. This is a “placeholder only for 2017-18 (no expenditures from this line item are planned in 2017-18 at this time) Unexpended funds will carry forward to 2018-19, the bulk of which will be dedicated to re-roofing the Senior Center.
- The Wortman Café, a new Tuesday/Thursday lunch program started in January of 2016 at the SC will continue its successful run. Revenues from the program, will be shown in line item 5410-05 Sales-Wortman Café; Expenses shown in 7660-37 M&S-Wortman Café. The popular Wortman Café has averaged about 60-65 lunch participants each day since it opened with 5813 total meals served in 2016.
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- Repairs and Maintenance includes \$4,000 in 2017-18 to replace depreciated suppression fire sprinkler heads on the exterior of the Center.
- Professional Services includes \$10,000 for design and specifications documents to guide re-roofing cost estimates in 2017-18 and eventual re-roofing construction efforts for the Senior Center in 2018-19.

## Core Services

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

## Future Challenges and Opportunities

- Maximize facility use through expanded programs and rentals that serve public interests and generate revenues to support operations
- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville



The “Cranks” and “Easy Riders” biking groups define youthful aging in McMinnville

# General Fund – Parks & Recreation - Senior Center

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>119,980</b>	<b>158,400</b>	<b>176,093</b>	<b>17,693</b>
Personnel Services	156,578	162,327	170,747	8,420
Materials & Services	114,928	151,636	182,869	31,233
Capital Outlay	617	559	495	(64)
<b>Total Expenditures</b>	<b>272,123</b>	<b>314,522</b>	<b>354,111</b>	<b>39,589</b>
Net Expenditures	(152,143)	(156,122)	(178,018)	21,896



Class attendance  
for fiscal year  
2015-2016 was  
5,943

## Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>2.50</b>		
Extra Help - Senior Center		(0.01)	
<b>FTE Proposed Budget</b>		<b>(0.01)</b>	<b>2.49</b>



Class attendance  
for the first 8  
months of fiscal  
year 2016-2017  
was 5,113



## General Fund – Parks & Recreation – Senior Center

### Historical Highlights

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

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

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

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

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



Over 4,100 participants in special interest recreation

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

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

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

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

**2014** Friends of the McMinnville Senior Center donate \$10,000+ for future SC roof replacement to be completed in the next 2-3 years.

**2016** The “Wortman Park Café” began operating the Tuesday and Thursday lunch program. The Café offers a fresh salad bar, fresh baked bread, soup and fresh baked cookies. There were 5,816 visits in 2016. The new collaborative with the Northwest Senior and Disabled Services replaced the long standing daily meals program on these days. Home delivered meals continue to operate Monday through Thursday.



Grape Stompers clogging group continues to spread cheer throughout the community with their energetic and fun demos



Guests enjoy a delicious lunch at the Wortman Park Café

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**RESOURCES**

**CHARGES FOR SERVICES**

7,967	8,204	8,800	<b>5380-20 Facility Rentals - Meeting Rooms</b> Senior Center meeting room rentals.	9,000	9,000	9,000
73	160	200	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	300	300	300
5,283	4,721	4,500	<b>5380-40 Facility Rentals - Staff Fees</b> Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	8,000	8,000	8,000
10,484	9,937	10,200	<b>5380-45 Facility Rentals - Reception Facilities</b> Senior Center main hall rentals.	9,000	9,000	9,000
6,000	6,000	4,800	<b>5380-50 Facility Rentals - Meal Site</b> Northwest Senior & Disabled Services fees paid for the use of Senior Center kitchen and dining areas for Senior Meals Program and Meals on Wheels; contract renewed every two years.	4,800	4,800	4,800
0	15,108	19,400	<b>5410-05 Sales - Wortman Park Cafe</b> Revenues from the popular "Wortman Park Café", the new Tues./Thurs. fresh salad, soup, bread and dessert lunch at the Senior Center. The Café has averaged approx. 60 daily attendees.	29,100	29,100	29,100
1,745	1,533	1,700	<b>5420 Newsletter</b> Senior Program subscription fees for monthly senior newsletter.	1,350	1,350	1,350
<b>31,552</b>	<b>45,663</b>	<b>49,600</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>61,550</b>	<b>61,550</b>	<b>61,550</b>

**MISCELLANEOUS**

6,898	6,760	4,000	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities.	3,500	3,500	3,500
0	599	10,000	<b>6420-46 Donations - Parks &amp; Recreation - SC-Fry Family Irrevocable Trust</b> Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.	5,563	5,563	5,563
0	0	20,000	<b>6420-60 Donations - Parks &amp; Recreation - Building Improvements</b> Donations received from the Friends of the McMinnville Senior Center (\$10,000), Virginia Klein Estate (\$18,800) and other individuals for future SC roof replacement. Funds will carry over year-to-year until project is initiated.	37,480	37,480	37,480
800	473	300	<b>6600 Other Income</b> Senior Center announcement board fees and other incidental revenues.	300	300	300
653	846	1,000	<b>6600-35 Other Income - Wortman Gallery</b> 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.	1,500	1,500	1,500
<b>8,351</b>	<b>8,678</b>	<b>35,300</b>	<b>TOTAL MISCELLANEOUS</b>	<b>48,343</b>	<b>48,343</b>	<b>48,343</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
39,903	54,341	84,900	<b>TOTAL RESOURCES</b>	109,893	109,893	109,893

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	2,264	0	<b>7000</b> Salaries & Wages	0	0	0
66,936	70,004	70,276	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	71,810	71,810	71,810
25,081	30,549	32,598	<b>7000-10</b> Salaries & Wages - Regular Part Time Recreation Program Coordinator II - 0.80 FTE	34,407	34,407	34,407
11,200	11,591	14,369	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Senior Center - 0.67 FTE	14,400	14,400	14,400
Increase in part-time wages reflect mandated minimum wage and sick leave adjustments.						
0	85	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	1,260	2,160	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	2,160	2,160	2,160
0	768	0	<b>7300</b> Fringe Benefits	0	0	0
6,322	7,036	7,403	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,613	7,613	7,613
1,479	1,646	1,731	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,781	1,781	1,781
21,276	26,570	27,626	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	32,691	32,691	32,691
6,513	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	0	0	0
252	213	216	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
534	555	556	<b>7300-30</b> Fringe Benefits - Long Term Disability	572	572	572
2,764	2,856	3,365	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	3,485	3,485	3,485
72	78	86	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	72	72	72
0	0	99	<b>7300-40</b> Fringe Benefits - Unemployment	99	99	99
1,387	1,104	1,300	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,199	1,199	1,199
<b>143,814</b>	<b>156,578</b>	<b>161,785</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>170,505</b>	<b>170,505</b>	<b>170,505</b>

**MATERIALS AND SERVICES**

1,415	1,286	1,500	<b>7500</b> Credit Card Fees	1,900	1,900	1,900
0	0	0	<b>7520-15</b> Public Notices & Printing - Brochure	1,500	1,500	1,500
18	30	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200



**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,323	1,917	1,635	<b>7550</b>	<b>Travel &amp; Education</b>	Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	1,640	1,640	1,640
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				ORPA conference attendance		2	350	700
				ORPA conference lodging		2	225	450
				National Council on Aging membership		1	150	150
				Professional Memberships in ORPA & NRPA		2	170	340
8,847	9,050	10,500	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		9,000	9,000	9,000
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Electricity		1	7,100	7,100
				Natural gas		1	1,900	1,900
800	1,600	1,400	<b>7610-05</b>	<b>Insurance - Liability</b>		1,700	1,700	1,700
2,500	2,600	3,100	<b>7610-10</b>	<b>Insurance - Property</b>		3,100	3,100	3,100
4,515	4,344	4,500	<b>7620</b>	<b>Telecommunications</b>		4,350	4,350	4,350
8,400	8,400	9,488	<b>7650-10</b>	<b>Janitorial - Services</b>		10,040	10,040	10,040
1,786	2,290	2,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>		1,200	1,200	1,200
441	1,998	1,800	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,700	1,700	1,700
0	12,391	16,500	<b>7660-37</b>	<b>Materials &amp; Supplies - Wortman Park Cafe</b>		22,600	22,600	22,600
2,697	4,092	2,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>	Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.	2,500	2,500	2,500
6,042	6,998	8,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>	Increase from last year reflects \$4000 to replace all fire system sprinkler heads beneath the roof eaves on the exterior of the building as recommended in annual inspection.	12,000	12,000	12,000
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				General HVAC repairs		1	3,000	3,000
				Routine and unanticipated repairs		1	5,000	5,000
				Replace fire sprinkler heads under exterior eaves		1	4,000	4,000
4,168	300	30,500	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>	Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors and donation accts. 6420-46 and 6420-60. None of this line-item total is planned for expenditure is 2017-18. The balance is "in-holding" unless needed unexpectedly. Approx. \$30,000 of these funds will be used for re-roofing the senior center when matching city funds are available.	43,043	43,043	43,043



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
696	506	400	<b>7750</b>	<b>Professional Services</b>		10,400	10,400	10,400
					\$10,000 will support professional design services for developing specifications for re-roofing the SC. The balance supports annual audit fees.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
				Architectural specifications for re-roofing SC in 2018-19	1	10,000	10,000	
5,781	6,446	7,834	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		9,248	9,248	9,248
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parking lot sweeping	1	884	884	
				Garbage service	1	1,485	1,485	
				Copier lease	1	1,248	1,248	
				Fire sprinkler and related annual inspection	1	1,350	1,350	
				HVAC maintenance	1	700	700	
				Fire alarm monitoring service	1	342	342	
				Roof and gutter preventative maintenance	1	550	550	
				Pest control	1	618	618	
				Background screenings	1	250	250	
				Per copy charges	1	681	681	
				Wi-fi service	1	1,140	1,140	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
33	2,968	1,000	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		1,000	1,000	1,000
					Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.			
2,859	2,852	2,579	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,998	2,998	2,998
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,998	2,998	
3,345	1,323	1,200	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
842	515	700	<b>8130-05</b>	<b>Recreation Program Expenses - Newsletter</b>		400	400	400
					Production and mailing senior newsletter, a monthly publication mailed to over 200 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.			
647	870	800	<b>8135</b>	<b>Wortman Gallery Expenses</b>		1,350	1,350	1,350
					Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.			
<b>58,156</b>	<b>72,773</b>	<b>108,136</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>143,069</b>	<b>143,069</b>	<b>143,069</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>									
280	617	559	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			495	495	495
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Department capital costs shared city-wide	1	495	495			
<b>280</b>	<b>617</b>	<b>559</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>495</b>	<b>495</b>	<b>495</b>
<b>202,251</b>	<b>229,968</b>	<b>270,480</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>314,069</b>	<b>314,069</b>	<b>314,069</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
25,962	36,500	38,000	<b>5350 Registration Fees</b> Senior Center fees for recreational and special interest classes and programs. Classes and program services t the SC has grown significantly in the past three years.	43,500	43,500	43,500
<b>25,962</b>	<b>36,500</b>	<b>38,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>43,500</b>	<b>43,500</b>	<b>43,500</b>
<b>25,962</b>	<b>36,500</b>	<b>38,000</b>	<b>TOTAL RESOURCES</b>	<b>43,500</b>	<b>43,500</b>	<b>43,500</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
270	0	200	<b>7000-15 Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 0.01 FTE	100	100	100
17	0	12	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	6	6	6
4	0	3	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	1	1
0	0	20	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	11	11	11
8	0	6	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3	3	3
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>300</b>	<b>0</b>	<b>241</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>121</b>	<b>121</b>	<b>121</b>
<b>MATERIALS AND SERVICES</b>						
16,048	18,913	14,500	<b>8130 Recreation Program Expenses</b> Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	21,100	21,100	21,100
<b>16,048</b>	<b>18,913</b>	<b>14,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>21,100</b>	<b>21,100</b>	<b>21,100</b>
<b>16,347</b>	<b>18,913</b>	<b>14,741</b>	<b>TOTAL REQUIREMENTS</b>	<b>21,221</b>	<b>21,221</b>	<b>21,221</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
190	1,520	1,000	<b>5350 Registration Fees</b> Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	2,500	2,500	2,500
<b>190</b>	<b>1,520</b>	<b>1,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>190</b>	<b>1,520</b>	<b>1,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
52	668	500	<b>8130 Recreation Program Expenses</b> Costs associated with Senior Center special fund raising events and other major programs.	1,000	1,000	1,000
<b>52</b>	<b>668</b>	<b>500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>52</b>	<b>668</b>	<b>500</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

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**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
15,500	16,000	19,500	<b>5350 Registration Fees</b> 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.	15,200	15,200	15,200
<b>15,500</b>	<b>16,000</b>	<b>19,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,200</b>	<b>15,200</b>	<b>15,200</b>
<b>15,500</b>	<b>16,000</b>	<b>19,500</b>	<b>TOTAL RESOURCES</b>	<b>15,200</b>	<b>15,200</b>	<b>15,200</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
311	0	250	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center Day Tours - 0.01 FTE	100	100	100
19	0	15	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	6	6	6
5	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	1	1
0	0	25	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	11	11	11
9	0	7	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3	3	3
1	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>344</b>	<b>0</b>	<b>301</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>121</b>	<b>121</b>	<b>121</b>
<b>MATERIALS AND SERVICES</b>						
12,200	13,438	15,500	<b>8130 Recreation Program Expenses</b> Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	13,400	13,400	13,400
<b>12,200</b>	<b>13,438</b>	<b>15,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>13,400</b>	<b>13,400</b>	<b>13,400</b>
<b>12,544</b>	<b>13,438</b>	<b>15,801</b>	<b>TOTAL REQUIREMENTS</b>	<b>13,521</b>	<b>13,521</b>	<b>13,521</b>



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
38,900	11,618	15,000	<b>5350 Registration Fees</b> 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.	5,000	5,000	5,000
<b>38,900</b>	<b>11,618</b>	<b>15,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>38,900</b>	<b>11,618</b>	<b>15,000</b>	<b>TOTAL RESOURCES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
32,979	9,136	13,000	<b>8130 Recreation Program Expenses</b> In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	4,300	4,300	4,300
<b>32,979</b>	<b>9,136</b>	<b>13,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
<b>32,979</b>	<b>9,136</b>	<b>13,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>



# **PARK MAINTENANCE**





## General Fund – Park Maintenance

2017 – 2018 Proposed Budget --- Budget Summary

### Budget Highlights

- The 2017-18 Park Maintenance budget proposal reflects the need for the Division to keep maintenance service levels in alignment with the City's available resources and priorities. The budget proposal continues to use Park Maintenance service prioritizations from FY 2013-14. At that time Park maintenance staff completed an extensive review of current operations at that time, service 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 FY 2016-17 adopted budget proposal represented an effort to begin to add back key service level elements reduced in recent years, to begin to address backlogged maintenance items and to better position the City to assume maintenance and operation of a new four acre park facility planned for NW McMinnville. That proposal included two Utility Worker I positions, and additional funding for materials and services. Due to resource limitations and shifting priorities, this proposal was not able to be fully implemented, and the new staff was not added. The current proposal represents a status quo request relative to service levels.

The proposed budget is based on the same underlying priorities as in years past:

- Maintain user safety in our park facilities;
- Protect the City's investment in park assets as resources allow;
- 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 approach continues to place an emphasis on protecting the City's assets, and recognizes that lower priority will be given to activities that don't necessarily protect an asset or preserve user safety. That will continue to result in a lower quality park

aesthetic, and long term impacts on some parks elements. Service levels add backs such as restoring irrigation and mowing programs at neighborhood parks, increased park services (restroom cleaning/restocking), litter removal, graffiti removal, vandalism reporting/repair, increased play equipment/court cleaning and increased tree replacements are not included in this proposal. Landscape maintenance responsibility for downtown parking lots was shifted to Park Maintenance in 2016-17.

- 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 service clubs), soccer goal area restoration (McMinnville Youth Soccer), and various labor intensive landscape cleanup projects (Yamhill County Corrections) and dog park projects. 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 can be work that requires specialized licenses, equipment, or expertise. Contract forces are also used to address work for which there is no staff capacity. The work is a mix of demand and planned work. Contract services represent approximately 9% of the Division's operating budget.

These service level changes represent a conscious choice to continue to protect the "heart" of the community's park system for the future while improving services levels that will enhance our resident's experience when visiting McMinnville parks. A city's parks and open space system is a key component in a community's livability. The systems condition tells a story about the value a community places on these assets, and this budget proposal is reflective of the high value the community places on our park system.

## **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.

## **Park Services**

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year round. This core service will remain at reduced levels with decreased staff visits to various types of facilities. Service levels will be maintained during peak seasons (June 1- Labor Day) at the City's community parks, but continue to be reduced during other times of the year. This service level is approximately 25% less than 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 east side of Wortman Park (November 1 – February 28) will continue to be closed seasonally. The aging restroom structure at the west side of City Park has been taken out of service and removed.

## **Turf/Landscape Maintenance**

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service continues at reduced service levels in some areas. Various facilities, primarily neighborhood parks, have been identified for irrigation shut downs, which results in reduced irrigation costs (start ups and repairs). These areas will require less mowing annually, with corresponding reduced costs, but will "go brown" during the summer, and remain dry until the fall rains.
- Approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed public pesticide applicators, and all herbicide use on public facilities is recorded and tracked.

- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. The application of mulch has been eliminated at some facilities, and at others the application cycles have been extended. These changes result in reduced materials and labor savings, but impact aesthetics and weed control.
- Annual flowers are planted in the spring at various City facilities. The fall program was eliminated in FY 2013-14.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park Maintenance staff has been tasked with landscape and irrigation maintenance for downtown parking facilities.

## **Sports Turf Maintenance**

- This work is primarily performed in Dancer Park in support of City recreation programs. Sports turf is irrigated, fertilized, over-seeded, mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. Due to declining turf stand conditions at Dancer, and the high volume of use at this facility, staff believes this work is a pressing priority. As a result, funds have been shifted within the budget request for that purpose.

## Recreation Sports Program Facility Support

- This work is primarily performed in Dancer Park in support of City recreation programs. Soccer and baseball fields are set up each season and are “torn down” at the conclusion of the season. Given the location of Dancer Park, support amenities (benches, tables, garbage cans, concession stand, etc.) must be removed from the park each fall to protect them from potential winter flood damage. 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 by about 90% relative to prior service levels. Storm damaged trees will continue to be replaced as resources allow. This core service is a contributing element in the City’s requirement to provide \$2 per capita of tree related expenditures to achieve “Tree City USA” designation.



Jeff Hendricks, left, Parks Maintenance (11 years), removing hazardous tree at the Chamber of Commerce.

## Park Amenities

- Maintain courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc. The budget proposal allows for increased frequency for various court cleanings. The Discovery Meadows water feature, operated under Oregon Public Health Division’s administrative rules, is cleaned and inspected on a specific schedule, and is remotely monitored via web-based telemetry.

## Park Building Maintenance

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

## Skate Park Maintenance

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

## Play Equipment Maintenance

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.
- Play equipment is pressure washed and kept clean. This budget proposal continues reduced cleaning cycles for these structures.

## Community Event/Volunteer support

- Prepare facilities for special community events.

## Emergency Response

- Park Maintenance staff members are a key element in the City’s response to various incidents, and work alongside Street Maintenance and Conveyance System field staff in this role. Activities include responding to vehicle accidents and hazardous materials spills; snow response work including deicing, sanding and snow removal; flood/high water response; sanitary sewer and storm drain problems; clearing downed trees from streets, etc. Park Maintenance staff are trained and certified to the same level as the Street Maintenance staff in this area, and function as integral team members on these first responder crews.



Kristine Reed, right, Parks Maintenance (13 years), clearing storm drain during December 2015 rains.

## Future Challenges and Opportunities

### Maintenance planning

- As with any asset, as the park system ages, maintenance demands and related costs continue to increase. The park system has grown since 2005 with West Hills, Chegwyn Farms, Riverside Dog Park and the BPA linear park extensions all being added in the past 10 years. At this time, the system continues to be maintained at service levels that were reduced significantly in FY 2013, and began being reduced in FY 12-13. Those reduced service levels included closing restrooms, reducing park service visits, reducing mowing costs by allowing neighborhood parks to go brown, reducing athletic turf maintenance at Dancer Park, reducing annual flower plantings, reducing tree replacements, reducing maintenance cycles on various building and play equipment structures, and continued deferred maintenance in the system overall. These changes have resulted in a lower quality of aesthetics than the typical McMinnville standard, and have had other impacts. An example would be that the quality of the athletic turf stand at Dancer Park has been reduced, with increased compaction resulting in drainage and playability issues. Another would be that when and if various unused irrigation systems are put back on line, there will be costs related to restoring those moth-balled systems.
- At this time, there is no capacity to begin to address backlogged maintenance items. Examples include replacing aging piping in the water feature, restoring shrub/plant beds system wide, monument sign maintenance, pavement maintenance (parking lots, paths), replacing picnic tables, replacing restroom partitions, changing stations and fixtures, sports turf maintenance projects, and irrigation repairs system wide.
- Given the current workload, staff notes that there is no capacity to take on additional maintenance without impacting current service levels. With the planned 4 acre park in NW McMinnville, maintenance work at other existing facilities will need to be reduced in order to free up resources to care for the new facility.

- Staff will continue the use of a computerized maintenance management system to plan, schedule, and track work. Using this tool, staff continues to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices.

### Capital Planning

- As the park system overall continues to age, planning for and funding capital improvements is becoming critical. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment all will continue to age, and will eventually need to be replaced or removed. Adding new facilities or elements to the system only increases this need. At this time, there is not a comprehensive funding strategy or available resources to address capital replacement needs within the park system. The needs range from replacing aging play structures such as the Recreation Station in upper City Park to replacing a 50+ year old shelter in Wortman Park. Vehicle and equipment needs including addressing aging mowing equipment as well as an aging fleet. The challenge will be to identify those elements, develop fundable replacement strategies, and begin to plan for those replacements in a manner that fits the City's resources and priorities.

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

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

# General Fund – Park Maintenance

2017 – 2018 Proposed Budget --- Budget Summary

## 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

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>10,756</b>	<b>9,450</b>	<b>10,100</b>	<b>650</b>
Personnel Services	701,873	828,471	792,529	(35,942)
Materials & Services	280,642	352,414	308,592	(43,822)
Capital Outlay	13,588	745	75,742	74,997
<b>Total Expenditures</b>	<b>996,103</b>	<b>1,181,630</b>	<b>1,176,863</b>	<b>(4,767)</b>
Net Expenditures	(985,348)	(1,172,180)	(1,166,763)	(5,417)



Guy Smith, Parks Maintenance (12 years), mowing at Chegwyn Farms Park.

## Full-Time Equivalent (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>10.57</b>		
Senior Utility Worker		0.08	
Utility Worker II		(0.08)	
Utility Worker I		(1.50)	
Extra Help - Park Maintenance		(0.02)	
<b>FTE Proposed Budget</b>		<b>(1.52)</b>	<b>9.05</b>

242	Acres of developed parks
178	Benches
9	Group picnic areas
131	Acres of mowed grass
112	Picnic Tables
168	Trash cans
28	Drinking fountains
14	Play structures
41	Pet waste station
7	Restroom facilities
859	Parking spaces
631	Irrigation zones
12	Soccer fields
13	Baseball/softball fields
9.81	Miles of hard path
5	Miles of soft nature trails
2	Skate parks
1	Off leash dog park (3.8 acres)





## General Fund – Parks Maintenance

### Historical Highlights

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

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

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

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

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

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

**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.

# General Fund - Park Maintenance

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<b><u>Public Works Superintendent</u></b>	1	352	99,168		
General Fund					
Park Maintenance (0.50 FTE)				141	49,584
Street Fund (0.50 FTE)				172	49,584
<b><u>Park Maintenance Supervisor</u></b>	1	342	76,180		
General Fund					
Park Maintenance (0.95 FTE)				141	72,371
Street Fund (0.05 FTE)				172	3,809
<b><u>Street Maintenance Supervisor</u></b>	1	342	78,581		
General Fund					
Park Maintenance (0.05 FTE)				141	3,929
Street Fund (0.95 FTE)				172	74,652
<b><u>Mechanic - Public Works</u></b>	1	330	55,047		
General Fund					
Park Maintenance (0.45 FTE)				141	24,771
Street Fund (0.45 FTE)				172	24,771
Wastewater Services Fund					
Administration (0.10 FTE)				213	5,505
<b><u>Operations Support Specialist</u></b>	1	330	54,614		
General Fund					
Park Maintenance (0.50 FTE)				141	27,307
Street Fund (0.50 FTE)				172	27,307

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
9,934	10,176	9,150	<b>5390</b>	<b>Park Rentals</b> Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	10,000	10,000	10,000
<b>9,934</b>	<b>10,176</b>	<b>9,150</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>MISCELLANEOUS</b>							
295	580	300	<b>6600</b>	<b>Other Income</b>	100	100	100
<b>295</b>	<b>580</b>	<b>300</b>	<b>TOTAL MISCELLANEOUS</b>		<b>100</b>	<b>100</b>	<b>100</b>
<b>10,229</b>	<b>10,756</b>	<b>9,450</b>	<b>TOTAL RESOURCES</b>		<b>10,100</b>	<b>10,100</b>	<b>10,100</b>

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	10,043	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
388,959	408,055	478,922	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Senior Utility Worker - Park Maintenance - 1.00 FTE Utility Worker II - Public Works - 4.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE	454,758	454,758	454,758
27,833	26,309	33,640	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Park Maintenance - 1.60 FTE	41,832	41,832	41,832
4,503	4,003	3,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	2,500	2,500	2,500
0	700	1,200	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
0	5,001	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
25,088	26,151	32,073	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	31,018	31,018	31,018
5,867	6,116	7,500	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,255	7,255	7,255
85,657	98,736	120,522	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	129,898	129,898	129,898
76,151	77,459	104,648	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	83,063	83,063	83,063
0	14,500	11,750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	7,250	7,250	7,250
938	793	970	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	804	804	804
2,163	2,230	2,620	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,460	2,460	2,460
24,079	21,510	28,763	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	28,226	28,226	28,226
274	267	363	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	264	264	264
820	0	2,000	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	2,001	2,001	2,001
<b>642,333</b>	<b>701,873</b>	<b>828,471</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>792,529</b>	<b>792,529</b>	<b>792,529</b>

**MATERIALS AND SERVICES**

861	533	900	<b>7530</b>	<b>Safety Training/OSHA</b>	750	750	750
136	125	700	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	700	700	700
4,438	1,835	4,500	<b>7550</b>	<b>Travel &amp; Education</b> Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	3,000	3,000	3,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
18,590	11,841	17,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		12,500	12,500	12,500
21,958	21,438	22,600	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		23,000	23,000	23,000
7,200	9,900	8,900	<b>7610-05</b>	<b>Insurance - Liability</b>		10,900	10,900	10,900
11,000	11,600	14,000	<b>7610-10</b>	<b>Insurance - Property</b>		13,500	13,500	13,500
5,123	5,297	6,100	<b>7620</b>	<b>Telecommunications</b>		5,800	5,800	5,800
1,200	1,200	1,770	<b>7650</b>	<b>Janitorial</b>		1,700	1,700	1,700
14,839	14,257	18,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		14,500	14,500	14,500
1,642	3,077	3,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.		2,500	2,500	2,500
13,261	17,942	23,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		18,000	18,000	18,000
73,315	75,001	94,000	<b>7720-26</b>	<b>Repairs &amp; Maintenance - Park Maintenance</b> Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenity repairs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation parts, play equipment parts, landscape bark, fall attenuation material, dog park surfacing and trail surfacing material.		84,000	84,000	84,000
2,849	8,913	5,000	<b>7720-27</b>	<b>Repairs &amp; Maintenance - Park Vandalism</b> Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.		3,500	3,500	3,500
1,976	1,918	1,480	<b>7750</b>	<b>Professional Services</b>		1,620	1,620	1,620
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	120	120	
				Audit fee allocation	1	1,500	1,500	
15,209	15,209	15,500	<b>7780-07</b>	<b>Contract Services - Downtown</b> Downtown litter patrol and solid waste disposal		16,000	16,000	16,000
56,805	68,142	103,000	<b>7780-15</b>	<b>Contract Services - Park Maintenance</b> Contract services augment staff capacity to address systems needs relative to building maintenance, electrical, plumbing, light construction, irrigation repairs, play equipment repairs, tree planting/pruning/removal, turf/landscape maintenance projects, herbicide/pesticide applications and water feature maintenance.		83,000	83,000	83,000
3,627	1,480	2,700	<b>7800-39</b>	<b>M &amp; S Equipment - Parks</b> Miscellaneous small equipment for operations and maintenance		2,000	2,000	2,000
1,291	709	750	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b> Miscellaneous small equipment and tools for shop operations and maintenance		500	500	500
3,336	3,470	3,439	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,497	4,497	4,497
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,497	4,497	

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
4,524	6,754	5,075	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		6,625	6,625	6,625
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
				ESRI Arcview-17% shared with Plan, Bldg,Eng,Street,WWS	1	2,000	2,000	
				Hansen sewer database-25% shared with Eng, Street	1	3,125	3,125	
<b>263,178</b>	<b>280,642</b>	<b>352,414</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>308,592</b>	<b>308,592</b>	<b>308,592</b>
				<b><u>CAPITAL OUTLAY</u></b>				
327	719	745	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		742	742	742
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	742	742	
0	0	0	<b>8800</b>	<b>Building Improvements</b>		50,000	50,000	50,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Tennis court resurfacing/pickleball conversion	1	50,000	50,000	
0	12,869	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
0	0	0	<b>8920</b>	<b>Land Improvements</b>		0	0	0
0	0	0	<b>9300-05</b>	<b>Park Improvements - Play Equipment</b>		25,000	25,000	25,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Thompson Park Playground resurfacing	1	25,000	25,000	
<b>327</b>	<b>13,588</b>	<b>745</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>75,742</b>	<b>75,742</b>	<b>75,742</b>
<b>905,838</b>	<b>996,103</b>	<b>1,181,630</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>1,176,863</b>	<b>1,176,863</b>	<b>1,176,863</b>



# **LIBRARY DEPARTMENT**







**Budget Highlights**

**Challenges**

**Aging equipment**

Library patrons, volunteers, and staff have been negatively affected by aging elevator and HVAC equipment. Aging equipment becomes more complicated to repair, with parts difficult or impossible to find. A modernization of the elevator is included in this budget and will be a great safety improvement. The HVAC will continue to be repaired, with plans for an overhaul in the future.

**Open Hours**

McMinnville Public Library is currently open 45 hours per week, which is below the Oregon Library Association Public Library Division (OLA PLD) Standards essential standard for a population of our size:

Population Served	Essential	Enhanced	Exemplary
5,000—9,999	30	45	60
10,000—24,999	40	55	70
25,000 and above	50	60	75

Additional hours were included in the 2016/17 budget, but were not implemented due to the addition of personnel in other city departments.

**Outside City User Fee**

In 2016 Chemeketa Cooperative Regional Library Service (CCRLS) libraries voted to increase the number of items that can be checked out with a “Basic” card by those who live within the CCRLS taxing district but outside of city limits. This change decreased the number of patrons choosing to purchase a full service library card.

**Additional format requirements**

Twenty years ago the library needed to purchase one copy of a popular title. Now there is a demand for multiple formats of the same title. The library must now buy the following formats:

- Regular print book
- Book on CD
- Large print book
- Downloadable ebook
- Downloadable audio book
- DVD/Blu-ray

**Opportunities**

**RFID**

Radio-Frequency Identification (RFID) is being implemented throughout CCRLS libraries. The technology, which was funded by CCRLS, uses radio waves to read information stored on a tag attached to library materials. RFID will create workflow changes, allowing for staff to focus on enhanced services to the public. The RFID changes will include:

- Simpler self-check machines
- Self pick-up of patron holds on library materials
- RFID security gates will negate the need for security cases on DVDs
- More efficient inventory processes

**Support from Friends of the Library and Library Foundation**

The goal of the Friends of the Library and Library Foundation is to *enhance* library collections and activities beyond the limits of the McMinnville City budget. With decreases in the library city budget the Friends and Foundation have moved beyond enhancement and have supported the library with basic requirements, such as ADA accessible doors, books and other materials for borrowing, and shelving in the teen room, as well as the “extras”, such as the recent plaza redesign and community art, that make the McMinnville Public Library a vibrant place to visit.

Friends of the Library support for fiscal year 2017/18 includes

- \$14,000 for library materials
- \$6,000 for library programming
- \$50,000-\$100,000 for Children’s Room and lobby redesign, with intentions to receive matching funds
- Security gates
- RFID self-check machines

Library Foundation support for fiscal year 2017/18 includes

- \$12,000 dedicated for 2017 Book Buddies bookmobile summer program
- \$8,500 for library materials

## **Core Services**

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### **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

### **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.

# General Fund – Library

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>204,017</b>	<b>198,143</b>	<b>210,359</b>	<b>12,216</b>
Personnel Services	1,075,705	1,121,600	1,188,819	67,219
Materials & Services	322,277	330,139	326,092	(4,047)
Capital Outlay	47,333	12,664	85,714	73,050
<b>Total Expenditures</b>	<b>1,445,315</b>	<b>1,464,403</b>	<b>1,600,625</b>	<b>136,222</b>
Net Expenditures	(1,241,298)	(1,266,260)	(1,390,266)	124,006

## Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>15.69</b>		
Librarian II - Reference		(0.05)	
Librarian I - Reference		(0.08)	
Library Tech Assistant - Circulation		(0.14)	
Library Assistant - Childrens		(0.05)	
Library Assistant - Circulation		0.12	
Library Page		(0.20)	
Program Assistant		0.01	
Book Buddies - Labor		0.12	
<b>FTE Proposed Budget</b>		<b>(0.27)</b>	<b>15.42</b>



## General Fund – Library

## Historical Highlights

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

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

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



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

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

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

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

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

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

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



**2012** McMinnville Public Library celebrates 100 years serving the community and receives the McMinnville Downtown Association Manager's Award for the festivities.

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



**2015** Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.

**2016** Library completes plaza enhancement project, including community sponsored pavers and receives the McMinnville Downtown Association Main Street Award for the project.



Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
5,532	4,204	5,000	<b>4780 OR State Aid Grant - Library</b> 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.	5,000	5,000	5,000
140,517	138,493	150,643	<b>5050 CCRLS - Library</b> 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.	161,709	161,709	161,709
<b>146,049</b>	<b>142,697</b>	<b>155,643</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>166,709</b>	<b>166,709</b>	<b>166,709</b>
<b>CHARGES FOR SERVICES</b>						
9,899	8,810	9,000	<b>5430 Outside City User Fee</b> \$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.	1,500	1,500	1,500
<b>9,899</b>	<b>8,810</b>	<b>9,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>FINES AND FORFEITURES</b>						
31,364	28,601	27,000	<b>6160 Fines &amp; Lost Books</b> 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.	22,000	22,000	22,000
<b>31,364</b>	<b>28,601</b>	<b>27,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>MISCELLANEOUS</b>						
3,379	13,550	400	<b>6440 Donations - Library</b> 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.	400	400	400
98	102	100	<b>6440-05 Donations - Library - Bookmobile</b> Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	250	250	250
0	1,611	0	<b>6440-10 Donations - Library - Library Foundation</b>	12,000	12,000	12,000
0	0	0	<b>6440-15 Donations - Library - Friends of the Library</b>	0	0	0
0	0	0	<b>6440-20 Donations - Library - Adult Programs</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,011	1,364	1,500	<b>6440-25 Donations - Library - Children's Programs</b> 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.	1,500	1,500	1,500
5,323	7,282	4,500	<b>6600-98 Other Income - Library</b> Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	6,000	6,000	6,000
<b>10,810</b>	<b>23,909</b>	<b>6,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>20,150</b>	<b>20,150</b>	<b>20,150</b>
<b>198,122</b>	<b>204,017</b>	<b>198,143</b>	<b>TOTAL RESOURCES</b>	<b>210,359</b>	<b>210,359</b>	<b>210,359</b>

Budget Document Report

01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	16,697	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
409,409	473,120	520,246	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Circulation - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Children's Services - 1.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE	548,808	548,808	548,808
268,692	252,706	250,523	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Librarian II - Reference - 0.38 FTE Librarian I - Children's - 0.75 FTE Librarian I - Reference - 0.25 FTE Library Technical Assistant - Children's - 0.75 FTE Library Technical Assistant - Circulation - 1.50 FTE Library Assistant - Children's - 0.30 FTE Library Assistant - Circulation - 1.38 FTE Library Assistant - Technical Services - 0.70 FTE Library Page - 0.18 FTE	261,996	261,996	261,996
2,051	2,067	2,497	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.11 FTE	2,590	2,590	2,590
188	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
0	2,800	4,800	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	4,800	4,800	4,800
0	6,610	0	<b>7300 Fringe Benefits</b>	0	0	0
41,169	44,220	48,860	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	50,729	50,729	50,729
9,628	10,342	11,424	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	11,864	11,864	11,864
145,259	164,530	172,651	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	209,525	209,525	209,525
77,976	80,385	79,496	<b>7300-20 Fringe Benefits - Medical Insurance</b>	82,747	82,747	82,747
0	14,000	7,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	6,500	6,500	6,500
2,006	1,614	1,620	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,620	1,620	1,620
3,502	3,638	3,762	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,964	3,964	3,964
2,147	2,315	2,898	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,927	2,927	2,927
489	488	536	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	450	450	450

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	99	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	99	99	99
173	176	188	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	200	200	200
<b>962,689</b>	<b>1,075,705</b>	<b>1,106,600</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,188,819</b>	<b>1,188,819</b>	<b>1,188,819</b>
<b><u>MATERIALS AND SERVICES</u></b>							
1,042	940	1,000	<b>7500</b>	<b>Credit Card Fees</b> 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
279	259	1,700	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,600	1,600	1,600
6,217	7,886	8,000	<b>7550</b>	<b>Travel &amp; Education</b> Membership in professional organizations, registration and travel to workshops, conferences and seminars.	8,000	8,000	8,000
1,249	1,077	1,300	<b>7580</b>	<b>Volunteer Recognition</b> Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	1,500	1,500	1,500
622	811	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.	1,000	1,000	1,000
26,576	28,835	35,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	35,000	35,000	35,000
7,800	11,500	9,400	<b>7610-05</b>	<b>Insurance - Liability</b>	11,900	11,900	11,900
9,000	9,300	11,000	<b>7610-10</b>	<b>Insurance - Property</b>	11,200	11,200	11,200
15,088	15,158	16,000	<b>7620</b>	<b>Telecommunications</b> Telephone and cell lines, elevator phone, bookmobile laptop connection, new internet service charges and installation costs, and alarm phones.	16,000	16,000	16,000
19,282	20,608	22,000	<b>7650</b>	<b>Janitorial</b> Contract janitorial services and supplies.	26,500	26,500	26,500
514	599	650	<b>7660</b>	<b>Materials &amp; Supplies</b> General library and staff room supplies.	650	650	650
341	466	400	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b> Inter-library loan books returned by mail and other library mailing costs.	500	500	500
4,984	5,421	5,000	<b>7660-20</b>	<b>Materials &amp; Supplies - Public Services</b> Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	5,000	5,000	5,000
1,110	2,099	1,400	<b>7660-30</b>	<b>Materials &amp; Supplies - Public Information</b> Library yellow pages listing, bookmarks with hours and contact information.	500	500	500
2,461	4,781	1,800	<b>7660-60</b>	<b>Materials &amp; Supplies - Administration</b> Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	1,800	1,800	1,800



Budget Document Report

01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
6,542	5,124	4,000	<b>7660-63 Materials &amp; Supplies - Library Circulation</b> Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.	3,500	3,500	3,500
4,794	4,985	5,000	<b>7660-64 Materials &amp; Supplies - Library Technical Services</b> Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.	5,000	5,000	5,000
1,161	1,697	1,700	<b>7660-65 Materials &amp; Supplies - Children's Programs</b> Craft supplies, paper and miscellaneous costs for children's programming.	1,700	1,700	1,700
0	0	0	<b>7680-10 Materials &amp; Supplies - Donations - Adult Programs</b>	0	0	0
0	0	0	<b>7680-11 Materials &amp; Supplies - Donations - Library Foundation</b> Book Buddies bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-10 includes funds to reimburse this line as well as part-time personnel costs for Book Buddies.	5,500	5,500	5,500
2,011	1,363	1,500	<b>7680-15 Materials &amp; Supplies - Donations - Children's Programs</b> Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.	1,500	1,500	1,500
0	0	0	<b>7680-16 Materials &amp; Supplies - Donations - Friends of the Library</b>	0	0	0
26,304	8,684	10,000	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b>	10,000	10,000	10,000
16,201	16,803	18,000	<b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b> 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
370	361	400	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b> Repairs, maintenance and supplies for the library bookmobile.	400	400	400
2,463	2,436	1,900	<b>7750 Professional Services</b>	1,900	1,900	1,900
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	100	100
			Audit fee allocation	1	1,800	1,800
6,931	7,203	7,800	<b>7790 Maintenance &amp; Rental Contracts</b> Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.	7,800	7,800	7,800
0	0	6,000	<b>7800 M &amp; S Equipment</b> Furniture and other items have previously been budgeted in Materials & Supplies. These items will now be tracked here.	6,000	6,000	6,000
0	0	0	<b>7810-05 M &amp; S Equipment - Donations - Library Foundation</b>	0	0	0
55,281	59,492	58,471	<b>7840 M &amp; S Computer Charges</b>	64,962	64,962	64,962
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS Department M&S costs shared city-wide	1	64,962	64,962

Budget Document Report

01 - GENERAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
15,948	19,411	27,800	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		4,600	4,600	4,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				All-in-One Workstation Replacements	2	1,200	2,400	
				Chromebook	1	300	300	
				Flashdrives	1	100	100	
				RAM upgrades	15	120	1,800	
19,650	19,021	20,000	<b>8150-05</b>	<b>Books &amp; Materials - Adult Books</b>		20,000	20,000	20,000
				Fiction and non-fiction print and electronic books for adult collections.				
1,003	1,000	0	<b>8150-10</b>	<b>Books &amp; Materials - Reference Books</b>		0	0	0
				Reference books and materials for adult print reference collection. Items previously purchased for the non-circulating reference collection will now be purchased with the Adult Books budget.				
4,190	4,649	4,000	<b>8150-15</b>	<b>Books &amp; Materials - Reference Online Database</b>		4,500	4,500	4,500
				Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.				
14,002	13,997	14,000	<b>8150-20</b>	<b>Books &amp; Materials - Children's Books</b>		14,000	14,000	14,000
				Library books, audio visual, and other materials for children ages 0 - 12.				
5,125	4,492	4,500	<b>8150-25</b>	<b>Books &amp; Materials - Young Adult Books</b>		4,500	4,500	4,500
				Library materials for young adults ages 12 - 17.				
3,939	3,987	4,000	<b>8150-30</b>	<b>Books &amp; Materials - Large Print Books</b>		4,000	4,000	4,000
				Large print books for visually impaired adults.				
3,025	3,261	3,650	<b>8150-35</b>	<b>Books &amp; Materials - Spanish Language Materials</b>		3,650	3,650	3,650
				Books, media, magazines and newspapers in Spanish.				
0	0	0	<b>8150-40</b>	<b>Books &amp; Materials - Bookmobile</b>		0	0	0
5,355	5,349	5,500	<b>8150-45</b>	<b>Books &amp; Materials - Periodicals</b>		5,500	5,500	5,500
				Newspaper and magazine subscriptions, including Spanish language titles.				
5,965	5,997	6,000	<b>8150-50</b>	<b>Books &amp; Materials - Audio Visuals-DVD</b>		6,000	6,000	6,000
				Adult nonfiction and entertainment DVDs.				
5,421	5,369	5,500	<b>8150-51</b>	<b>Books &amp; Materials - Audio Visuals-CD Books</b>		5,500	5,500	5,500
				Fiction and nonfiction books on CD.				
4,543	4,204	4,268	<b>8150-55</b>	<b>Books &amp; Materials - State Grant Materials</b>		4,280	4,280	4,280
				State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library.				
3,379	13,550	15,400	<b>8160</b>	<b>Donations - Library</b>		400	400	400
				Various library purchases and materials funded through revenue account 6440, Donations-Library.				
98	102	100	<b>8160-05</b>	<b>Donations - Library - Bookmobile Books</b>		250	250	250
				Books and materials for the bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.				
<b>310,267</b>	<b>322,277</b>	<b>345,139</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>326,092</b>	<b>326,092</b>	<b>326,092</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>									
5,414	12,333	12,664	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			10,714	10,714	10,714
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			IS Department - capital costs shared city-wide			1	10,714	10,714	
0	35,000	0	<b>8800</b>	<b>Building Improvements</b>			75,000	75,000	75,000
			Elevator modernization						
<b>5,414</b>	<b>47,333</b>	<b>12,664</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>85,714</b>	<b>85,714</b>	<b>85,714</b>	
<b>1,278,370</b>	<b>1,445,315</b>	<b>1,464,403</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,600,625</b>	<b>1,600,625</b>	<b>1,600,625</b>	



**GENERAL FUND  
NON-DEPARTMENTAL**





# General Fund - Non- Departmental

2017 – 2018 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 2017-18 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2016-17 AV. The AV increase in 2016-17 was approximately 4.36% compared to the prior year.
- Based on the projected assessed value, property taxes levied for general operating purposes are estimated to be \$13,024,075.
- The City assumes an uncollectible rate of 8% on property taxes levied, this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for the 8% uncollectible amount, property tax revenues are estimated at \$11,982,150 for fiscal year 2017-18.

#### Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2017-18 is projected to increase by 2.8% compared to prior year estimated revenue, primarily due to rate increases.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be relatively consistent with 2016-17 revenues.

#### Intergovernmental

- 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 slightly compared to the prior year. Because the City will not receive State or local marijuana taxes until August 2017, the amount of taxes to be received is unknown at this time and the City has not included those taxes in the 2017-18 Proposed Budget.

### Urban Renewal

- Previously, transactions between the General Fund and Urban Renewal Funds were budgeted as inter-agency transactions. To achieve consistency between budget basis accounting and financial statements prepared on the modified accrual basis of accounting, these transactions are budgeted as interfund transfers in the 2017-18 Proposed Budget. Please refer to the Urban Renewal Fund and Urban Renewal Debt Service Fund in this document for additional information.

In 2016-17 the City executed a bank loan for approximately \$2.0 million to fund street improvements for the portion of Alpine Avenue within the urban renewal district. Loan proceeds were receipted into the General Fund and then transferred to the Urban Renewal Fund. Debt Service payments for the bank loan, which will be paid with urban renewal tax increment dollars transferred from the Urban Renewal Debt Service Fund, are included in the 2017-18 Proposed Budget.

### PERS Transition Liability

In 2016-17 the City executed a bank loan for approximately \$3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2017-18 Proposed Budget will be paid from general operating funds of the City.

### Transfers In

- Reimbursement from other funds for Administration, Finance, and Engineering personnel services support - \$1,256,505
- Reimbursement from other funds for Engineering Materials and Services costs - \$74,242
- Transient Lodging Tax - Represents 30% of the net Tax collected – \$193,470 and reimbursement of \$10,704 for General Fund costs to administer the tax.

# General Fund – Non-Departmental

2017 – 2018 Proposed Budget --- Budget Summary

- Urban Renewal Debt Service – Tax increment revenues received in Urban Renewal Debt service are transferred to reimburse the General Fund for payments related to urban renewal activities - \$313,905

## Expenditures

### Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$721,400. The increased amount is due to an assumed 5% increase in the City's contribution to YCOM.
- Transfer to Urban Renewal Fund – Reimbursement to General Fund for costs related to urban renewal activities.
- Transfer to Ambulance Fund – General Fund support of the Ambulance Fund - \$800,000; a new ambulance will not be purchased in 2017-18.
- Transfer to Information Systems - Reimburses the Information Systems and Services (IS) Fund for personnel services support.

## Future Challenges and Opportunities

- The City's tax base grew rapidly between 2004 and 2009, resulting in significant increases in assessed property values. However, due to local economic conditions and corresponding lack of building activity, the increase in assessed values slowed significantly between 2009 and 2012.

In the last several years, assessed values are showing a slow but steady trend upward. We anticipate this sustainable growth in assessed values will continue.

The City's general property tax revenue is directly related to changes in assessed values. Therefore, new construction and a healthy housing market have a significant impact on property tax revenue and the City's ability to fund services to the public.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>16,429,996</b>	<b>22,657,690</b>	<b>17,959,855</b>	<b>(4,697,835)</b>
Materials & Supplies	-	30,000	-	
Special Payments	205,131	2,227,330	-	(2,227,330)
Debt Service	-	3,652,685	423,775	
Transfers Out	2,126,202	1,810,155	2,059,242	249,087
<b>Total Expenditures</b>	<b>2,331,333</b>	<b>7,720,170</b>	<b>2,483,017</b>	<b>249,087</b>
Net Expenditures	14,098,663	14,937,520	15,476,838	(539,318)



## General Fund – Non-Departmental

## Historical Highlights

<b>1916</b>	Voters establish original operating property tax base.	<b>1996</b>	November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.	<b>2002</b>	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
<b>1980</b>	First library operations 3-year serial levy passed - \$45,000 per year.			<b>2003</b>	Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.
<b>1985</b>	Second library operations 3-year serial levy passed - \$65,000 per year.	<b>1997</b>	January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.	<b>2005</b>	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.
<b>1986</b>	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.	<b>1997</b>	May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.	<b>2006</b>	Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
<b>1988</b>	March election passed library operations 1-year serial levy - \$80,000 per year.	<b>1997</b>	City’s permanent rate is established at \$5.02.		
<b>1988</b>	November 1988 general election, “Life McMinnville Style” new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.	<b>2000</b>	First year City levies entire \$5.02 per thousand assessed value permanent rate.		
<b>1990</b>	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.				

- 2006** McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in previous year. Trend is due to extensive conservation initiatives W&L has undertaken over the last several years.
- 2007** Implementation of Logos.net financial system established “non-assigned” revenues in Non-Departmental classification.
- 2008** All operating permanent rate, \$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.
- 2016** Executed a bank loan to refinance the City’s PERS transition liability and to fund the Urban Renewal Alpine Avenue project.



**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>PROPERTY TAXES</b>						
10,812,090	11,428,581	11,481,000	<b>4100-05 Property Taxes - Current</b> \$13,024,075 2017-18 Permanent operating property tax levy, \$5.02 per \$1,000 (\$1,041,925) Less: Uncollectible taxes - 8%. \$11,982,150 2017-18 Current property taxes	11,982,150	11,982,150	11,982,150
441,414	433,245	450,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies.	400,000	400,000	400,000
<b>11,253,504</b>	<b>11,861,826</b>	<b>11,931,000</b>	<b>TOTAL PROPERTY TAXES</b>	<b>12,382,150</b>	<b>12,382,150</b>	<b>12,382,150</b>
<b>LICENSES AND PERMITS</b>						
1,830,726	1,778,731	1,918,000	<b>4205-05 Franchise Fees - McMinnville Water &amp; Light</b> 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.	1,850,000	1,850,000	1,850,000
0	5,316	700	<b>4205-06 Franchise Fees - Miscellaneous-Telecommunications</b> 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.	5,000	5,000	5,000
32,785	31,782	32,000	<b>4205-07 Franchise Fees - Frontier-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	32,000	32,000	32,000
42,374	38,473	42,000	<b>4205-08 Franchise Fees - Frontier-Telephone</b> 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.	40,000	40,000	40,000
165,804	170,452	166,000	<b>4205-15 Franchise Fees - Comcast Communications-Cable</b> 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.	172,000	172,000	172,000
147,617	149,085	160,000	<b>4205-20 Franchise Fees - Recology Western Oregon</b> Recology - Western Oregon collection franchise fee is 3%.	155,000	155,000	155,000
135,309	134,959	135,000	<b>4205-25 Franchise Fees - Northwest Natural</b> NW Natural gas franchise fee is 3%.	122,000	122,000	122,000
3,540	3,406	3,000	<b>4490 Licenses &amp; Permits - Misc</b> Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.	2,500	2,500	2,500

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>2,358,155</b>	<b>2,312,205</b>	<b>2,456,700</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>2,378,500</b>	<b>2,378,500</b>	<b>2,378,500</b>
<b><u>INTERGOVERNMENTAL</u></b>							
43,525	43,386	43,000	<b>4720</b>	<b>OR State Cigarette Taxes</b> State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	42,000	42,000	42,000
320,374	308,483	325,000	<b>4730</b>	<b>OR State Revenue Sharing</b> State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	315,000	315,000	315,000
470,188	473,287	475,000	<b>4750</b>	<b>OR State Liquor Taxes</b> State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	473,000	473,000	473,000
5,000	21,347	201,730	<b>5080-05</b>	<b>Inter-Agency Loan Repayment - Principal</b> Previously accounted for repayment of loans between General Fund and Urban Renewal as inter-agency transactions. Beginning in 2017-18, transactions are accounted for as interfund transfers in account 01-99-6900-59.	0	0	0
				2017 - 2018 Moved to Transfers In 01-99-6900-59.			
0	0	50,125	<b>5080-10</b>	<b>Inter-Agency Loan Repayment - Interest</b> Previously accounted for payment of interest on Loan between General Fund and Urban Renewal as inter-agency transactions. Beginning in 2017-18, transactions are accounted for as interfund transfers in account 01-99-6900-59.	0	0	0
				2017 - 2018 Moved to Transfers In 01-99-6900-59.			
<b>839,087</b>	<b>846,503</b>	<b>1,094,855</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>830,000</b>	<b>830,000</b>	<b>830,000</b>
<b><u>MISCELLANEOUS</u></b>							
38,116	37,003	25,700	<b>6310</b>	<b>Interest</b> Estimated interest income earned on investments	76,900	76,900	76,900
1,986	1,285	1,000	<b>6600</b>	<b>Other Income</b>	1,500	1,500	1,500
0	0	0	<b>6600-03</b>	<b>Other Income - PERS Transition Liability Reimb</b>	332,746	332,746	332,746
<b>40,102</b>	<b>38,288</b>	<b>26,700</b>	<b>TOTAL MISCELLANEOUS</b>		<b>411,146</b>	<b>411,146</b>	<b>411,146</b>
<b><u>OTHER FINANCING SOURCE</u></b>							
73,094	0	0	<b>6820-10</b>	<b>Bond Proceeds - Premium</b>	0	0	0
0	0	2,185,000	<b>6830-10</b>	<b>Loan Proceeds - Alpine Avenue-Urban Renewal</b>	0	0	0
0	0	3,532,560	<b>6830-15</b>	<b>Loan Proceeds - PERS Transition Liability</b>	0	0	0
<b>73,094</b>	<b>0</b>	<b>5,717,560</b>	<b>TOTAL OTHER FINANCING SOURCE</b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
5,669	5,817	6,020	<b>6900-05</b>	<b>Transfers In - Special Assessments</b>			6,337	6,337	6,337
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel services support.	1	6,337	6,337			
172,473	188,401	209,270	<b>6900-07</b>	<b>Transfers In - Transient Lodging Tax</b>			204,174	204,174	204,174
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Finance personnel services support.	1	10,704	10,704			
			Transfer 30% of transient lodging taxes collected.	1	193,470	193,470			
178,111	200,375	198,721	<b>6900-20</b>	<b>Transfers In - Street</b>			238,144	238,144	238,144
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Street Fund support of Engineering operations.	1	17,203	17,203			
			Engineering, Admin, & Finance personnel services support.	1	220,941	220,941			
70,702	73,871	75,721	<b>6900-25</b>	<b>Transfers In - Airport</b>			123,902	123,902	123,902
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Airport Fund support of Engineering operations.	1	9,597	9,597			
			Engineering, Admin, & Finance personnel services support.	1	114,305	114,305			
78,727	105,354	149,480	<b>6900-45</b>	<b>Transfers In - Transportation</b>			165,846	165,846	165,846
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Transportation Fund support of Engineering operations.	1	12,438	12,438			
			Engineering, Admin, & Finance personnel services support.	1	153,408	153,408			
51,320	52,236	54,999	<b>6900-50</b>	<b>Transfers In - Park Development</b>			58,359	58,359	58,359
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Parks & Rec Admin, Admin, & Finance personnel services support.	1	58,359	58,359			
0	0	0	<b>6900-58</b>	<b>Transfers In - Urban Renewal</b>			25,026	25,026	25,026
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Planning personnel services support	1	25,026	25,026			

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	0	<b>6900-59</b>	<b>Transfers In - Urban Renewal Debt Service</b>		313,905	313,905	313,905
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Repayment of prior year expenses	1	10,000	10,000	
				Bank loan payment - Principal	1	33,667	33,667	
				Bank loan payment - Interest	1	57,362	57,362	
				Repayment of current year expenses	1	212,876	212,876	
29,727	30,954	33,628	<b>6900-70</b>	<b>Transfers In - Building</b>		75,788	75,788	75,788
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineering, Admin, & Finance personnel services support.	1	75,788	75,788	
239,210	256,975	258,977	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>		287,543	287,543	287,543
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wastewater Services Fund support of Engineering operations.	1	19,335	19,335	
				Engineering, Admin, & Finance personnel services support.	1	268,208	268,208	
220,750	230,222	203,109	<b>6900-77</b>	<b>Transfers In - Wastewater Capital</b>		221,294	221,294	221,294
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wastewater Capital Fund support of Engineering operations.	1	15,668	15,668	
				Engineering, Admin, & Finance personnel services support.	1	205,626	205,626	
180,063	188,467	196,754	<b>6900-79</b>	<b>Transfers In - Ambulance</b>		191,973	191,973	191,973
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel including Amb Billing staff	1	191,973	191,973	
143,782	38,503	44,196	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		45,768	45,768	45,768
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	45,768	45,768	
<b>1,370,534</b>	<b>1,371,175</b>	<b>1,430,875</b>	<b>TOTAL TRANSFERS IN</b>			<b>1,958,059</b>	<b>1,958,059</b>	<b>1,958,059</b>
<b>15,934,477</b>	<b>16,429,996</b>	<b>22,657,690</b>	<b>TOTAL RESOURCES</b>			<b>17,959,855</b>	<b>17,959,855</b>	<b>17,959,855</b>

Budget Document Report

**01 - GENERAL FUND**

Department :99 - NON-DEPARTMENTAL  
 Section :N/A  
 Program :N/A

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
73,094	0	30,000	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>	0	0	
<b>73,094</b>	<b>0</b>	<b>30,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>0</b>	<b>0</b>	
<b><u>SPECIAL PAYMENTS</u></b>							
0	205,131	2,227,330	<b>9395</b>	<b>Inter-Agency Loan - Urban Renewal</b>	0	0	
<b>0</b>	<b>205,131</b>	<b>2,227,330</b>	<b>TOTAL SPECIAL PAYMENTS</b>		<b>0</b>	<b>0</b>	
<b><u>DEBT SERVICE</u></b>							
0	0	3,502,560	<b>9417</b>	<b>PERS Transition Liability</b>	0	0	
0	0	0	<b>9417-05</b>	<b>PERS Transition Liability - Principal</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	213,420	213,420	
0	0	0	<b>9417-10</b>	<b>PERS Transition Liability - Interest</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	119,326	119,326	
0	0	100,000	<b>9540-05</b>	<b>Alpine Avenue-Urban Renewal - Principal</b> Payment of principal on debt issued by City for construction of Urban Renewal portion of Alpine Ave	33,667	33,667	
0	0	50,125	<b>9540-10</b>	<b>Alpine Avenue-Urban Renewal - Interest</b> Payment of interest on debt issued by City for construction of Urban Renewal portion of Alpine Ave	57,362	57,362	
<b>0</b>	<b>0</b>	<b>3,652,685</b>	<b>TOTAL DEBT SERVICE</b>		<b>423,775</b>	<b>423,775</b>	
<b><u>TRANSFERS OUT</u></b>							
647,100	662,400	689,100	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>	721,400	721,400	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				General Fund support for YCOM dispatching service for PD & Fire.	1	721,400	721,400
0	0	0	<b>9700-58</b>	<b>Transfers Out - Urban Renewal</b>	212,876	212,876	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Urban Renewal current year expenses	1	212,876	212,876
750,000	1,150,000	800,000	<b>9700-79</b>	<b>Transfers Out - Ambulance</b>	800,000	800,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Support of emergency medical services provided by the City	1	800,000	800,000

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
246,895	313,802	321,055	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		324,966	324,966	324,966
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	324,966	324,966	
<b>1,643,995</b>	<b>2,126,202</b>	<b>1,810,155</b>		<b><u>TOTAL TRANSFERS OUT</u></b>		<b>2,059,242</b>	<b>2,059,242</b>	<b>2,059,242</b>
				<b><u>CONTINGENCIES</u></b>				
0	0	845,000	<b>9800</b>	<b>Contingencies</b>		900,000	900,000	900,000
<b>0</b>	<b>0</b>	<b>845,000</b>		<b><u>TOTAL CONTINGENCIES</u></b>		<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
				<b><u>ENDING FUND BALANCE</u></b>				
593,735	572,141	535,000	<b>9901-07</b>	<b>Designated End FB - General Fd - LOSAP</b>		463,786	463,786	463,786
				Designated carryover from 2017-18 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.				
94,897	0	0	<b>9901-15</b>	<b>Designated End FB - General Fd - Fire - Vehicle Reserve</b>		0	0	0
0	75,000	112,500	<b>9901-25</b>	<b>Designated End FB - General Fd - Facility Improvements</b>		112,500	112,500	112,500
				Designated funds earmarked for future facility improvements				
7,896,485	6,623,209	3,919,564	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		2,098,261	2,098,261	2,086,861
				Undesignated carryover to July 1, 2019, includes the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.				
<b>8,585,117</b>	<b>7,270,350</b>	<b>4,567,064</b>		<b><u>TOTAL ENDING FUND BALANCE</u></b>		<b>2,674,547</b>	<b>2,674,547</b>	<b>2,663,147</b>
<b>10,302,206</b>	<b>9,601,683</b>	<b>13,132,234</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>6,057,564</b>	<b>6,057,564</b>	<b>6,046,164</b>

Budget Document Report

**01 - GENERAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
28,628,274	27,908,089	32,853,270	<b>TOTAL RESOURCES</b>	26,986,174	26,986,174	26,985,774
28,628,274	27,908,089	32,853,270	<b>TOTAL REQUIREMENTS</b>	26,986,174	26,986,174	26,985,774



# **SPECIAL ASSESSMENT FUND**







### Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The 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 enabling ordinance requires that DEID assessments collected by the City be passed through to the McMinnville Downtown Association (MDA).
- DEID assessments for 2017 through 2020 are based on a rate of \$0.75 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2<sup>nd</sup> Street and 4<sup>th</sup> Street. These are the same rates that were in effect for 2013 through 2016.
- The 2017-18 fiscal year is the first year of a three-year DEID assessment cycle. This assessment cycle duration is from August 1, 2017 through July 31, 2020. City Council will review the DEID ordinance at the end of the assessment cycle and determine if the DEID will be renewed and whether the rates will be increased.
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2017-18.
- **Community Development Block Grant** – In early 2015, the City was awarded a \$400,000 Community Development Block Grant (CDBG) by the State of Oregon for the purpose of providing housing rehabilitation grants to low and moderate income homeowners. All CDBG funds were expended by the end of the 2016-17 fiscal year.

### Core Services

- The Special Assessment Fund is a special revenue fund and, according to governmental accounting standards, is used to account for revenue sources that are restricted or committed to expenditures for specific purposes. DEID assessment revenue is committed by City ordinance. This fund may also be used to account for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.

### 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

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>379,248</b>	<b>233,000</b>	<b>73,900</b>	<b>(159,100)</b>
Materials & Services	378,173	232,300	72,300	(160,000)
Transfers Out	5,817	6,020	6,337	317
<b>Total Expenditures</b>	<b>383,990</b>	<b>238,320</b>	<b>78,637</b>	<b>(159,683)</b>
Net Expenditures	(4,742)	(5,320)	(4,737)	(583)



## Special Assessment Fund

## Historical Highlights

- |             |   |             |  |             |   |
|-------------|---|-------------|--|-------------|---|
| <b>1976</b> | City Council establishes Villard Street Local Improvement District.   | <b>1991</b> | City Council establishes NE Newby Street Local Improvement District - \$98,000.  | <b>2001</b> | City Council re-establishes DEID – 6th three-year assessment district ~\$47,000.  |
| <b>1986</b> | City Council establishes Cleveland Avenue Local Improvement District - \$77,500.  | <b>1992</b> | City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000. | <b>2004</b> | City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.  |
| <b>1986</b> | City Council establishes Downtown Economic Improvement District (DEID) – 1 <sup>st</sup> three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA). | <b>1993</b> | City Council establishes Pacific Avenue Local Improvement District - \$30,000.   | <b>2007</b> | City Council re-establishes DEID – 8th three-year assessment district.  |
| <b>1987</b> | City Council establishes Michelbook Lane Local Improvement District - \$71,500.   | <b>1995</b> | City Council re-establishes DEID – 4th three-year assessment district ~\$42,000. | <b>2010</b> | City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.                      |
| <b>1989</b> | City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA.  | <b>1998</b> | City Council establishes Burnette Road Local Improvement District - \$361,500.   | <b>2013</b> | City Council re-established DEID – 10 <sup>th</sup> three-year assessment district. DEID assessments collected are passed through to MDA.     |
| <b>1991</b> | City Council establishes NE Hembree Street Local Improvement District - \$130,000.  | <b>1998</b> | City Council re-establishes DEID – 5th three-year assessment district ~\$44,500. | <b>2015</b> | City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners. |
|             |   | <b>1999</b> | City Council establishes Newby Sidewalk Local Improvement District - \$23,000.   |             |   |

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
164,479	159,630	154,512	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.	150,357	150,357	150,357
<b>164,479</b>	<b>159,630</b>	<b>154,512</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>150,357</b>	<b>150,357</b>	<b>150,357</b>
<b>INTERGOVERNMENTAL</b>						
5,372	321,022	160,000	<b>4520-15</b> <b>Community Development Block Grnt - 2015 Housing Rehabilitation</b>	0	0	0
<b>5,372</b>	<b>321,022</b>	<b>160,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SPECIAL ASSESSMENTS</b>						
54,328	57,151	72,300	<b>6250</b> <b>Downtown Economic Assessment</b> 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, 2016 to July 31, 2019.	72,300	72,300	72,300
<b>54,328</b>	<b>57,151</b>	<b>72,300</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>72,300</b>	<b>72,300</b>	<b>72,300</b>
<b>MISCELLANEOUS</b>						
747	611	700	<b>6310</b> <b>Interest</b>	1,600	1,600	1,600
168	464	0	<b>6310-25</b> <b>Interest - Assessments</b> Interest collected on past due assessment accounts.	0	0	0
<b>916</b>	<b>1,075</b>	<b>700</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>225,095</b>	<b>538,878</b>	<b>387,512</b>	<b>TOTAL RESOURCES</b>	<b>224,257</b>	<b>224,257</b>	<b>224,257</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
96	0	0	<b>7750</b>	<b>Professional Services</b>		0	0	0
54,328	57,151	72,300	<b>8020</b>	<b>McMinnville Downtown Association</b> Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.		72,300	72,300	72,300
5,372	321,022	160,000	<b>8220-15</b>	<b>Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant</b>		0	0	0
<b>59,796</b>	<b>378,173</b>	<b>232,300</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>72,300</b>	<b>72,300</b>	<b>72,300</b>
<b><u>TRANSFERS OUT</u></b>								
5,669	5,817	6,020	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		6,337	6,337	6,337
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Administration and Finance personnel services support.	1	6,337	6,337		
<b>5,669</b>	<b>5,817</b>	<b>6,020</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>6,337</b>	<b>6,337</b>	<b>6,337</b>
<b><u>CONTINGENCIES</u></b>								
0	0	80,000	<b>9800</b>	<b>Contingencies</b>		20,000	20,000	20,000
<b>0</b>	<b>0</b>	<b>80,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
159,630	154,888	69,192	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover to July 1, 2018, includes the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.		125,620	125,620	125,620
<b>159,630</b>	<b>154,888</b>	<b>69,192</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>125,620</b>	<b>125,620</b>	<b>125,620</b>
<b>225,095</b>	<b>538,878</b>	<b>387,512</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>224,257</b>	<b>224,257</b>	<b>224,257</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
225,095	538,878	387,512	<b>TOTAL RESOURCES</b>	224,257	224,257	224,257
225,095	538,878	387,512	<b>TOTAL REQUIREMENTS</b>	224,257	224,257	224,257



**TRANSIENT LODGING TAX FUND**





# Transient Lodging Tax Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- Cities and counties are permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, bed & breakfasts, and other temporary lodgings. In 2013, the City Council adopted a TLT ordinance that 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.
- While Oregon law requires that at least 70% of revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2016-17 proposed budget includes a transfer of those discretionary funds to the General Fund.

## Core Services

- Visit McMinnville, a stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2017-18 proposed budget includes a 4% increase in transient lodging tax revenue.
- The 2017-18 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long term vision and connection of our Downtown, Granary, and Alpine districts.

## Future Challenges and Opportunities

- Ensure that TLT revenues are used effectively to significantly impact tourism and to benefit local businesses and citizens with an emphasis on improving off-season tourism activity.
- Visit McMinnville has created an achievable business/strategic plan, established a comprehensive financial management system, and adopted policies and procedures that provide appropriate levels of accountability and transparency.

- Two new hotels are being considered for construction in the next 12-18 months. Should those properties develop as planned, a significant expansion of both TLT revenues and the programs supported by those funds would occur, both for the City and Visit McMinnville.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>649,284</b>	<b>694,100</b>	<b>672,374</b>	<b>(21,726)</b>
Materials & Services	760,886	484,830	468,200	(16,630)
Transfers Out	188,401	209,270	204,174	(5,096)
<b>Total Expenditures</b>	<b>949,287</b>	<b>694,100</b>	<b>672,374</b>	<b>(21,726)</b>
Net Expenditures	(300,003)	-	-	-





## Transient Lodging Tax Fund

## Historical Highlights

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- 2013** Transient Lodging Tax Ordinance No. 4974 adopted by City Council.
  
- 2014** Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.
  
- 2015** City Council directs TLT bylaws be revised to create a stand-alone, non-profit destination marketing organization. Visit McMinnville, to market McMinnville as a tourist destination.



Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
166,894	451,330	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.	0	0	0
<b>166,894</b>	<b>451,330</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
574,911	644,878	693,000	<b>4220</b> <b>Transient Lodging Tax</b> Transient Lodging Taxes are collected by lodging providers and are turned over to the City	670,674	670,674	670,674
<b>574,911</b>	<b>644,878</b>	<b>693,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>670,674</b>	<b>670,674</b>	<b>670,674</b>
<b><u>MISCELLANEOUS</u></b>						
1,859	1,310	600	<b>6310</b> <b>Interest</b> Interest on past due transient lodging tax payments	700	700	700
17,080	3,095	500	<b>6600</b> <b>Other Income</b> Penalties on past due transient lodging tax payments	1,000	1,000	1,000
<b>18,939</b>	<b>4,406</b>	<b>1,100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
<b>760,744</b>	<b>1,100,614</b>	<b>694,100</b>	<b><u>TOTAL RESOURCES</u></b>	<b>672,374</b>	<b>672,374</b>	<b>672,374</b>

**07 - TRANSIENT LODGING TAX FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0
14,380	27,666	20,200	<b>7750</b>	<b>Professional Services</b>		16,800	16,800	16,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	16,800	16,800	
122,560	733,220	464,130	<b>8017</b>	<b>Tourism Promotion &amp; Programs</b>		451,400	451,400	451,400
				Transient Lodging Taxes paid to Visit McMinnville				
<b>136,941</b>	<b>760,886</b>	<b>484,830</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>468,200</b>	<b>468,200</b>	<b>468,200</b>
<b><u>TRANSFERS OUT</u></b>								
172,473	188,401	209,270	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		204,174	204,174	204,174
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer 30% of transient lodging taxes collected	1	193,470	193,470	
				Finance personnel services support.	1	10,704	10,704	
<b>172,473</b>	<b>188,401</b>	<b>209,270</b>		<b><u>TOTAL TRANSFERS OUT</u></b>		<b>204,174</b>	<b>204,174</b>	<b>204,174</b>
<b><u>CONTINGENCIES</u></b>								
0	0	0	<b>9800</b>	<b>Contingencies</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b><u>TOTAL CONTINGENCIES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
451,330	151,327	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
				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.				
<b>451,330</b>	<b>151,327</b>	<b>0</b>		<b><u>TOTAL ENDING FUND BALANCE</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>760,744</b>	<b>1,100,614</b>	<b>694,100</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>672,374</b>	<b>672,374</b>	<b>672,374</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
760,744	1,100,614	694,100	<b>TOTAL RESOURCES</b>	672,374	672,374	672,374
760,744	1,100,614	694,100	<b>TOTAL REQUIREMENTS</b>	672,374	672,374	672,374



# **TELECOMMUNICATIONS FUND**





# Telecommunications Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Frontier Communications and Comcast Cable. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are passed through to McMinnville Community Media (MCM).
- The City also receives a Public Education and Government (PEG) subscriber fee from Frontier Communications and Comcast Cable. The PEG fee is \$1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes.

## Core Services

- McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.
- MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.
- MCM 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

- Although cable franchise fees could be affected as more residents opt for satellite service instead of cable service, franchise fee revenues from cable providers have remained relatively consistent over the last five years.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>236,017</b>	<b>234,600</b>	<b>243,885</b>	<b>9,285</b>
Materials & Services	236,000	234,500	243,785	9,285
<b>Total Expenditures</b>	<b>236,000</b>	<b>234,500</b>	<b>243,785</b>	<b>9,285</b>
Net Expenditures	17	100	100	-



## Telecommunications Fund

## Historical Highlights

- |  |   |   |
|--|---|---|
| <p><b>1982</b> 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><b>2001</b> City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.</p>   | <p><b>2003</b> January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.</p>  |
| <p><b>1999</b> Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&amp;T Broadband.</p> | <p><b>2001</b> 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><b>2005</b> MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.</p>  |
| <p><b>2001</b> New franchise agreement with TCI Cablevision of Oregon dba AT&amp;T Broadband signed and becomes effective July 1, 2001.</p>  | <p><b>2001</b> City receives \$453,500 from TCI / AT&amp;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><b>2006</b> January 2006, Major upgrade of <b>mcm11.org</b> website, allowing form submittal and easy access to program listings.</p>  |
| <p><b>2001</b> 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><b>2001</b> City receives \$453,500 from TCI / AT&amp;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><b>2007</b> Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.</p>   |
| <p><b>2001</b> 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><b>2002</b> April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.</p>  | <p><b>2008</b> MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.</p>  |
|  |   | <p><b>2009</b> “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> |

**10 - TELECOMMUNICATIONS FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,637	1,650	1,750	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2017 carryover from the 2016-17 fiscal year.	1,767	1,767	1,767
<b>1,637</b>	<b>1,650</b>	<b>1,750</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,767</b>	<b>1,767</b>	<b>1,767</b>
<b>LICENSES AND PERMITS</b>						
26,824	25,486	26,000	<b>4205-07 Franchise Fees - Frontier-Cable</b> 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.	26,000	26,000	26,000
135,658	139,461	136,000	<b>4205-15 Franchise Fees - Comcast Communications-Cable</b> 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.	140,785	140,785	140,785
12,909	13,479	12,500	<b>4275-07 Subscriber Fees - PEG - Frontier-Cable</b> \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	15,000	15,000	15,000
58,866	57,574	60,000	<b>4275-15 Subscriber Fees - PEG - Comcast-Cable</b> \$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
<b>234,257</b>	<b>236,000</b>	<b>234,500</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>243,785</b>	<b>243,785</b>	<b>243,785</b>
<b>MISCELLANEOUS</b>						
14	17	100	<b>6310 Interest</b>	100	100	100
<b>14</b>	<b>17</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>235,907</b>	<b>237,668</b>	<b>236,350</b>	<b>TOTAL RESOURCES</b>	<b>245,652</b>	<b>245,652</b>	<b>245,652</b>

## 10 - TELECOMMUNICATIONS FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
135,658	139,461	136,000	<b>8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable</b> Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	140,785	140,785	140,785
26,824	25,486	26,000	<b>8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable</b> Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	26,000	26,000	26,000
58,866	57,574	60,000	<b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b> 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
12,909	13,480	12,500	<b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b> 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.	15,000	15,000	15,000
<b>234,257</b>	<b>236,000</b>	<b>234,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>243,785</b>	<b>243,785</b>	<b>243,785</b>
<b><u>CONTINGENCIES</u></b>						
0	0	1,450	<b>9800 Contingencies</b>	1,450	1,450	1,450
<b>0</b>	<b>0</b>	<b>1,450</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,650	1,668	400	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2018, includes excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	417	417	417
<b>1,650</b>	<b>1,668</b>	<b>400</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>417</b>	<b>417</b>	<b>417</b>
<b>235,907</b>	<b>237,668</b>	<b>236,350</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>245,652</b>	<b>245,652</b>	<b>245,652</b>



Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
235,907	237,668	236,350	<b>TOTAL RESOURCES</b>	245,652	245,652	245,652
235,907	237,668	236,350	<b>TOTAL REQUIREMENTS</b>	245,652	245,652	245,652



**EMERGENCY COMMUNICATIONS FUND**





# Emergency Communications Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- **Frontier – Telephone Franchise Fee** --- The City’s telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- **Transfers From Other Funds** --- Total transfers from the General Fund and Ambulance Funds equal \$780,700, reflecting an assumed 5% increase in the City’s contribution to Yamhill Communications Agency (YCOM) for dispatch services.
- 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. The City is collecting system user fees from McMinnville School District and Linfield, which partially pays for equipment maintenance agreements and equipment repairs.
- **Emergency Operations Center (EOC)** --- The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

## Core Services

- City of McMinnville’s membership contribution provides the most significant portion of YCOM’s funding – 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

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>786,638</b>	<b>835,390</b>	<b>865,630</b>	<b>30,240</b>
Materials & Services	779,238	819,316	855,616	36,300
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>779,238</b>	<b>819,316</b>	<b>855,616</b>	<b>36,300</b>
Net Expenditures	7,400	16,074	10,014	6,060



# 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>
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
2015 – 2016	765,100
2016 - 2017	780,700
2017 – 2018	809,600

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

## Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
262,238	109,721	134,609	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.	134,819	134,819	134,819
<b>112,238</b>	<b>109,721</b>	<b>134,609</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>134,819</b>	<b>134,819</b>	<b>134,819</b>
<b>LICENSES AND PERMITS</b>						
0	1,634	500	<b>4205-06 Franchise Fees - Miscellaneous-Telecommunications</b> 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.	1,800	1,800	1,800
31,784	28,858	31,000	<b>4205-08 Franchise Fees - Frontier-Telephone</b> 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.	30,000	30,000	30,000
<b>31,784</b>	<b>30,492</b>	<b>31,500</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>31,800</b>	<b>31,800</b>	<b>31,800</b>
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4760 OR State 911 Emergency Services</b> 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.	0	0	0
17,947	0	18,000	<b>5040-05 Yamhill Communications Agency - Radio System</b> City funds for radio equipment reserve held by Yamhill County	7,500	7,500	7,500
<b>17,947</b>	<b>0</b>	<b>18,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>CHARGES FOR SERVICES</b>						
12,480	12,090	12,090	<b>5325 System Access Fees</b> Fees charged for access to City's radio system.	15,730	15,730	15,730
<b>12,480</b>	<b>12,090</b>	<b>12,090</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,730</b>	<b>15,730</b>	<b>15,730</b>
<b>MISCELLANEOUS</b>						
791	656	500	<b>6310 Interest</b>	1,000	1,000	1,000
<b>791</b>	<b>656</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
647,100	662,400	689,100	<b>6900-01</b>	<b>Transfers In - General Fund</b>			721,400	721,400	721,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				General Fund support for YCOM dispatching service for PD & Fire.	1	721,400	721,400		
79,100	81,000	84,200	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			88,200	88,200	88,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Ambulance Fund support for YCOM dispatching services.	1	88,200	88,200		
<b>726,200</b>	<b>743,400</b>	<b>773,300</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>809,600</b>	<b>809,600</b>	<b>809,600</b>
<b>1,051,440</b>	<b>896,359</b>	<b>969,999</b>	<b><u>TOTAL RESOURCES</u></b>				<b>1,000,449</b>	<b>1,000,449</b>	<b>1,000,449</b>

**15 - EMERGENCY COMMUNICATIONS FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
9,510	467	10,000	<b>7720-06</b> <b>Repairs &amp; Maintenance - Equipment</b>	10,000	10,000	10,000
35,010	36,425	36,016	<b>7750</b> <b>Professional Services</b> Maintenance agreement for public safety radio system equipment	36,016	36,016	36,016
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	900	900
			Maintenance contract	1	35,116	35,116
721,644	742,347	773,300	<b>8180-05</b> <b>YCOM - Other Governmental Services</b> City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).	809,600	809,600	809,600
<b>766,164</b>	<b>779,238</b>	<b>819,316</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>855,616</b>	<b>855,616</b>	<b>855,616</b>
<b>CAPITAL OUTLAY</b>						
175,556	0	0	<b>8710</b> <b>Equipment</b>	0	0	0
<b>175,556</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>						
0	0	75,000	<b>9800</b> <b>Contingencies</b>	75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b>TOTAL CONTINGENCIES</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>ENDING FUND BALANCE</b>						
109,721	117,120	75,683	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2018 includes, excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	69,833	69,833	69,833
<b>109,721</b>	<b>117,120</b>	<b>75,683</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>69,833</b>	<b>69,833</b>	<b>69,833</b>
<b>1,051,441</b>	<b>896,358</b>	<b>969,999</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,000,449</b>	<b>1,000,449</b>	<b>1,000,449</b>



Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,051,440	896,359	969,999	<i>TOTAL RESOURCES</i>	1,000,449	1,000,449	1,000,449
1,051,441	896,359	969,999	<i>TOTAL REQUIREMENTS</i>	1,000,449	1,000,449	1,000,449



# **STREET FUND**



### Budget Highlights

- The 2017-18 budget proposal continues to provide increased resources to put a high priority on pavement repair and maintenance activities. Increased 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 pavement management efforts. As with past practice, funds have been transferred to the Transportation Fund to support preservation projects.
- The budget proposal includes additional resources to maintain newly improved or constructed facilities funded through the 2014 Transportation bond. For this year, those include completed improvements to the 5<sup>th</sup> Street corridor as well as signal improvements on 2<sup>nd</sup> Street at Adams and Baker.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Staff utilizes condition rating systems for sign retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the first phase of a five year program to upgrade residential street signage to the new federal standards. Staff will also begin work on implementing a program to inspect pavement marking retro-reflectivity as per proposed federal requirements.
- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal carries over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville.
- The budget continues funding for street lighting. Last year the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED fixtures as standard. Discussions continue on how best to upgrade existing street lights with LED's. Upgrades would lead to significantly lower energy consumption, but at a higher capital

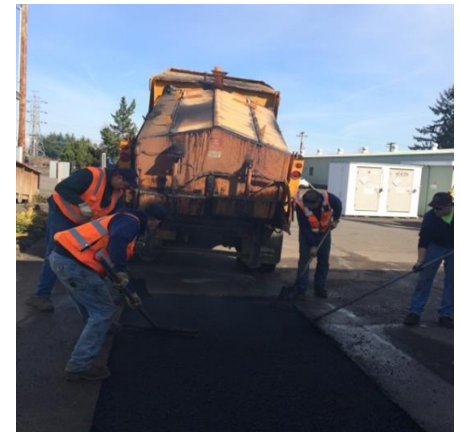
cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. Street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

### Core Services

The Street Maintenance Division's primary mission is the maintenance of the City's transportation system. This includes 110 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: pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repairs; i.e., partial and full depth, skin patches, pot hole filling and temporary cold mix repairs in inclement weather.
- Crack sealing: this is an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City operates its own crack seal program, and places approximately 15,000 pounds of material each year on candidate streets.



Street crew paving

# Street (State Gas Tax) Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Pedestrian Facilities

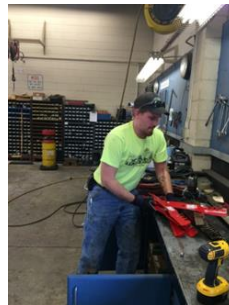
- Curb, gutter and sidewalk repairs. Sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with downtown property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage, and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install ADA compliant curb ramps at street intersections where needed.
- City staff installs and maintains ADA parking spaces adjacent to private residences upon an approved request.
- City staff installs and maintains on-street ADA parking spaces in the downtown core.
- ADA ramps are installed upon request in areas where there are no ramps, or ramps or not compliant.

## Storm Water

- Residential street sweeping by contract on a six-week schedule; arterials/bike lanes on a monthly basis; weekly downtown street sweeping by contract
- Catch basin cleaning with the Wastewater Collections crews
- 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 51 vehicles and 151 various pieces of equipment at the Riverside Drive facility.



Kris Quinlan, Mechanic

## Right-of-Way (ROW) maintenance

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

## Community Event support

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

## Traffic Operations

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request for other City departments and for major city infrastructure projects.
- Traffic signals are maintained by Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition based basis.
- Roadway striping is performed with contract forces on an annual basis.
- Curb painting is performed on a three year cycle, with school zones and downtown areas painted annually.



Carlos Ochoa – Street Crew – Installing new signage

## Street Trees

- This program supports the Planning Department's administration of the street tree ordinance, and is an element in the City's "Tree City USA" designation. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.

# Street (State Gas Tax) Fund

- Staff waters and prune City owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Remove hazardous or storm damaged trees, and replace as appropriate. This work is typically done with contract forces.

## 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.

## Future Challenges and Opportunities

### Newberg/Dundee By-Pass Local Funding

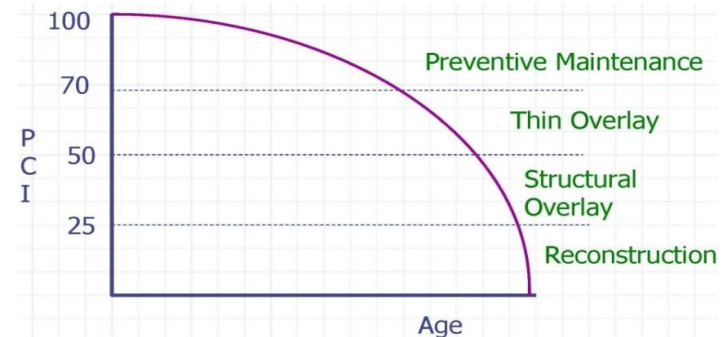
- A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. The first loan interest payment is due January 2016; the first principal payment will be due January 2017. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan.

### Maintenance Planning

- Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs.

## Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater. The City's current overall system PCI stands at 69 (note that the rating was 70 in 2012). At this point, about 68% of the City's network meets that "very good" condition threshold:



To maintain that level will require an annual investment of approximately \$1.45 million dollars. In recent years, resource availability has limited the City's annual investment to approximately \$525,000. The pending Newberg/Dundee bypass loan requirements will negatively impact that amount. While the recently passed Transportation Bond provides an infusion of approximately \$5.3 million dollars, over time, without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to higher preservation costs in the future. The 2014 Transportation Bond focused repaving and repair efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue and 2<sup>nd</sup> Street (west of Adams), as well as other collectors, will need to pavement preservation work in the very near future with Street Fund resources.

# Street (State Gas Tax) Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Storm Water Management

- As noted above there currently is no direct funding source for storm water related work. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. Thus there is no funding for system improvements or to address deficiencies within the system. The City is currently planning for storm water quality facilities as part of the Alpine and Hill Road bond projects. At this point, maintenance costs for those facilities will be funded by the Street Fund, further impacting available resources for pavement maintenance work or other street system demands. At this point, the City is not under a storm water quality mandate. Should this change in the future, it may be necessary to consider a dedicated funding source to address both water quality mandates as well as system improvements.

## Aging Fleet

- The Street Maintenance Division's powered rolling stock includes 23 units with an estimated replacement value of \$1.5 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	17 years
Utility trucks and vans (9)	23.4 years
Dump trucks (4)	24.8 years
Construction / maintenance equip (7) **	26.6 years

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

- Staff has developed a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.). Unfortunately, in recent years, given the focus on other resource demands (pavement preservation, street lighting, and the bypass loan)

funds have not been available for equipment or vehicle replacement. However, as the fleet continues to age, reliability, repair costs and functionality for various fleet units, including those used in emergency operations, are all becoming more significant issues. Thus, developing a funding strategy within the available resources to begin updating the fleet is a pressing priority.

## Americans with Disabilities Act (ADA) compliance

- Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work on an ADA Transition Plan to identify pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>1,956,088</b>	<b>1,932,850</b>	<b>2,020,750</b>	<b>87,900</b>
Personnel Services	707,204	734,812	800,977	66,165
Materials & Services	616,738	876,615	907,017	30,402
Capital Outlay	12,725	3,431	45,906	42,475
Transfers Out	308,659	807,202	646,741	(160,461)
<b>Total Expenditures</b>	<b>1,645,325</b>	<b>2,422,060</b>	<b>2,400,641</b>	<b>(21,419)</b>
Net Expenditures	310,762	(489,210)	(379,891)	(109,319)

# Street (State Gas Tax) Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted	Change	Proposed
	Budget		Budget
<b>FTE Adopted Budget</b>	<b>8.74</b>		
Senior Utility Worker		0.08	
Utility Worker II		(0.08)	
Extra Help - Street		0.08	
<b>FTE Proposed Budget</b>		<b>0.08</b>	<b>8.82</b>



Jeff York – Street Crew – 2015 Public Works Week Touch a Truck





## Street (State Gas Tax) Fund

### Historical Highlights

<b>1962</b>	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	<b>1997</b>	Public Works Superintendent assumes managerial responsibility over parks maintenance.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.
<b>1976</b>	Downtown core area tree planting completed.	<b>1997</b>	City of McMinnville awarded "Tree CityUSA".	<b>2007</b>	Decorative antique street lights installed along 3 <sup>rd</sup> Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
<b>1986</b>	Crack Sealing Program begins on city streets to prolong street life.	<b>2003</b>	Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.	<b>2007</b>	City awarded "Tree City USA" designation for the 10 <sup>th</sup> consecutive year.
<b>1987</b>	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	<b>2004</b>	Street Department maintains 97 miles of streets.	<b>2008</b>	Public Works crews responded to a 40-year snow & ice event in December.
<b>1990</b>	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	<b>2005</b>	Street Department maintains 100 miles of streets.	<b>2008</b>	First slurry seal project on city streets to prolong street life.
<b>1990</b>	City maintains 64 miles of paved streets.	<b>2005</b>	200 new street signs were installed.	<b>2009</b>	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
<b>1994</b>	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	<b>2006</b>	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 <sup>th</sup> storm event.		
<b>1994</b>	Street sweeping function partially contracted.				
<b>1996</b>	Seal Coating Program on city streets initiated to prolong street life.				



# Street (State Gas Tax) Fund

## Historical Highlights

<b>2010</b>	In 20 <sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.	<b>2012</b>	Pedestrian crossing at 15 <sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.	<b>2015</b>	Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.
<b>2010</b>	Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.	<b>2012</b>	2 <sup>nd</sup> & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks		
<b>2010</b>	Implemented the use of liquid deicer on streets as a tool during snow and ice events.	<b>2013</b>	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.		
<b>2011</b>	City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2 <sup>nd</sup> to Wallace Road.				
<b>2011</b>	8 <sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.	<b>2014</b>	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.		
<b>2012</b>	2 <sup>nd</sup> & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.				

# Street Fund

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

### Position Description

Fund	Department	Section	Program	Number of		Total	<u>Detailed Summary</u>	
				Employees	Range		Salary	Page
			<b><u>Public Works Superintendent</u></b>	1	352	99,168		
			General Fund					
			Park Maintenance (0.50 FTE)				141	49,584
			Street Fund (0.50 FTE)				172	49,584
			<b><u>Park Maintenance Supervisor</u></b>	1	342	76,180		
			General Fund					
			Park Maintenance (0.95 FTE)				141	72,371
			Street Fund (0.05 FTE)				172	3,809
			<b><u>Street Maintenance Supervisor</u></b>	1	342	78,581		
			General Fund					
			Park Maintenance (0.05 FTE)				141	3,929
			Street Fund (0.95 FTE)				172	74,652
			<b><u>SS &amp; SD Maintenance Supervisor</u></b>	1	342	75,280		
			Street Fund (0.10 FTE)				172	7,528
			Wastewater Services Fund					
			Conveyance Systems					
			Sanitary (0.90 FTE)				223	67,752
			<b><u>Senior Utility Worker - WWS</u></b>	1	333	60,829		
			Street Fund (0.10 FTE)				172	6,083
			Wastewater Services Fund					
			Conveyance Systems					
			Sanitary (0.90 FTE)				223	54,746

### Position Description

Fund	Department	Section	Program	Number of		Total	<u>Detailed Summary</u>	
				Employees	Range		Salary	Page
			<b><u>Mechanic - Public Works</u></b>	1	330	55,047		
			General Fund					
			Park Maintenance (0.45 FTE)				141	24,771
			Street Fund (0.45 FTE)				172	24,771
			Wastewater Services Fund					
			Administration (0.10 FTE)				213	5,505
			<b><u>Utility Worker II - WWS</u></b>	4	329	208,457		
			Street Fund (0.40 FTE)				172	20,846
			Wastewater Services Fund					
			Conveyance Systems					
			Sanitary (3.60 FTE)				223	187,611
			<b><u>Operations Support Specialist</u></b>	1	330	54,614		
			General Fund					
			Park Maintenance (0.50 FTE)				141	27,307
			Street Fund (0.50 FTE)				172	27,307
			<b><u>Police Community Support Coordinator</u></b>	1	140	63,067		
			General Fund					
			Police					
			Investigations and Support					
			Code / Parking Enforcement (0.98 FTE)				49	61,806
			Street Fund (0.02 FTE)				172	1,261

Budget Document Report

**20 - STREET FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,603,996	1,796,928	2,046,632	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	1,827,275	1,827,275	1,827,275
<b>1,603,996</b>	<b>1,796,928</b>	<b>2,046,632</b>		<b>1,827,275</b>	<b>1,827,275</b>	<b>1,827,275</b>
<b><u>LICENSES AND PERMITS</u></b>						
40	28	50	<b>4300</b> <b>Bicycle Fees</b>	50	50	50
<b>40</b>	<b>28</b>	<b>50</b>		<b>50</b>	<b>50</b>	<b>50</b>
<b><u>INTERGOVERNMENTAL</u></b>						
1,884,072	1,947,630	1,925,000	<b>4740</b> <b>OR State Gas Taxes</b> State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	2,000,000	2,000,000	2,000,000
<b>1,884,072</b>	<b>1,947,630</b>	<b>1,925,000</b>		<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b><u>MISCELLANEOUS</u></b>						
6,855	7,529	6,300	<b>6310</b> <b>Interest</b>	19,700	19,700	19,700
2,582	727	1,500	<b>6600</b> <b>Other Income</b>	1,000	1,000	1,000
0	174	0	<b>6600-05</b> <b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>9,437</b>	<b>8,430</b>	<b>7,800</b>		<b>20,700</b>	<b>20,700</b>	<b>20,700</b>
<b><u>TRANSFERS IN</u></b>						
5,200	0	0	<b>6900-85</b> <b>Transfers In - Insurance Services</b>	0	0	0
<b>5,200</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>3,502,744</b>	<b>3,753,016</b>	<b>3,979,482</b>		<b>3,848,025</b>	<b>3,848,025</b>	<b>3,848,025</b>

Budget Document Report

**20 - STREET FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	10,175	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
348,759	382,583	404,644	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> 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 - Street - 1.00 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - Street - 3.00 FTE Utility Worker II - WWS - 0.40 FTE Operations Support Specialist - Public Works - 0.50 FTE Police Community Support Coordinator - 0.02 FTE	436,374	436,374	436,374
23,231	28,070	34,640	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Streets - 1.75 FTE	45,800	45,800	45,800
3,779	6,980	3,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	7,500	7,500	7,500
0	70	120	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	120	120	120
0	5,664	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
22,624	24,855	27,461	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	30,366	30,366	30,366
5,292	5,813	6,422	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,103	7,103	7,103
72,271	86,740	98,890	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	119,426	119,426	119,426
94,852	102,529	106,080	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	97,690	97,690	97,690
0	18,300	9,650	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,500	8,500	8,500
844	752	760	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	758	758	758
1,922	2,089	2,192	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,352	2,352	2,352
34,529	32,325	40,057	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	44,631	44,631	44,631
248	258	297	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	258	258	258
0	0	99	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	99	99	99
<b>608,350</b>	<b>707,204</b>	<b>734,812</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>800,977</b>	<b>800,977</b>	<b>800,977</b>

**MATERIALS AND SERVICES**

1,901	813	1,000	<b>7530</b>	<b>Safety Training/OSHA</b>	1,000	1,000	1,000
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Budget Document Report

**20 - STREET FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
Department :N/A Section :N/A Program :N/A					
129	118	700	7540	700	700
<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.					
3,918	1,498	3,800	7550	3,875	3,875
<b>Travel &amp; Education</b>					
17,249	14,430	18,500	7590	14,300	14,300
<b>Fuel - Vehicle &amp; Equipment</b>					
10,930	10,976	12,200	7600	12,450	12,450
<b>Electric &amp; Natural Gas</b>					
41,500	56,800	45,800	7610-05	57,400	57,400
<b>Insurance - Liability</b>					
11,100	11,600	8,700	7610-10	8,800	8,800
<b>Insurance - Property</b>					
6,713	6,857	7,000	7620	7,000	7,000
<b>Telecommunications</b>					
1,200	1,200	1,770	7650	1,700	1,700
<b>Janitorial</b>					
15,598	17,837	16,000	7660	14,500	14,500
<b>Materials &amp; Supplies</b>					
51,390	64,924	70,000	7720	75,000	75,000
<b>Repairs &amp; Maintenance</b> Materials and supplies for street maintenance activities					
17,661	25,522	21,500	7720-06	24,000	24,000
<b>Repairs &amp; Maintenance - Equipment</b>					
6	0	0	7720-07	0	0
<b>Repairs &amp; Maintenance - Equipment-Inventory</b>					
1,642	3,665	3,500	7720-10	2,500	2,500
<b>Repairs &amp; Maintenance - Building Maintenance</b> Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.					
860	1,300	0	7720-14	0	0
<b>Repairs &amp; Maintenance - Vehicles</b>					
5,999	2,354	5,500	7720-28	6,500	6,500
<b>Repairs &amp; Maintenance - Right of Way</b> Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.					
39,851	2,750	34,000	7720-30	40,000	40,000
<b>Repairs &amp; Maintenance - Sidewalks</b> Repair and construction of city sidewalks and wheelchair ramps.					
6,601	4,585	6,700	7720-32	6,500	6,500
<b>Repairs &amp; Maintenance - Traffic Signal</b> Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.					
-28	0	0	7720-34	0	0
<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>					
66,600	0	100,000	7720-35	100,000	100,000
<b>Repairs &amp; Maintenance - Storm Drains</b> Repair of the storm drainage system within the public right-of-way.					
12,502	10,391	10,220	7750	8,320	8,320
<b>Professional Services</b>					
<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Section 125 administration fee			1	120	120
Audit fee allocation			1	2,200	2,200
Pavement Rating Services			1	6,000	6,000

Budget Document Report

**20 - STREET FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
127,136	108,515	245,600	<b>7780-12</b>	<b>Contract Services - Street Maintenance</b>		247,100	247,100	247,100
				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	19,000	19,000	
				City wide contract sweeping	1	67,000	67,000	
				Inmate work crew	1	3,600	3,600	
				Striping	1	21,500	21,500	
				Snow removal services	1	10,000	10,000	
				Backflow testing	1	1,000	1,000	
				Pavement repairs	1	125,000	125,000	
2,623	1,720	1,500	<b>7800</b>	<b>M &amp; S Equipment</b>		4,000	4,000	4,000
				Miscellaneous small equipment for operations and maintenance				
1,291	709	750	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b>		500	500	500
				Miscellaneous small equipment and tools for shop operations and maintenance				
4,289	4,462	4,300	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,497	5,497	5,497
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S charges shared city-wide	1	5,497	5,497	
8,768	9,254	10,575	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		10,125	10,125	10,125
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
				ESRI Arcview-17%, shared with Plan,Bldg,Eng,Pk Maint, WWS	1	2,000	2,000	
				Hansen sewer database-25% shared with Eng,Pk Maint, WWS	1	3,125	3,125	
				Street Saver maintenance/subscription	1	3,500	3,500	
14,755	13,059	11,000	<b>8190</b>	<b>Signs</b>		16,250	16,250	16,250
				Street signing materials and supplies, along with replacement of downtown parking signage.				
234,206	226,953	224,000	<b>8200</b>	<b>Street &amp; Parking Lot Lighting</b>		227,000	227,000	227,000
				McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.				
6,076	14,447	12,000	<b>8210</b>	<b>Street Tree Program</b>		12,000	12,000	12,000
				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.				
<b>712,467</b>	<b>616,738</b>	<b>876,615</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>907,017</b>	<b>907,017</b>	<b>907,017</b>

Budget Document Report

**20 - STREET FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>									
0	11,800	2,500	<b>8710</b>	<b>Equipment</b>			45,000	45,000	45,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replace 1 ton flatbed	1	45,000	45,000		
420	925	931	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			906	906	906
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	906	906		
<b>420</b>	<b>12,725</b>	<b>3,431</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>45,906</b>	<b>45,906</b>	<b>45,906</b>
<b><u>TRANSFERS OUT</u></b>									
178,111	200,375	198,721	<b>9700-01</b>	<b>Transfers Out - General Fund</b>			238,144	238,144	238,144
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Street Fund support of Engineering operations.	1	17,203	17,203		
				Engineering, Admin, & Finance personnel services support.	1	220,941	220,941		
200,000	100,000	600,000	<b>9700-45</b>	<b>Transfers Out - Transportation</b>			400,000	400,000	400,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Gas tax revenues used to fund Transportation Fund expenses.	1	400,000	400,000		
6,468	8,284	8,481	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>			8,597	8,597	8,597
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	8,597	8,597		
<b>384,579</b>	<b>308,659</b>	<b>807,202</b>	<b><u>TOTAL TRANSFERS OUT</u></b>				<b>646,741</b>	<b>646,741</b>	<b>646,741</b>
<b><u>CONTINGENCIES</u></b>									
0	0	250,000	<b>9800</b>	<b>Contingencies</b>			250,000	250,000	250,000
<b>0</b>	<b>0</b>	<b>250,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>				<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b><u>ENDING FUND BALANCE</u></b>									
1,796,928	2,107,690	1,307,422	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>			1,197,384	1,197,384	1,197,384
				Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.					
<b>1,796,928</b>	<b>2,107,690</b>	<b>1,307,422</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>				<b>1,197,384</b>	<b>1,197,384</b>	<b>1,197,384</b>
<b>3,502,744</b>	<b>3,753,015</b>	<b>3,979,482</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>3,848,025</b>	<b>3,848,025</b>	<b>3,848,025</b>

Budget Document Report

**20 - STREET FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
3,502,744	3,753,016	3,979,482	<b>TOTAL RESOURCES</b>	3,848,025	3,848,025	3,848,025
3,502,744	3,753,016	3,979,482	<b>TOTAL REQUIREMENTS</b>	3,848,025	3,848,025	3,848,025





# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**

### Budget Highlights

- FBO services are being provided by Konect Aviation which is working out of the B&G Hangar.
- The 2017-18 proposed budget includes Federal Aviation Administration (FAA) grant funds to complete the planned rehabilitation / reconstruction of the main runway 4-22. It is anticipated that construction will be completed in October of 2017. FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match. The City applied for and was successful in securing a ConnectOregon V grant to cover the required 10% match funds.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$17.9 million dollars.

### Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.

- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.

- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.



There are 129 based aircraft at the McMinnville Municipal Airport.

- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the Fixed Base Operations (FBO) building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

# Airport Maintenance Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, maintenance hangars, and hanger taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources (such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; and the successful procurement of a ConnectOregon V grant in 2014 which will fund the City's required 10% match for the runway 4-22 project). 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. Konect Aviation is moving forward with their own plan for a new FBO facility.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>817,961</b>	<b>3,655,676</b>	<b>4,606,781</b>	<b>951,105</b>
Materials & Services	710,624	882,775	517,888	(364,887)
Capital Outlay	-	2,740,000	3,999,241	1,259,241
Transfers Out	73,871	75,721	123,902	48,181
<b>Total Expenditures</b>	<b>784,495</b>	<b>3,698,496</b>	<b>4,641,031</b>	<b>942,535</b>
Net Expenditures	33,466	(42,820)	(34,250)	(8,570)



Photo: Washington Dept. Fish & Wildlife

Threatened species such as the "Streaked Horn Lark" pose significant environmental challenges related to airport development and improvement projects.

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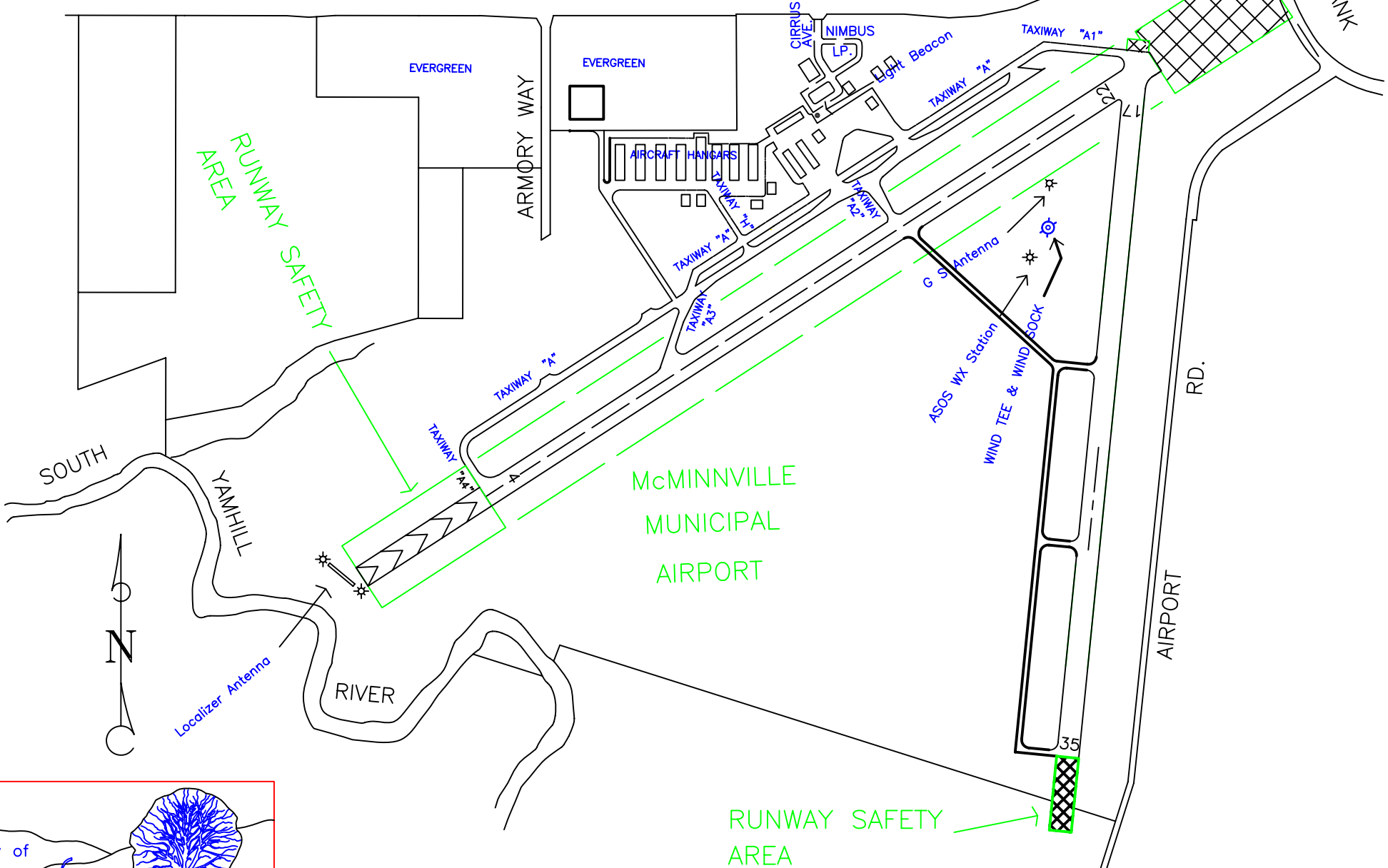
## Airport Maintenance Fund

## Historical Highlights

<b>1942</b>	McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.	<b>2001</b>	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	<b>2007</b>	Environmental and design work begin for major airport improvements.
<b>1957</b>	East Hangar is constructed.	<b>2003</b>	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
<b>1973</b>	Airport Layout Plan (ALP) and Master Plan is written.	<b>2004</b>	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
<b>1982</b>	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	<b>2005</b>	Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.	<b>2009</b>	Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.
<b>1987</b>	Annual \$60,000 Transfer to Debt Service Fund eliminated.	<b>2006</b>	<b>2006</b>	<b>2010</b>	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
<b>1992</b>	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	<b>2006</b>	FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.	<b>2014</b>	City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway re-construction project.
<b>1999</b>	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.	<b>2006</b>	<b>2006</b>	<b>2016</b>	Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
			City and Evergreen Aviation reach agreement on partnership for major airport improvements.		

( SALMON RIVER HWY. NO. 39 )

CRUCKSHANK RD.



RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

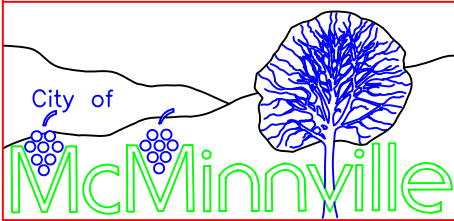
RUNWAY SAFETY AREA

SOUTH

YAMHILL RIVER



Localizer Antenna



AIRPORT 2011

**25 - AIRPORT MAINTENANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
0	0	50,000	<b>4025-15</b> Designated Begin FB-Airport Fd - Facility Improvements	100,000	100,000	100,000
726,852	835,256	818,084	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.	708,460	708,460	708,459
<b>726,852</b>	<b>835,256</b>	<b>868,084</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>808,460</b>	<b>808,460</b>	<b>808,459</b>
<b>INTERGOVERNMENTAL</b>						
169,495	507,982	3,057,458	<b>4580</b> FAA Grant FAA grant for environmental and design work related to the rehabilitation and reconstruction of the main runway 4-22 project planned for 2016-17. Grant will fund 90% of the cost; City will match will be 10%.	3,952,610	3,952,610	4,003,622
16,152	56,442	339,718	<b>4775-10</b> ODOT State Grants - Connect Oregon Connect Oregon V grant funds used for 10% match which is required with FAA grants	388,161	388,161	393,829
<b>185,647</b>	<b>564,425</b>	<b>3,397,176</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>4,340,771</b>	<b>4,340,771</b>	<b>4,397,451</b>
<b>CHARGES FOR SERVICES</b>						
13,654	13,654	13,600	<b>5400-05</b> Property Rentals - Crop Share & USDA	13,600	13,600	13,600
60,010	60,530	61,500	<b>5400-10</b> Property Rentals - Land Leases	62,100	62,100	62,100
119,827	124,488	125,400	<b>5400-15</b> Property Rentals - OSP Building	127,600	127,600	127,600
10,308	9,773	9,700	<b>5400-20</b> Property Rentals - Fixed Base Operator Lease	8,910	8,910	8,910
37,600	32,586	37,000	<b>5400-25</b> Property Rentals - City Hangar	37,000	37,000	37,000
<b>241,400</b>	<b>241,031</b>	<b>247,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>249,210</b>	<b>249,210</b>	<b>249,210</b>
<b>MISCELLANEOUS</b>						
3,525	3,477	3,300	<b>6310</b> Interest	8,800	8,800	8,800
6,565	9,029	8,000	<b>6600</b> Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	8,000	8,000	8,000
<b>10,090</b>	<b>12,506</b>	<b>11,300</b>	<b>TOTAL MISCELLANEOUS</b>	<b>16,800</b>	<b>16,800</b>	<b>16,800</b>
<b>1,163,989</b>	<b>1,653,217</b>	<b>4,523,760</b>	<b>TOTAL RESOURCES</b>	<b>5,415,241</b>	<b>5,415,241</b>	<b>5,471,920</b>

## 25 - AIRPORT MAINTENANCE FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

6,400	6,900	6,100	<b>7610-05</b>	Insurance - Liability	6,800	6,800	6,800
5,700	5,800	7,000	<b>7610-10</b>	Insurance - Property	5,600	5,600	5,600
1,883	2,987	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b> Airport restroom, janitorial and office supplies, miscellaneous permits.	3,400	3,400	3,400
32,687	45,980	50,000	<b>7720-40</b>	<b>Repairs &amp; Maintenance - Runway/Taxiway</b>	60,500	60,500	60,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Airport miscellaneous repairs - minor paving, painting, etc	1	15,500	15,500
				Airport grounds weed spraying	1	15,000	15,000
				Airport grounds mowing	1	30,000	30,000
10,783	22,188	42,500	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>	26,200	26,200	26,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Miscellaneous repairs, maintenance, landscaping, etc	1	23,500	23,500
				Insurance - liability	1	2,700	2,700
13,846	15,855	22,400	<b>7740-10</b>	<b>Rental Property Repair &amp; Maint - OSP</b>	24,700	24,700	24,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Miscellaneous repairs, maintenance, landscaping, etc	1	21,000	21,000
				Insurance - property	1	3,000	3,000
				Insurance - liability	1	700	700
14,393	35,604	39,600	<b>7750</b>	<b>Professional Services</b>	26,600	26,600	26,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation with single audit	1	5,600	5,600
				Miscellaneous professional services	1	5,000	5,000
				Contract Airport Management	1	16,000	16,000
165,954	566,925	697,175	<b>7760-45</b>	<b>Professional Svcs - Plan/Study - Environmental Design &amp; Const Svc</b> Environmental and design work related to the main runway 4-22 rehabilitation/reconstruction project planned for 2017-18	349,088	349,088	405,786
6,384	8,386	15,000	<b>8215</b>	<b>Airport Lighting</b> Runway, beacon, street, and parking area lighting maintenance and power costs.	15,000	15,000	15,000
<b>258,031</b>	<b>710,624</b>	<b>882,775</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>517,888</b>	<b>517,888</b>	<b>574,586</b>

#### CAPITAL OUTLAY

0	0	0	<b>8800</b>	Building Improvements	0	0	0
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Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	2,700,000	<b>8920-10</b>	<b>Land Improvements - FAA - Runway &amp; Taxiway Const</b>		3,999,241	3,999,241	3,999,241
0	0	40,000	<b>9120</b>	<b>Sewer Construction</b> Installation of approximately 400 lineal feet of sanitary sewer to serve existing and future hangars east of Cirrus Avenue.		0	0	0
<b>0</b>	<b>0</b>	<b>2,740,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>3,999,241</b>	<b>3,999,241</b>	<b>3,999,241</b>
<b><u>TRANSFERS OUT</u></b>								
70,702	73,871	75,721	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		123,902	123,902	123,902
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Airport Fund support of Engineering operations.	1	9,597	9,597		
			Engineering, Admin, & Finance personnel services support.	1	114,305	114,305		
<b>70,702</b>	<b>73,871</b>	<b>75,721</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>123,902</b>	<b>123,902</b>	<b>123,902</b>
<b><u>CONTINGENCIES</u></b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	50,000	100,000	<b>9925-15</b>	<b>Designated End FB - Airport Fd - Facility Improvements</b> Carryover designated for future facility improvements		100,000	100,000	100,000
835,256	818,722	425,264	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.		374,210	374,210	374,191
<b>835,256</b>	<b>868,722</b>	<b>525,264</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>474,210</b>	<b>474,210</b>	<b>474,191</b>
<b>1,163,989</b>	<b>1,653,217</b>	<b>4,523,760</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>5,415,241</b>	<b>5,415,241</b>	<b>5,471,920</b>



Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,163,989	1,653,217	4,523,760	<b>TOTAL RESOURCES</b>	5,415,241	5,415,241	5,471,920
1,163,989	1,653,217	4,523,760	<b>TOTAL REQUIREMENTS</b>	5,415,241	5,415,241	5,471,920



**PUBLIC SAFETY FACILITIES  
CONSTRUCTION FUND**





# Public Safety Facilities Construction Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- The McMinnville Civic Hall and Edward J. Gormley Plaza were completed in 2009-10. The Civic Hall is currently used for City Council meetings, Municipal Court sessions, and other City meetings and functions.
- In 2014, City Council designated Civic Hall as the “Kent L. Taylor Civic Hall”, to honor former City Manager Kent Taylor, who retired after 27 years of dedicated service to the City of McMinnville.
- An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City was paying for debt service on the 2006 bonds. Approximately \$115,000 was paid to the Internal Revenue Service for the rebatable arbitrage liability.
- Remaining funds will be transferred to the Debt Service Fund in 2017-18 and the fund will be closed.



## Future Challenges and Opportunities

- Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.

### PROJECT REVENUE:

Bond Proceeds \$13,315,000  
Bond Interest / Misc Income: \$1,100,000

**Total Available Revenue: \$14,415,000**

### PROJECT EXPENSES:

Police Building \$10,342,000  
 Civic Hall \$3,688,000  
 Miscellaneous Costs \$406,000

**Total Expenses: \$14,415,000**

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>50</b>	<b>200</b>	<b>100</b>	<b>(100)</b>
Materials & Services	8,292	1,100	-	(1,100)
Transfer Out	-	2,376	3,052	676
<b>Total Expenditures</b>	<b>8,292</b>	<b>3,476</b>	<b>3,052</b>	<b>(424)</b>
Net Expenditures	(8,243)	(3,276)	(2,952)	(324)



## Public Safety Facilities Construction Fund

### Historical Highlights

**1940's** Police Department housed in south administrative area of old Fire Hall Building.

**1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.

**1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.

**1986** City of McMinnville purchased the building from McMinnville Water & Light Department.

**1987** City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

**1987** City of McMinnville Police Department and YCOM move into remodeled facilities.

**1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.

**2006** City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.

**2006** The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.

**2007** Construction of the new Public Safety Facility, located at the SW corner of 2<sup>nd</sup> St / Adams St, commences.

**2008** The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

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

**2011** 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.

**2012** Projects are complete. Unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



**2014** Civic Hall Building is named after retiring City Manager, Kent L. Taylor, to honor his 27 years of service to the City of McMinnville.

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
11,476	11,476	3,276	<b>4040-05</b> <b>Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve</b> Proceeds from 2006 issuance of bonds carried forward for payment of possible arbitrage rebate liability.	2,952	2,952	2,952
118	169	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	0	0	0
<b>11,594</b>	<b>11,645</b>	<b>3,276</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>2,952</b>	<b>2,952</b>	<b>2,952</b>
<b><u>MISCELLANEOUS</u></b>						
52	50	200	<b>6310</b> <b>Interest</b>	100	100	100
0	0	0	<b>6310-30</b> <b>Interest - Bond</b>	0	0	0
<b>52</b>	<b>50</b>	<b>200</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>11,645</b>	<b>11,695</b>	<b>3,476</b>	<b><u>TOTAL RESOURCES</u></b>	<b>3,052</b>	<b>3,052</b>	<b>3,052</b>

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**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	8,292	1,100	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
0	0	0	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>		0	0	0
<b>0</b>	<b>8,292</b>	<b>1,100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
0	0	2,376	<b>9700-60</b>	<b>Transfers Out - Debt Service</b>		3,052	3,052	3,052
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Closing Public Safety Facility Construction Fund	1	3,052	3,052		
<b>0</b>	<b>0</b>	<b>2,376</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>3,052</b>	<b>3,052</b>	<b>3,052</b>
<b><u>CONTINGENCIES</u></b>								
0	0	0	<b>9800</b>	<b>Contingencies</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
11,476	3,184	0	<b>9940-05</b>	<b>Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve</b>		0	0	0
169	219	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
<b>11,645</b>	<b>3,403</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>11,645</b>	<b>11,695</b>	<b>3,476</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>3,052</b>	<b>3,052</b>	<b>3,052</b>

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
11,645	11,695	3,476	<b>TOTAL RESOURCES</b>	3,052	3,052	3,052
11,645	11,695	3,476	<b>TOTAL REQUIREMENTS</b>	3,052	3,052	3,052



# **TRANSPORTATION FUND**







# Transportation Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- Planned capital improvements during fiscal year 2017-18 include:
  - The construction of the Alpine Avenue improvements project (Transportation Bond & Urban Renewal funds);
  - The construction of the OR 99W & 2<sup>nd</sup> Street signals upgrade project (Transportation Bond & ODOT funds);
  - The construction of the Hill Road corridor improvements project (Transportation Bond);
  - The construction of the Ford Street sidewalk improvements project (Transportation Bond);
  - The design and construction of the 1<sup>st</sup> & 2<sup>nd</sup> Street pedestrian improvements project (Transportation Bond);
  - The construction of pedestrian & safety improvement projects (Transportation Bond);
  - The construction of the 2017 Contract Overlays (Transportation Bond) & 2017 Slurry Seals (State Gas Taxes) projects;
  - Initiating the design of the Old Sheridan Road corridor improvements project (Transportation Bond);
- The 2017-18 proposed budget includes a transfer of \$400,000 from the Street Fund to help fund street preservation (non-transportation bond overlay work & slurry seal applications) work in various areas around the community.
- Also included in the 2017-18 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg – Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

## Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

## Future Challenges and Opportunities

- Develop an implementation plan to address the remaining transportation capital needs identified in the updated Transportation System Plan.



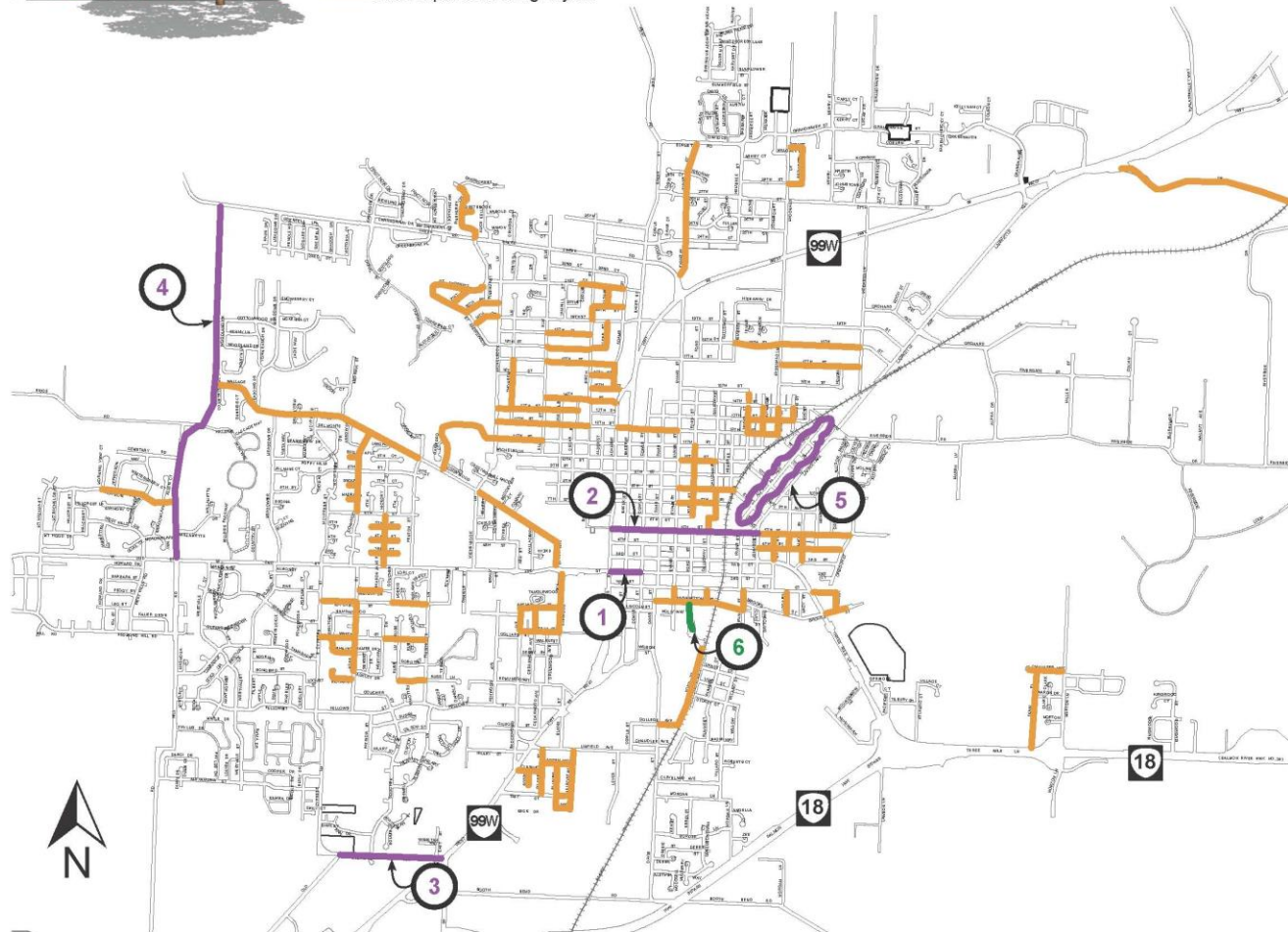
During the summer of 2016, approximately four miles of City streets were repaired and repaved, at a cost of \$1.8-million. These improvements are part of the \$24-million transportation bond measure approved by the voters in 2014.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>511,999</b>	<b>1,255,448</b>	<b>9,100,487</b>	<b>7,845,039</b>
Materials & Services	1,523,807	2,309,794	1,942,700	(367,094)
Capital Outlay	1,735,138	9,452,000	10,897,000	1,445,000
Debt Service	-	201,248	201,248	-
Transfers Out	105,354	149,480	165,846	16,366
<b>Total Expenditures</b>	<b>3,364,299</b>	<b>12,112,522</b>	<b>13,206,794</b>	<b>1,094,272</b>
Net Expenditures	(2,852,300)	(10,857,074)	(4,106,307)	(6,750,767)



- Capital Improvement Projects
- Sidewalk/Pedestrian Safety Projects
- Street Repair and Paving Projects



## 2014 Street Improvements & Repair Bond Projects

### Capital Improvement Projects

- 1** Improvements to NE 2nd Street between Adams Street and Cows Street to address traffic congestion, including installing an additional left turn lane; a westbound right turn lane; upgraded traffic signals, bike lanes; and pedestrian improvements
- 2** Upgrades to NE 5th Street between Lafayette Avenue and Adams Street to improve downtown traffic flow, including new traffic signals, intersection curb extensions to improve pedestrian safety and new pavement surfacing
- 3** Reconstruction of SW Old Sheridan Road between 99W and Cypress lane, including traffic signal upgrades, new turn lanes, bridge reconstruction, bike lanes and pedestrian improvements to improve traffic flow and safety.
- 4** Widening and improvement of NW Hill Road between 2nd Street and Baker Creek Road, including new travel lanes, traffic control, turn lanes, bike lanes, sidewalks, landscaping and realignment of the existing s-curves to improve safety along the corridor.
- 5** Improvement of a portion of NE Alpine Avenue in the City's Northeast Gateway District including street surfacing, pedestrian facilities, utility upgrades and landscaping to encourage economic development.

### Sidewalk/Pedestrian Safety Projects

- 6** SE Ford: add sidewalk to SE Ford from Washington to Cozine Creek
- School/Public Facility Sidewalk/Pedestrian Improvements:** add sidewalks and pedestrian safety improvements in various areas adjacent to schools and public facilities. An example would be Star Mill Way adjacent to Lower City Park (project not shown)
- 1st/2nd Street Pedestrian Safety Improvements:** Curb extensions and pedestrian safety improvements at various intersections on 1st and 2nd Streets in the downtown area (project not shown)

### Street Repair and Repaving

**Rehabilitation and Repaving of portions of 84 City Streets:** totaling about 14 miles, locations as shown on the map. A complete list of streets can be found on the City's website at [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us)



## Transportation Fund

## Historical Highlights

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

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

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

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

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

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

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

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

**2014** The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.



Construction on the NE 5th Street Improvements Project began in August 2016 (work is scheduled to be complete in May of 2017). The purpose of the 5th Street project is to improve traffic flow in the City's core and enhance roadway and pedestrian safety. These improvements are part of the \$24-million transportation bond measure approved by the voters in 2014.

Budget Document Report

**45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,704,276	2,049,290	2,251,976	<b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b> Estimated system development charge (SDC) designated carryover at July 1, 2017; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,359,037	2,359,037	2,606,177
0	18,110,675	14,986,060	<b>4045-15 Designated Begin FB-Transport Fd - Bond Proceeds</b> Proceeds carried forward from GO bonds issued in April 2015; designated for projects, as defined in November 2014 ballot measure	8,489,544	8,489,544	8,712,583
196,407	138,213	-15,908	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	139,032	139,032	139,032
<b>1,900,683</b>	<b>20,298,178</b>	<b>17,222,128</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>10,987,613</b>	<b>10,987,613</b>	<b>11,457,792</b>
<b>INTERGOVERNMENTAL</b>						
0	40,361	250,000	<b>4777 OR Department of Transportation</b> ODOT's contribution to the 2nd Street transportation bond project per IGA #30520	309,639	309,639	399,639
346,362	0	201,248	<b>4810 OR Federal Exchange - TEA 21</b> The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. Without the fund exchange, the federal dollars would need to be spent on a federal aid project. The funds are also used to cover the principal/interest on the ODOT loan for the City's share of the Newberg/Dundee Bypass (exchanged at \$1 state for \$1 federal).	201,248	201,248	201,248
<b>346,362</b>	<b>40,361</b>	<b>451,248</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>510,887</b>	<b>510,887</b>	<b>600,887</b>
<b>CHARGES FOR SERVICES</b>						
336,637	252,413	150,000	<b>5500 System Development Charges</b> 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.	200,000	200,000	200,000
<b>336,637</b>	<b>252,413</b>	<b>150,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>MISCELLANEOUS</b>						
8,376	4,067	5,200	<b>6310 Interest</b>	14,100	14,100	14,100
19,103	115,157	49,000	<b>6310-30 Interest - Bond</b>	60,500	60,500	60,500
0	0	0	<b>6600 Other Income</b>	0	0	0
<b>27,479</b>	<b>119,224</b>	<b>54,200</b>	<b>TOTAL MISCELLANEOUS</b>	<b>74,600</b>	<b>74,600</b>	<b>74,600</b>
<b>OTHER FINANCING SOURCE</b>						
16,085,000	0	0	<b>6820-05 Bond Proceeds - Par Amount</b>	7,915,000	7,915,000	7,915,000



Budget Document Report

**45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
2,153,688	0	0	<b>6820-10</b>	<b>Bond Proceeds - Premium</b>		0	0	0
<b>18,238,688</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>			<b>7,915,000</b>	<b>7,915,000</b>	<b>7,915,000</b>
<b><u>TRANSFERS IN</u></b>								
200,000	100,000	600,000	<b>6900-20</b>	<b>Transfers In - Street</b>		400,000	400,000	400,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Gas tax revenues used to fund Transportation Fund expenses.	1	400,000	400,000		
<b>200,000</b>	<b>100,000</b>	<b>600,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>21,049,849</b>	<b>20,810,177</b>	<b>18,477,576</b>	<b><u>TOTAL RESOURCES</u></b>			<b>20,088,100</b>	<b>20,088,100</b>	<b>20,648,279</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

26,887	20,276	35,400	<b>7750</b>	<b>Professional Services</b>			41,700	41,700	41,700	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Audit fee allocation	1	13,700	13,700			
				Yamhill Parkway Committee support	1	18,000	18,000			
				Miscellaneous consulting services	1	10,000	10,000			
0	800	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>			0	0	0	
143,941	0	0	<b>7750-63</b>	<b>Professional Services - Financing Issuance Cost</b>			0	0	0	
0	0	0	<b>7770-65</b>	<b>Professional Services - Projects - Curb Ramp Replacement</b>			0	0	0	
6,065	85,202	17,394	<b>7770-67</b>	<b>Professional Services - Projects - Street Resurfacing</b>			25,000	25,000	25,000	
				Consulting services related to street repair and repaving projects (bond measure)						
0	185,071	425,000	<b>7770-70</b>	<b>Professional Services - Projects - 2nd Street Improvements</b>			171,000	171,000	191,000	
				Consulting services related to 2nd Street improvements project (bond measure)						
3,175	490,804	177,400	<b>7770-71</b>	<b>Professional Services - Projects - 5th Street Improvements</b>			0	0	0	
				Consulting services related to 5th Street improvements project (bond measure)						
0	410,411	137,600	<b>7770-72</b>	<b>Professional Services - Projects - Alpine Avenue</b>			50,000	50,000	50,000	
				Consulting services related to Alpine Avenue improvements project (bond measure)						
0	243,942	1,078,000	<b>7770-73</b>	<b>Professional Services - Projects - Hill Road Improvements</b>			1,135,000	1,135,000	1,115,000	
				Consulting services related to Hill Road improvements project (bond measure)						
0	0	50,000	<b>7770-74</b>	<b>Professional Services - Projects - Old Sheridan Road</b>			150,000	150,000	150,000	
				Consulting services related to Old Sheridan Road improvements project (bond measure)						
0	43,858	30,000	<b>7770-75</b>	<b>Professional Services - Projects - Ford Street Sidewalk</b>			60,000	60,000	60,000	
				Consulting services related to Ford Street sidewalk project (bond measure)						
0	5,599	244,000	<b>7770-76</b>	<b>Professional Services - Projects - 1st &amp; 2nd Pedestrian Improvement</b>			145,000	145,000	195,000	
				Consulting services related to 1st and 2nd Street pedestrian safety improvements project (bond measure)						
0	37,845	190,000	<b>7770-77</b>	<b>Professional Services - Projects - Pedestrian &amp; Safety Improvements</b>			165,000	165,000	165,000	
				Consulting services related to pedestrian safety projects (bond measure)						
<b>180,068</b>	<b>1,523,807</b>	<b>2,384,794</b>		<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,942,700</b>	<b>1,942,700</b>	<b>1,992,700</b>	

**CAPITAL OUTLAY**

89,701	0	100,000	<b>9020-05</b>	<b>Street Resurfacing - Seal Coating</b>			100,000	100,000	100,000	
				Slurry seal application on various City streets, primarily using fund exchange resources.						
403,174	16,330	250,000	<b>9020-10</b>	<b>Street Resurfacing - Contract Overlays</b>			0	0	0	
				Pavement overlay of various City streets, primarily using fund exchange resources.						

Budget Document Report

**45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	1,717,692	1,712,000	<b>9020-20</b>	<b>Street Resurfacing - Bond Measure</b>		1,427,000	1,427,000	1,427,000
				Street repair and repaving projects				
0	0	1,005,000	<b>9030-05</b>	<b>Street Improvements - 2nd Street</b>		1,510,000	1,510,000	1,860,000
				Improvements to NE 2nd St between Adams and Cowls (bond measure)				
0	1,116	2,110,000	<b>9030-06</b>	<b>Street Improvements - 5th Street</b>		0	0	0
				Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure)				
0	0	1,700,000	<b>9030-07</b>	<b>Street Improvements - Alpine Avenue</b>		835,000	835,000	910,000
				Improvement of a portion of NE Alpine Ave (bond measure)				
0	0	925,000	<b>9030-08</b>	<b>Street Improvements - Hill Road North</b>		4,525,000	4,525,000	4,525,000
				Widening and improvement of NW Hill Rd between 2nd St and Baker Cr Rd (bond measure)				
0	0	400,000	<b>9030-10</b>	<b>Street Improvements - Ford Street Sidewalk</b>		300,000	300,000	300,000
				Ford Street sidewalk safety project (bond measure)				
0	0	450,000	<b>9030-11</b>	<b>Street Improvements - 1st &amp; 2nd Street Pedestrian</b>		900,000	900,000	900,000
				1st/2nd St pedestrian safety improvements (bond measure)				
0	0	725,000	<b>9030-12</b>	<b>Street Improvements - Pedestrian &amp; Safety</b>		1,300,000	1,300,000	1,300,000
				Sidewalk / pedestrian safety improvements (bond measure)				
0	0	0	<b>9150-05</b>	<b>Developer Reimbursement - Storm Drainage</b>		0	0	0
				Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.				
<b>492,875</b>	<b>1,735,138</b>	<b>9,377,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>10,897,000</b>	<b>10,897,000</b>	<b>11,322,000</b>
<b><u>DEBT SERVICE</u></b>								
0	0	128,711	<b>9472-05</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Principal</b>		159,942	159,942	159,942
				Payment on ODOT loan for Phase I of project				
0	0	72,537	<b>9472-10</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Interest</b>		41,306	41,306	41,306
				Interest payment for City's loan balance				
<b>0</b>	<b>0</b>	<b>201,248</b>	<b><u>TOTAL DEBT SERVICE</u></b>			<b>201,248</b>	<b>201,248</b>	<b>201,248</b>
<b><u>TRANSFERS OUT</u></b>								
78,727	105,354	149,480	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		165,846	165,846	165,846
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transportation Fund support of Engineering operations.	1	12,438	12,438	
				Engineering, Admin, & Finance personnel services support.	1	153,408	153,408	
<b>78,727</b>	<b>105,354</b>	<b>149,480</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>165,846</b>	<b>165,846</b>	<b>165,846</b>
<b><u>CONTINGENCIES</u></b>								
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	500,000	500,000
				Budget Note: As budgeted, contingency is 100% bond proceeds				



Budget Document Report

**45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	500,000	<b>TOTAL CONTINGENCIES</b>	500,000	500,000	500,000
<b>ENDING FUND BALANCE</b>						
2,049,290	2,271,426	2,102,909	<b>9945-05 Designated End FB - Transport Fd - Transportation SDC</b> Designated system development charge (SDC) carryover at July 1, 2018; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,741,522	1,741,522	1,991,593
18,110,675	15,163,208	3,730,364	<b>9945-15 Designated End FB - Transport Fd - Bond Proceeds</b> Proceeds from GO bonds issued in April 2015 and fall of 2017 and carried forward to 2018-19; proceeds designated for transportation projects, as defined in November 2014 ballot measure	4,432,513	4,432,513	4,267,692
138,213	11,243	31,781	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2018, includes the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	207,271	207,271	207,200
<b>20,298,178</b>	<b>17,445,877</b>	<b>5,865,054</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>6,381,306</b>	<b>6,381,306</b>	<b>6,466,485</b>
<b>21,049,849</b>	<b>20,810,176</b>	<b>18,477,576</b>	<b>TOTAL REQUIREMENTS</b>	<b>20,088,100</b>	<b>20,088,100</b>	<b>20,648,279</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
21,049,849	20,810,177	18,477,576	<b>TOTAL RESOURCES</b>	20,088,100	20,088,100	20,648,279
21,049,849	20,810,177	18,477,576	<b>TOTAL REQUIREMENTS</b>	20,088,100	20,088,100	20,648,279



# **PARK DEVELOPMENT FUND**



### Budget Highlights

- The 2017-18 proposed budget estimate for park systems development charge (SDC's) revenue is based on approximately 115 single family residential permits generating a total of \$248,860. The current Park SDC rate is \$2164 per residential unit.
- The new NW Neighborhood park project continues moving forward. Final design and construction documents will be completed in the spring of 2017. Depending upon the success of residential development plans currently under review with the City, the eventual park construction will commence in part along the same time-lines of the anticipated neighborhood development. The coordination between both projects is critical as the City and developer share design and construction responsibilities for Yohn Ranch Drive on the west perimeter of the new park. Yohn Ranch will provide the necessary, initial access and parking for the park and must be completed prior to or at the same time the park construction advances.
- New revenue and expenditure line items also show grant dollars that have been committed to the NW Neighborhood Park: \$493,810 from grants and donations are dedicated to fund approx. 30% of this important project.
- The 2017-18 proposed budget includes a \$100,000 transfer to the Debt Service Fund, reducing the amount of the tax levy needed for debt service payments for the Park Improvement Bond passed by voters in November 2000.



### Future Challenges and Opportunities

- With the strong support of citizens, the City is developing a progressive system of parks and open spaces that complement and enhance McMinnville's quality of life. Our park system is highly valued in our community as 85% of McMinnville citizen's use McMinnville parks. The City must remain determined to meet the challenge of improving and sustaining park maintenance staffing/funding at levels commensurate with the facilities and park functions that serve our growing community in the future. Community citizens & organizations and grant funders from throughout the State have invested in our success and promise of great stewardship of those park assets (and community opportunity) they help make possible. We are obliged to reciprocate with our own investment in that promise.
- Continue to communicate with citizens regarding park project status and park development opportunities and continue to accept public input, leadership, and assistance for ongoing park development success in the future.
- Park SDC's alone will not support the continued growth of McMinnville's Park System as the community grows and new facilities are needed to sustain our quality of life. The completion of the NW Neighborhood Park will exhaust remaining Park Improvement Bond dollars (approved in 2000) and 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. Community discussions and goal setting about how to fund future park acquisitions and development projects should be a key component of our Parks, Recreation and Open Space update process that is planned to occur the next 2-3 years.

# Park Development Fund

2017– 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>307,803</b>	<b>942,660</b>	<b>850,148</b>	<b>(92,512)</b>
Materials & Services	14,620	233,158	15,258	(217,900)
Capital Outlay	4,650	1,636,125	1,545,330	(90,795)
Transfers Out	152,236	154,999	158,359	3,360
<b>Total Expenditures</b>	<b>171,506</b>	<b>2,024,282</b>	<b>1,718,947</b>	<b>(305,335)</b>
Net Expenditures	136,297	(1,081,622)	(868,799)	(212,823)



Pedestrian/Bicycle Greeway - NW



City Park



## Park Development Fund

## Historical Highlights

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



# Park Development Fund

## Historical Highlights

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

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

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



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

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

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

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

**1999** SW Community Park property purchased.

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

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

**2002** Thompson Park construction project begins in south McMinnville.

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

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

**2003** Thompson Park construction complete; park opens in June.

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

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

# Park Development Fund

## Historical Highlights

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



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

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

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

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



**2014** The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville.

**2015** Neighborhood park planning workshops for the new NW Neighborhood park were initiated in January. The resulting park master plan will be finalized in April or May.

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,142,958	965,924	1,096,982	<b>4050-05</b> <b>Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds</b> Estimated July 1, 2017 designated carryover of 2001 Park Improvement Bond proceeds.	866,478	866,478	986,478
16,000	16,000	16,000	<b>4050-25</b> <b>Designated Begin FB-Park Dev Fd - Heather Hollow</b> July 1, 2017 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	16,000	16,000
12,500	12,500	12,500	<b>4050-30</b> <b>Designated Begin FB-Park Dev Fd - Howard F Nice Trust</b>	0	0	0
5,585	4,229	3,435	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	5,677	5,677	5,677
Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future.						
<b>1,177,043</b>	<b>998,653</b>	<b>1,128,917</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>888,155</b>	<b>888,155</b>	<b>1,008,155</b>
<b>INTERGOVERNMENTAL</b>						
1,288	0	60,862	<b>4540</b> <b>Federal LWCF Grant</b> Land and Water Conservation Fund (LWCF) Grant funds to support City Park project design and renovation expenditures described in line items 7770-30 (Professional Services) and 9300-15 (Park Improvements - City Park).	0	0	0
0	0	275,000	<b>4770-27</b> <b>OR State Park &amp; Recreation Grant - NW Neighborhood Park</b>	260,000	260,000	260,000
<b>1,288</b>	<b>0</b>	<b>335,862</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>260,000</b>	<b>260,000</b>	<b>260,000</b>
<b>CHARGES FOR SERVICES</b>						
379,546	301,180	275,340	<b>5500</b> <b>System Development Charges</b> 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.	248,860	248,860	248,860
Budget Note: Current Park SDC is \$2,164 per residential unit. Budget assumes 115 new residential units in 2017-18.						
<b>379,546</b>	<b>301,180</b>	<b>275,340</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>248,860</b>	<b>248,860</b>	<b>248,860</b>
<b>MISCELLANEOUS</b>						
781	939	600	<b>6310</b> <b>Interest</b> Interest earned on SDC, grant, intergovernmental, etc balances	5,500	5,500	5,500

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
4,830	5,425	4,200	<b>6310-30 Interest - Bond</b> Interest earned on unspent Park System Improvement Bond proceeds.	4,700	4,700	4,700
0	0	60,000	<b>6360-16 Grants - The Collins Foundation</b> The Collins Foundation has awarded the City \$60,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.	60,000	60,000	60,000
0	0	0	<b>6360-18 Grants - Ford Family Foundation</b> The Ford Family Foundation has awarded the City \$25,000 to support the NW Neighborhood Park Barrier Free, Inclusive Playground.	25,000	25,000	25,000
0	260	1,658	<b>6450 Donations - Park Development</b> Misc. Donations carried over from 2016 to 2017 (\$258 is for Dog Park.) Other donations for general or specified park improvements are sometimes received within this account.)	258	258	258
0	0	128,000	<b>6450-21 Donations - Park Development - NW Neighborhood Park</b> The McMinnville Kiwanis Club has donated \$124,830, Sunrise Rotary \$7,500 and a private donor \$1500 to help fund the Barrier Free, Inclusive Playground within the new NW Neighborhood Park. Other like donation may also be included in this line item if they are secured in the future.	133,830	133,830	133,830
0	0	112,000	<b>6600 Other Income</b>	112,000	112,000	112,000
<b>5,611</b>	<b>6,623</b>	<b>306,458</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>341,288</b>	<b>341,288</b>	<b>341,288</b>
<b><u>TRANSFERS IN</u></b>						
0	0	25,000	<b>6900-85 Transfers In - Insurance Services</b> Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement.	0	0	0
<b>0</b>	<b>0</b>	<b>25,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,563,487</b>	<b>1,306,456</b>	<b>2,071,577</b>	<b><u>TOTAL RESOURCES</u></b>	<b>1,738,303</b>	<b>1,738,303</b>	<b>1,858,303</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

0	260	1,658	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>	258	258	258	
2,147	1,351	1,300	<b>7750</b>	<b>Professional Services</b>	2,500	2,500	2,500	
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	2,500	2,500		
500	500	3,700	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>	500	500	500	
35,318	6,309	220,000	<b>7770-27</b>	<b>Professional Services - Projects - NW Neighborhood Park</b> Final NW Neighborhood park master plan refinements, final construction documents and construction management services.	12,000	12,000	132,000	
			Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.					
7,203	6,200	6,500	<b>7770-30</b>	<b>Professional Services - Projects - City Park Renovations</b>	0	0	0	
<b>45,168</b>	<b>14,620</b>	<b>233,158</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>15,258</b>	<b>15,258</b>	<b>135,258</b>	

**CAPITAL OUTLAY**

0	0	188,000	<b>8725-05</b>	<b>Equipment - Donations - NW Park Playground</b> Funds expended in this account come from specified donations and grants as shown in revenue line-items 6360-16, 6360-18, and 6450.	218,830	218,830	218,830
368,346	0	0	<b>9200-10</b>	<b>Park Acquisition - NW Neighborhood Park</b>	0	0	0
0	4,650	0	<b>9250-20</b>	<b>Park Construction - NE Neighborhood Park</b> Pathway connection for new neighborhood access on the north park perimeter.	0	0	0
0	0	1,327,900	<b>9250-25</b>	<b>Park Construction - NW Neighborhood Park</b> Construction of a NW McMinnville Neighborhood Park. The park (including adjacent streets) is funded with combination of park bond dollars, park SDC's, grants and cost sharing with adjacent property owners. Budget Note: Construction funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.	1,326,500	1,326,500	1,326,500
0	0	120,225	<b>9300-15</b>	<b>Park Improvements - City Park Renovations</b>	0	0	0
0	0	0	<b>9300-25</b>	<b>Park Improvements - Heather Hollow City Park</b> 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	0	<b>9300-30</b>	<b>Park Improvements - Dog Park-Petco Foundation grant</b>	0	0	0
<b>368,346</b>	<b>4,650</b>	<b>1,636,125</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>1,545,330</b>	<b>1,545,330</b>	<b>1,545,330</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b><u>TRANSFERS OUT</u></b>								
51,320	52,236	54,999	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		58,359	58,359	58,359
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	58,359	58,359	
100,000	100,000	100,000	<b>9700-60</b>	<b>Transfers Out - Debt Service</b>		100,000	100,000	100,000
				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				
				<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	
<b>151,320</b>	<b>152,236</b>	<b>154,999</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>158,359</b>	<b>158,359</b>	<b>158,359</b>
<b><u>CONTINGENCIES</u></b>								
0	0	31,295	<b>9800</b>	<b>Contingencies</b>		3,356	3,356	3,356
<b>0</b>	<b>0</b>	<b>31,295</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>3,356</b>	<b>3,356</b>	<b>3,356</b>
<b><u>ENDING FUND BALANCE</u></b>								
965,924	1,102,610	0	<b>9950-05</b>	<b>Designated End FB - Park Dev Fd - Park Development Bond Proceeds</b>		0	0	0
				All funds remaining at June 30, 2018 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.				
16,000	16,000	16,000	<b>9950-25</b>	<b>Designated End FB - Park Dev Fd - Heather Hollow</b>		16,000	16,000	16,000
12,500	12,500	0	<b>9950-30</b>	<b>Designated End FB - Park Dev Fd - Howard F Nice Trust</b>		0	0	0
4,229	3,840	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
				All funds remaining at June 30, 2018 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.				
<b>998,653</b>	<b>1,134,950</b>	<b>16,000</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>1,563,487</b>	<b>1,306,456</b>	<b>2,071,577</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,738,303</b>	<b>1,738,303</b>	<b>1,858,303</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,563,487	1,306,456	2,071,577	<b>TOTAL RESOURCES</b>	1,738,303	1,738,303	1,858,303
1,563,487	1,306,456	2,071,577	<b>TOTAL REQUIREMENTS</b>	1,738,303	1,738,303	1,858,303



# **DEBT SERVICE FUND**





### Budget Highlights

#### Debt Service – Current Property Taxes

- In fiscal year 2017-18, the City will levy \$3,486,000 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.3360 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.0879 in 2016-17.
- The increase in the taxes levied is due to principal and interest payments on the \$16,085,000 in general obligation bonds issued in 2015 to fund major street improvement projects.
- When calculating the tax levy 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.
- **2011 Park Improvement Refunding Bonds** – In 2011, general obligation bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The 2011 Refunding Bonds will be fully paid in 2021.
- **2015 Transportation Bonds** - In April 2015 the City issued \$16,085,000 in general obligation bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.

- **2015 Refunding Bonds** - In April 2015, the City issued \$7,235,000 in general obligation refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.

#### Transfers From Other Funds

- All costs or certain percentages of the costs of capital projects are frequently funded with systems development charge (SDC) revenue. SDC revenue may be transferred to the Debt Service Fund to offset the cost of debt service payments on bonds that were also used to fund the project. SDC revenue can only be used in this manner in proportion to the percentage of a project that was eligible for funding with SDC revenue.
- **Transfer from Transportation Fund** – After all bond proceeds and interest earned on the proceeds are spent, the final SDC percentage will be calculated. In the future, the City intends to transfer all qualifying SDC revenues from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy.
- **Transfer from 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. \$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2017-18.



# Debt Service Fund

## Designated Ending Fund Balance (DEFB)

- DEFB's are used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

## Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City must be funded with general operating revenues or by the issuance of debt.
- The City has issued general obligation bonds in the past and used the proceeds to finance the Police Station, the Civic Hall, and Park System improvements. Since property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters.
- The City will continue to evaluate and identify fiscally responsible options for the funding of major capital projects, building repairs, and equipment purchases in the future.

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>2,814,454</b>	<b>2,659,676</b>	<b>3,364,252</b>	<b>704,576</b>
Debt Service	2,435,624	3,358,950	3,417,100	58,150
Other Financing Uses	-	-	-	-
<b>Total Expenditures</b>	<b>2,435,624</b>	<b>3,358,950</b>	<b>3,417,100</b>	<b>58,150</b>
Net Expenditures	378,830	(699,274)	(52,848)	(646,426)



## Debt Service Fund

## Historical Highlights

<b>1969</b> Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	<b>1984</b> Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.	<b>2002</b> November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
<b>1975</b> City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	<b>1986</b> September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	<b>2006</b> Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.
<b>1978</b> March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	<b>1989</b> Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	<b>2011</b> 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
<b>1978</b> November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	<b>1995</b> Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	<b>2012</b> Projects in Public Safety Facilities Construction Fund completed. Unspent bond proceeds transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds.
<b>1980</b> February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	<b>1996</b> Bonds issued for advance refunding of 1989 bonds.	<b>2014</b> November 2014, voters approve 15-year general obligation bonds for transportation system improvements
<b>1982</b> May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	<b>1996</b> Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	<b>2015</b> Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
<b>1982</b> August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.	<b>1997</b> Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.	

Budget Document Report

**60 - DEBT SERVICE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
585,000	615,000	640,000	<b>4060-20</b> Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1	0	0	0
200,010	25,100	12,800	<b>4060-25</b> Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	0
0	0	158,650	<b>4060-27</b> Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 July 1, 2017 designated carryover from 2016-2017 to pay Public Safety Building Refunding Bond interest due August 1, 2017, which is prior to receipt of 2017-2018 property taxes	158,650	158,650	158,650
520,000	535,000	550,000	<b>4060-32</b> Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1, 2017 designated carryover from the 2016-2017 fiscal year to pay 2011 Park Refunding Bond principal due August 1, 2017 which is prior to receipt of 2017-2018 property taxes.	555,000	555,000	555,000
57,300	52,100	46,750	<b>4060-33</b> Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1, 2017 designated carryover from the 2016-2017 fiscal year to pay 2011 Park Refunding Bond interest due August 1, 2017 which is prior to receipt of 2017-2018 property taxes.	41,250	41,250	41,250
0	0	325,425	<b>4060-35</b> Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 July 1, 2017 designated carryover from the 2016-2017 to pay Transportation Bond Interest due August 1, 2017, which is prior to the receipt of 2017-2018 taxes	308,925	308,925	308,925
97,499	242,683	77,834	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	77,737	77,737	77,737
<b>1,459,809</b>	<b>1,469,883</b>	<b>1,811,459</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,141,562</b>	<b>1,141,562</b>	<b>1,141,562</b>
<b>PROPERTY TAXES</b>						
1,470,189	2,649,494	2,497,800	<b>4100-05</b> Property Taxes - Current \$3,486,085 2016-2017 debt service property tax levy (\$278,885) Less uncollectible taxes - 8% \$3,207,200 2016-2017 Current property taxes  Debt Service property tax rate estimated at \$1.0879 per \$1,000 of assessed value compared to \$1.1884 in 2015-2016.	3,207,200	3,207,200	3,207,200
60,388	58,696	50,000	<b>4100-10</b> Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	50,000	50,000
<b>1,530,577</b>	<b>2,708,189</b>	<b>2,547,800</b>	<b>TOTAL PROPERTY TAXES</b>	<b>3,257,200</b>	<b>3,257,200</b>	<b>3,257,200</b>
<b>MISCELLANEOUS</b>						
4,379	6,264	3,600	<b>6310</b> Interest	4,000	4,000	4,000

Budget Document Report

**60 - DEBT SERVICE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
4,379	6,264	3,600	<b>TOTAL MISCELLANEOUS</b>			4,000	4,000	4,000
<b>OTHER FINANCING SOURCE</b>								
7,235,000	0	0	6820-05	Bond Proceeds - Par Amount		0	0	0
1,185,342	0	0	6820-10	Bond Proceeds - Premium		0	0	0
<b>8,420,342</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER FINANCING SOURCE</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>								
0	0	8,276	6900-40	Transfers In - Public Safety Facilities Const		3,052	3,052	3,052
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Closing Public Safety Facility Construction Fund		1	3,052	3,052	
100,000	100,000	100,000	6900-50	Transfers In - Park Development		100,000	100,000	100,000
			Transfer from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service.					
			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.					
			<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	
<b>100,000</b>	<b>100,000</b>	<b>108,276</b>	<b>TOTAL TRANSFERS IN</b>			<b>103,052</b>	<b>103,052</b>	<b>103,052</b>
<b>11,515,107</b>	<b>4,284,337</b>	<b>4,471,135</b>	<b>TOTAL RESOURCES</b>			<b>4,505,814</b>	<b>4,505,814</b>	<b>4,505,814</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>DEBT SERVICE</b>						
585,000	615,000	640,000	<b>9460-05 2006 PS &amp; Court/Civic Bldg Bond - Principal - Aug 1</b> Remaining 2006 Public Safety and Courtroom/Civic Building principal payment, due August 1, 2016.	0	0	0
183,919	12,800	0	<b>9460-10 2006 PS &amp; Court/Civic Bldg Bond - Interest - Feb 1</b> 2006 Public Safety and Courtroom/Civic Building Bonds were advance refunded in 2014-15. No interest payment is due February 1, 2017	0	0	0
200,006	25,100	12,800	<b>9460-15 2006 PS &amp; Court/Civic Bldg Bond - Interest - Aug 1</b> Remaining 2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2016	0	0	0
0	65,000	0	<b>9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1</b> 2015 Public Safety Building Bond Refunding principal payment due February 1, 2018.	650,000	650,000	650,000
0	252,482	158,650	<b>9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b> 2015 Public Safety Building Bond Refunding interest payment due February 1, 2018.	158,650	158,650	158,650
0	0	158,650	<b>9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1</b> 2015 Public Safety Building Bond Refunding principal payment due August 1, 2017.	158,650	158,650	158,650
0	310,000	1,100,000	<b>9475-05 2015 Transportation Bond - Principal - Feb 1</b> 2015 Transportation Bond principal payment due February 1, 2018	1,200,000	1,200,000	1,200,000
0	521,392	325,425	<b>9475-10 2015 Transportation Bond - Interest - Feb 1</b> 2015 Transportation Bond interest payment due February 1, 2018	308,925	308,925	308,925
0	0	325,425	<b>9475-15 2015 Transportation Bond - Interest - Aug 1</b> 2015 Transportation Bond interest payment due August 1, 2017	308,925	308,925	308,925
520,000	535,000	550,000	<b>9485-05 2011 Park Bond Refunding - Principal - Aug 1</b> 2011 Park Refunding Bond principal payment due August 1, 2017	555,000	555,000	555,000
52,100	46,750	41,250	<b>9485-10 2011 Park Bond Refunding - Interest - Feb 1</b> 2011 Park Refunding Bond interest payment due February 1, 2018	35,700	35,700	35,700
57,300	52,100	46,750	<b>9485-15 2011 Park Bond Refunding - Interest - Aug 1</b> 2011 Park Refunding Bond interest payment due August 1, 2017	41,250	41,250	41,250
32,000	0	0	<b>9490 Bond Refunding</b>	0	0	0
<b>1,630,325</b>	<b>2,435,624</b>	<b>3,358,950</b>	<b>TOTAL DEBT SERVICE</b>	<b>3,417,100</b>	<b>3,417,100</b>	<b>3,417,100</b>
<b>OTHER FINANCING USES</b>						
8,414,899	0	0	<b>9600 Bond Refunding</b>	0	0	0
<b>8,414,899</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER FINANCING USES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>						
615,000	640,000	0	<b>9960-20 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b>	0	0	0

Budget Document Report

**60 - DEBT SERVICE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
183,920	12,800	0	<b>9960-25</b> Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1	0	0	0
0	158,650	158,650	<b>9960-27</b> Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 July 1, 2018 designated cash carryover for payment of 2015 Public Safety Building Refunding Bond interest due August 1, 2018, which is prior to receipt of 2018-2019 property taxes	148,900	148,900	148,900
535,000	550,000	555,000	<b>9960-32</b> Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1, 2018 designated cash carryover for payment of the 2011 Park Refunding Bond principal due August 1, 2018 which is prior to 2018-2019 receipt of property taxes	570,000	570,000	570,000
52,100	46,750	41,250	<b>9960-33</b> Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1, 2018 designated cash carryover for payment of the 2011 Park Refunding Bond interest due August 1, 2018 which is prior to receipt of 2018-2019 property taxes	35,700	35,700	35,700
0	325,425	308,925	<b>9960-35</b> Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 July 1, 2018 designated cash carryover for payment of 2015 Transportation Bond interest due August 1, 2018, which is prior to receipt of 2018-2019 taxes	290,925	290,925	290,925
83,863	115,088	48,360	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover to July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	43,189	43,189	43,189
<b>1,469,883</b>	<b>1,848,713</b>	<b>1,112,185</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>1,088,714</b>	<b>1,088,714</b>	<b>1,088,714</b>
<b>11,515,107</b>	<b>4,284,337</b>	<b>4,471,135</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>4,505,814</b>	<b>4,505,814</b>	<b>4,505,814</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
11,515,107	4,284,337	4,471,135	<b>TOTAL RESOURCES</b>	4,505,814	4,505,814	4,505,814
11,515,107	4,284,337	4,471,135	<b>TOTAL REQUIREMENTS</b>	4,505,814	4,505,814	4,505,814



# **BUILDING FUND**





### Budget Highlights

- Management of the Building Division will move from the Community Development Department to the Planning Department in 2017-18 as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement. With this change, the Planning Director will assume leadership for the Building Official and the Building Division team. It is anticipated that as building permits continue to increase in volume and with the pending retirement of the Building Official, the Planning Director will be devoting 30% of their time to recruiting and helping a new Building Official continue to build on and grow the assets of the Building Division team to serve the development community. Thus 30% of the Planning Director's salary is allocated to the Building Division for 2017-18. And again, to offset the personnel time dedicated to this effort, the General Fund savings from this allocation will be used to increase the professional services budget to support long-range planning efforts.
- The 2017-18 proposed budget includes a placeholder for the addition of one full time Building Inspector; to be added when the Division workload / customer demand dictates. Currently, 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).
- The projected 2017-18 ending fund balance of approximately \$600,000 represents an approximate 95% annual operating reserve for the Division.



**Permits were issued for 112 new residential housing units in fiscal year 2015-16**

# Building Fund

## 2017 – 2018 Proposed Budget --- Budget Summary

### 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

- Staffing levels may continue to 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.
- Pending technology changes (we will need to upgrade our building permit system since it will no longer be supported) will be an opportunity to improve services – e.g. online permitting; credit card payments; system integration with McMinnville Water & Light; etc.

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>398,430</b>	<b>388,900</b>	<b>438,000</b>	<b>49,100</b>
Personnel Services	234,158	349,653	449,897	100,244
Materials & Services	49,087	64,798	69,968	5,170
Capital Outlay	684	760	20,671	19,911
Transfers Out	39,238	42,109	84,385	42,276
<b>Total Expenditures</b>	<b>323,168</b>	<b>457,320</b>	<b>624,921</b>	<b>167,601</b>
Net Expenditures	75,263	(68,420)	(186,921)	118,501

### Full-Time Equivalents (FTE)

	2016-17		2017-18
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.25</b>		
Building Official		0.50	
<b>FTE Proposed Budget</b>		<b>0.50</b>	<b>3.75</b>



## Building Fund

## Historical Highlights

- |              |   |             |   |             |  |
|--------------|---|-------------|---|-------------|--|
| <b>1969</b>  | State of Oregon adopts the 1968 edition of the National Electrical Code.  | <b>1997</b> | Building Division management moved into the newly created Community Development Department with ultimate goal of a “one-stop” development center.   | <b>2009</b> | Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement.   |
| <b>1970s</b> | Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections. | <b>2000</b> | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.   | <b>2010</b> | As a cost saving measure, the Building Division instituted a policy of two furlough days per month for all personnel. Staff furlough days were eliminated in early 2011.   |
| <b>1988</b>  | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.                                       | <b>2002</b> | City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting.  | <b>2012</b> | General Fund transfer of \$50,000 to support Division activities.  |
| <b>1991</b>  | Building Division Advisory Board created with various stakeholders from the building community.                                     | <b>2005</b> | The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%. | <b>2012</b> | Due to continued downturn in construction industry, one inspector position eliminated; one inspector reduced to part-time; and Division support of one Permit Technician was eliminated. Transfer from General Fund to support Division activities not required. |
| <b>1994</b>  | Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff.             | <b>2006</b> | An additional inspector position filled.  | <b>2012</b> | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.  |
| <b>1995</b>  | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.                            | <b>2007</b> | Division moved to new Community Development Center.   |             |  |
| <b>1997</b>  | Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews.  |             |   |             |  |

# Building Fund

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<b><u>Permit Technician</u></b>	1	329	55,860		
General Fund					
Engineering (0.50 FTE)				21	27,930
Building Fund (0.50 FTE)				208	27,930
<b><u>Permit Technician</u></b>	1	329	54,960		
General Fund					
Engineering (0.10 FTE)				21	5,496
Planning (0.65 FTE)				25	35,724
Building Fund (0.25 FTE)				208	13,740

Budget Document Report

**70 - BUILDING FUND**

Department :N/A  
 Section :N/A  
 Program :N/A

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
329,228	605,656	631,101	<b>4090</b>	<b>Beginning Fund Balance</b>	773,488	773,488
				Estimated July 1, 2017 carryover from the 2016-2017 fiscal year.		
<b>329,228</b>	<b>605,656</b>	<b>631,101</b>	<b>TOTAL BEGINNING FUND BALANCE</b>		<b>773,488</b>	<b>773,488</b>
<b>LICENSES AND PERMITS</b>						
440,515	297,385	300,000	<b>4400-05</b>	<b>Building Fees - Building Permit Fees</b>	335,000	335,000
				Building plan review and permit fees; fire and life safety plan review fees.		
41,013	37,821	32,000	<b>4400-10</b>	<b>Building Fees - Mechanical Permit Fees</b>	40,000	40,000
				Mechanical plan review and permit fees.		
68,258	54,198	50,000	<b>4400-15</b>	<b>Building Fees - Plumbing Permit Fees</b>	50,000	50,000
				Plumbing plan review and permit fees.		
4,135	3,440	2,000	<b>4400-20</b>	<b>Building Fees - Mobile Home Permit Fees</b>	2,000	2,000
				Manufactured home setup permit fees including mobile home park plan review and permit fees.		
0	235	500	<b>4400-25</b>	<b>Building Fees - Miscellaneous Permit Fees</b>	500	500
				Miscellaneous Building Division charges including re-inspection fees.		
<b>553,921</b>	<b>393,079</b>	<b>384,500</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>427,500</b>	<b>427,500</b>
<b>MISCELLANEOUS</b>						
3,376	2,678	2,400	<b>6310</b>	<b>Interest</b>	8,000	8,000
2,780	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0
3,140	2,673	2,000	<b>6600-97</b>	<b>Other Income - Building</b>	2,500	2,500
				Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.		
<b>9,296</b>	<b>5,351</b>	<b>4,400</b>	<b>TOTAL MISCELLANEOUS</b>		<b>10,500</b>	<b>10,500</b>
<b>TRANSFERS IN</b>						
1,600	0	0	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0
<b>1,600</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>		<b>0</b>	<b>0</b>
<b>894,045</b>	<b>1,004,086</b>	<b>1,020,001</b>	<b>TOTAL RESOURCES</b>		<b>1,211,488</b>	<b>1,211,488</b>

Budget Document Report

**70 - BUILDING FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	2,016	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
93,327	94,905	176,909	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Building Official - 1.00 FTE Building Inspector III - 2.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE Permit Technician - Combined Depts - 0.25 FTE	271,429	271,429	271,429
46,255	53,416	44,407	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
14	0	200	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	200	200	200
0	1,100	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
8,346	8,898	13,733	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	16,841	16,841	16,841
1,952	2,081	3,213	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,938	3,938	3,938
33,894	40,403	60,340	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	85,807	85,807	85,807
24,825	24,022	40,074	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	59,234	59,234	59,234
0	4,250	5,125	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,625	4,625	4,625
227	196	330	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	292	292	292
746	766	1,202	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,486	1,486	1,486
2,510	2,041	4,009	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	4,933	4,933	4,933
63	65	111	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	109	109	109
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,003	1,003	1,003
<b>212,159</b>	<b>234,158</b>	<b>349,653</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>449,897</b>	<b>449,897</b>	<b>449,897</b>

**MATERIALS AND SERVICES**

336	157	650	<b>7520</b>	<b>Public Notices &amp; Printing</b> 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.	650	650	650
35	33	300	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	300	300	300
200	3,190	5,000	<b>7550</b>	<b>Travel &amp; Education</b> Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	6,000	6,000	6,000
1,015	760	1,250	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	1,500	1,500	1,500
2,011	2,082	2,400	<b>7600</b>	<b>Electric &amp; Natural Gas</b> Division's share of Community Development Center's electricity expense, ~25%.	2,500	2,500	2,500

Budget Document Report

70 - BUILDING FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,500	2,100	2,500	<b>7610-05</b>	<b>Insurance - Liability</b>		3,200	3,200	3,200
1,000	1,100	1,300	<b>7610-10</b>	<b>Insurance - Property</b>		1,200	1,200	1,200
2,966	3,638	4,700	<b>7620</b>	<b>Telecommunications</b>		5,000	5,000	5,000
1,501	1,574	2,000	<b>7650</b>	<b>Janitorial</b>	Division's share of Community Development Center janitorial service and supplies cost, ~25%.	2,100	2,100	2,100
4,359	2,754	4,500	<b>7660</b>	<b>Materials &amp; Supplies</b>	Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.	6,000	6,000	6,000
20	185	1,250	<b>7720</b>	<b>Repairs &amp; Maintenance</b>	Repairs and maintenance of vehicles and office equipment.	1,500	1,500	1,500
166	1,149	2,500	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	Division's share of Community Development Center's repairs and improvements, ~25%.	2,500	2,500	2,500
913	647	2,100	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	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%.	2,100	2,100	2,100
410	474	600	<b>7750</b>	<b>Professional Services</b>		550	550	550
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee		1	50	50
				Audit fee allocation		1	500	500
6,704	12,702	10,000	<b>7750-33</b>	<b>Professional Services - Contract Inspections</b>	Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.	12,000	12,000	12,000
0	0	1,500	<b>7750-36</b>	<b>Professional Services - Contract Plan Review</b>	Contract plan reviews and engineering services on commercial projects.	2,500	2,500	2,500
760	994	1,750	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>	Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.	2,400	2,400	2,400
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
3,174	3,302	3,508	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,068	4,068	4,068
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				IS Department M&S costs shared city-wide		1	4,068	4,068
12,654	12,245	16,990	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		13,900	13,900	13,900
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Accela Permits Plus-70%, shared with Eng, Plan		1	11,900	11,900
				ESRI Arcview-17% shared with Plan, Bldg,Eng, Pk Maint, WWS		1	2,000	2,000

Budget Document Report

**70 - BUILDING FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>39,724</b>	<b>49,087</b>	<b>64,798</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>69,968</b>	<b>69,968</b>	<b>69,968</b>
<b><u>CAPITAL OUTLAY</u></b>								
311	684	760	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		671	671	671
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	671	671		
0	0	0	<b>8850</b>	<b>Vehicles</b>		20,000	20,000	20,000
			Vehicle for new inspector position					
<b>311</b>	<b>684</b>	<b>760</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>20,671</b>	<b>20,671</b>	<b>20,671</b>
<b><u>TRANSFERS OUT</u></b>								
29,727	30,954	33,628	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		75,788	75,788	75,788
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering, Admin, & Finance personnel services support.	1	75,788	75,788		
6,468	8,284	8,481	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		8,597	8,597	8,597
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	8,597	8,597		
<b>36,195</b>	<b>39,238</b>	<b>42,109</b>	<b>TOTAL TRANSFERS OUT</b>			<b>84,385</b>	<b>84,385</b>	<b>84,385</b>
<b><u>CONTINGENCIES</u></b>								
0	0	75,000	<b>9800</b>	<b>Contingencies</b>		75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
605,656	680,918	487,681	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		511,567	511,567	511,567
			Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.					
<b>605,656</b>	<b>680,918</b>	<b>487,681</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>511,567</b>	<b>511,567</b>	<b>511,567</b>
<b>894,046</b>	<b>1,004,086</b>	<b>1,020,001</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,211,488</b>	<b>1,211,488</b>	<b>1,211,488</b>



Budget Document Report

**70 - BUILDING FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
894,045	1,004,086	1,020,001	<b>TOTAL RESOURCES</b>	1,211,488	1,211,488	1,211,488
894,046	1,004,086	1,020,001	<b>TOTAL REQUIREMENTS</b>	1,211,488	1,211,488	1,211,488



## **WASTEWATER SERVICES**



<b><u>Organization Set – Departments</u></b>	<b><u>Organization Set #</u></b>
<b>• Administration</b>	<b>75-01</b>
<b>• Plant</b>	<b>75-72</b>
<b>• Environmental Services</b>	<b>75-74</b>
<b>• Conveyance Systems</b>	<b>75-78</b>
<b>• Non-Departmental</b>	<b>75-99</b>



### Budget Highlights

- The 2017-18 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 22<sup>nd</sup> year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
  - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
  - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2015 Wastewater Services Financial Plan, the 2017-18 proposed budget includes a \$5,643,071 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines; repair and replacement of major equipment; and design work related to the expansion of the WRF tertiary filtration system.

The tertiary treatment system removes phosphorus. Chemicals are added to combine with particles, which settle and are pumped through filters.



- The 2017-18 proposed budget includes a 2.8% increase in sewer user fees, effective July 1, 2017, per the City Council's adopted Resolution 2017-07.
- During fiscal year 2017-18, the City will complete an update to the Wastewater Services Financial Plan. The updates are completed biennially, and include a review of actual revenues and expenses to verify that the needs of the wastewater utility are being met. The work will include a review of policy options related to rates for low income/senior users.

### 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.
- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Land application of exceptional quality biosolids.



Class A, exceptional quality biosolids is 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.

### 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.
- 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.

# Wastewater Services Fund

## 2017 – 2018 Proposed Budget --- Budget Summary

- Continue Wastewater Services Laboratory internship program with Linfield College for the 12th 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.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease intercepters.
- Continue to place markers identifying stormwater catch basins that drain to river.



City Conveyance System crew performing maintenance on a sewer line on NE 4th Street. – pictured Utility Worker II Randy Clow & Sr Utility Worker Matt Bernards

### Conveyance Systems

- Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the 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.

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>9,198,318</b>	<b>9,552,337</b>	<b>9,856,328</b>	<b>303,991</b>
Personnel Services	1,904,903	1,926,890	2,064,102	137,212
Materials & Services	1,266,828	1,471,033	1,496,034	25,001
Capital Outlay	119,783	163,352	185,132	21,780
Transfers Out	6,558,424	6,538,984	5,973,386	(565,598)
<b>Total Expenditures</b>	<b>9,849,938</b>	<b>10,100,259</b>	<b>9,718,654</b>	<b>(381,605)</b>
Net Expenditures	(651,620)	(547,922)	137,674	(685,596)

### Full-Time Equivalent (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>21.38</b>		
Extra Help - WWS		(0.01)	
<b>FTE Proposed Budget</b>		<b>(0.01)</b>	<b>21.37</b>




## Wastewater Services Fund

## Historical Highlights

- 1900** First organized effort for a municipal sewage collection system was made early in the 1900's.
- 1915** The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- 1950** In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- 1953** McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- 1956** The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- 1964** First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971** Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989** Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- 1991** Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991 Facilities Plan*. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- 1992** A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993** City breaks ground on constructing the new Water Reclamation Facility (WRF).
- 
- 1993** Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

# Wastewater Services Fund

## Historical Highlights

**1994** City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

**1995** First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.

**1996** The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



**1996** Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.

**1997** Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

**1997** City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.

**1998** WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.

**1998** City purchases first TV inspection unit to inspect underground pipes.

**1999** The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.

**1999** WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

**1999** City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.

**2000** Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.

**2001** A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.

**2003** A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.

**2005** A new pump station added in the Autumn Ridge Development.

**2005** An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.



# Wastewater Services Fund

## Historical Highlights

**2006** Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.

**2006** Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.

**2006** PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



**2008** PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

**2008** DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

**2008** Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

**2010** City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

**2011** Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.

**2012** Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

**2013** Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

**2014** Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while continuing to produce high quality effluent and Class A biosolids that benefit the environment.

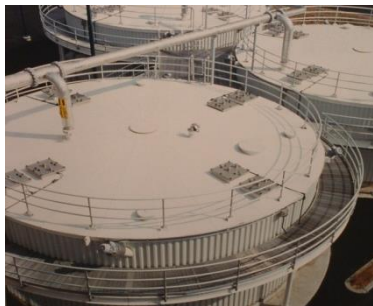




**2014** Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approved by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.

**2015** Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

**2015** Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



# Wastewater Services Fund

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
Fund		Number of	Range	Total	
Department		Employees		Salary	Page
Section					Amount
<b><u>SS &amp; SD Maintenance Supervisor</u></b>		1	342	75,280	
Street Fund (0.10 FTE)					172
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)					223
					67,752
<b><u>Senior Utility Worker - WWS</u></b>		1	333	60,829	
Street Fund (0.10 FTE)					172
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)					223
					54,746
<b><u>Mechanic - Public Works</u></b>		1	330	55,047	
General Fund					
Park Maintenance (0.45 FTE)					141
Street Fund (0.45 FTE)					172
Wastewater Services Fund					
Administration (0.10 FTE)					213
					5,505
<b><u>Utility Worker II - WWS</u></b>		4	329	208,457	
Street Fund (0.40 FTE)					172
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)					223
					187,611

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,000,000	1,000,000	1,000,000	<b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b> Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1, 2017.	1,000,000	1,000,000	1,000,000
1,389,024	2,351,570	1,463,722	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	1,265,183	1,265,183	1,265,183
<b>2,389,024</b>	<b>3,351,570</b>	<b>2,463,722</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>2,265,183</b>	<b>2,265,183</b>	<b>2,265,183</b>
<b>2,389,024</b>	<b>3,351,570</b>	<b>2,463,722</b>	<b>TOTAL RESOURCES</b>	<b>2,265,183</b>	<b>2,265,183</b>	<b>2,265,183</b>



# **ADMINISTRATION**



## 75 - WASTEWATER SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	3,510	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
136,307	144,571	146,409	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	152,518	152,518	152,518
15,065	18,255	0	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
136	244	500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	800	800	800
0	1,808	0	<b>7300 Fringe Benefits</b>	0	0	0
9,018	9,735	9,108	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	9,506	9,506	9,506
2,109	2,277	2,130	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,224	2,224	2,224
32,490	39,081	39,665	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	47,939	47,939	47,939
28,379	28,552	29,416	<b>7300-20 Fringe Benefits - Medical Insurance</b>	30,620	30,620	30,620
0	5,200	2,600	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,600	2,600	2,600
265	224	226	<b>7300-25 Fringe Benefits - Life Insurance</b>	226	226	226
751	779	788	<b>7300-30 Fringe Benefits - Long Term Disability</b>	820	820	820
5,527	5,244	5,032	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	5,244	5,244	5,244
85	90	72	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	61	61	61
0	1,995	99	<b>7300-40 Fringe Benefits - Unemployment</b>	2,001	2,001	2,001
<b>230,132</b>	<b>261,563</b>	<b>236,045</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>254,559</b>	<b>254,559</b>	<b>254,559</b>
<b><u>MATERIALS AND SERVICES</u></b>						
738	1,047	1,100	<b>7530 Safety Training/OSHA</b> Safety meetings, training films, posters, and handouts, etc.	1,100	1,100	1,100
355	344	1,900	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,800	1,800	1,800

## 75 - WASTEWATER SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
12,799	12,753	16,000	<b>7550</b>	<b>Travel &amp; Education</b>		16,000	16,000	16,000
				Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Professional Memberships	1	700	700	
				Training/conferences	1	12,500	12,500	
				Certification/LME licenses renewal and exams	1	2,800	2,800	
40,400	56,000	48,900	<b>7610-05</b>	<b>Insurance - Liability</b>		61,700	61,700	61,700
47,500	49,100	70,000	<b>7610-10</b>	<b>Insurance - Property</b>		80,000	80,000	80,000
19,211	19,416	22,000	<b>7620</b>	<b>Telecommunications</b>		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.				
7,426	6,919	9,600	<b>7650</b>	<b>Janitorial</b>		9,000	9,000	9,000
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contract	1	8,400	8,400	
				Janitorial supplies	1	600	600	
25,352	23,220	30,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		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.				
4,942	3,192	7,200	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		7,350	7,350	7,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - liability	1	200	200	
				Insurance - property	1	700	700	
				Property taxes	1	2,450	2,450	
				Misc maintenance, repair, etc	1	4,000	4,000	

## 75 - WASTEWATER SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
32,037	22,165	33,000	<b>7750 Professional Services</b>	33,000	33,000	33,000
			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>
			Audit fee allocation	1	4,200	4,200
			Section 125 administration fee	1	50	50
			Wastewater rate brochure	1	3,000	3,000
			Water & Light annual sewer billing fee	1	600	600
			Environmental legal assistance	1	5,000	5,000
			Miscellaneous wastewater facilities consulting	1	15,200	15,200
			Northwest Biosolids Association dues	1	450	450
			ACWA program fees	1	2,000	2,000
			ACWA membership fees	1	1,400	1,400
			Rental agreement	1	1,100	1,100
25,251	20,542	30,000	<b>7790 Maintenance &amp; Rental Contracts</b>	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	20,000	20,000
			Elevator maintenance contract	1	2,500	2,500
			Fire alarm system inspection contract	1	3,000	3,000
			Fire extinguisher and backflow preventer certification	1	3,000	3,000
			Landscaping contract additions	1	1,500	1,500
16,203	16,856	15,478	<b>7840 M &amp; S Computer Charges</b>	18,989	18,989	18,989
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS Department M&S costs shared city-wide	1	18,989	18,989
26,906	30,616	28,825	<b>7840-85 M &amp; S Computer Charges - WWS</b>	29,325	29,325	29,325
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI Arcview-17% shared with Plan,Bldg,Eng,Pk Maint,Street	1	2,000	2,000
			Hach WIMS software	1	2,500	2,500
			Hansen sewer maintenance-25% shared with Eng,Pk Maint,Street	1	3,125	3,125
			Rockwell Control Software	1	5,500	5,500
			Win 911 Software	1	500	500
			Wonderware software	1	5,500	5,500
			WWS-Mp2 Maint Management Software	1	2,500	2,500
			Laptop replacements	2	1,600	3,200
			Workstation replacements	3	1,500	4,500

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
35,813	39,129	41,500	<b>8260</b>	<b>Permit &amp; Basin Council Fees</b>		42,000	42,000	42,000
State and federal agency fees and permits.								
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			DEQ National Prolutant Discharge Elim (NPDES)	1	24,800	24,800		
			Federal USGS monitoring site fee - Yamhill River	1	13,200	13,200		
			DEQ certification program fee	1	1,900	1,900		
			State elevator permit	1	200	200		
			Oregon Hazardous substance fee	1	400	400		
			Electrical inspection	1	200	200		
			DEQ stormwater program fee	1	1,000	1,000		
			State boiler/pressure vessel permit fee	1	300	300		
<b>294,932</b>	<b>301,298</b>	<b>355,503</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>382,264</b>	<b>382,264</b>	<b>382,264</b>
<b>CAPITAL OUTLAY</b>								
1,587	3,494	3,352	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,132	3,132	3,132
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	3,132	3,132		
0	0	0	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>		0	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>1,587</b>	<b>3,494</b>	<b>3,352</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>3,132</b>	<b>3,132</b>	<b>3,132</b>
<b>526,651</b>	<b>566,355</b>	<b>594,900</b>	<b>TOTAL REQUIREMENTS</b>			<b>639,955</b>	<b>639,955</b>	<b>639,955</b>





**PLANT**



**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	11,034	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
479,763	504,350	518,819	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> 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	535,887	535,887	535,887
0	0	9,090	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.42 FTE	10,699	10,699	10,699
11,223	14,338	14,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	14,500	14,500	14,500
0	5,723	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
29,008	30,578	33,629	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	34,788	34,788	34,788
6,784	7,151	7,864	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	8,136	8,136	8,136
109,482	115,610	122,360	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	145,368	145,368	145,368
95,195	97,664	88,486	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	115,556	115,556	115,556
0	18,750	8,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	10,000	10,000	10,000
1,097	941	972	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	972	972	972
2,679	2,744	2,832	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,916	2,916	2,916
20,159	17,551	23,974	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	24,968	24,968	24,968
267	269	324	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	273	273	273
52	0	61	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	48	48	48
<b>755,708</b>	<b>826,703</b>	<b>830,911</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>904,111</b>	<b>904,111</b>	<b>904,111</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7550</b>	<b>Travel &amp; Education</b>	0	0	0
4,404	3,402	5,400	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Gas and diesel - vehicles, rolling stock and generators.	5,400	5,400	5,400

## 75 - WASTEWATER SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET																																								
385,133	408,972	398,000	<b>7600 Electric &amp; Natural Gas</b> Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	405,000	405,000	405,000																																								
			<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>Natural Gas</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>Electricity</td> <td style="text-align: center;">1</td> <td style="text-align: right;">385,000</td> <td style="text-align: right;">385,000</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Natural Gas	1	20,000	20,000	Electricity	1	385,000	385,000																															
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																											
Natural Gas	1	20,000	20,000																																											
Electricity	1	385,000	385,000																																											
0	0	0	<b>7660 Materials &amp; Supplies</b>	0	0	0																																								
89,231	92,613	94,000	<b>7690 Chemicals</b> Various chemicals used at the Water Reclamation Facility.	96,000	96,000	96,000																																								
			<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>Aluminum compounds</td> <td style="text-align: center;">1</td> <td style="text-align: right;">54,000</td> <td style="text-align: right;">54,000</td> </tr> <tr> <td>Polymers</td> <td style="text-align: center;">1</td> <td style="text-align: right;">18,000</td> <td style="text-align: right;">18,000</td> </tr> <tr> <td>Sodium hypochlorite</td> <td style="text-align: center;">1</td> <td style="text-align: right;">4,500</td> <td style="text-align: right;">4,500</td> </tr> <tr> <td>Alkalinity compounds</td> <td style="text-align: center;">1</td> <td style="text-align: right;">16,000</td> <td style="text-align: right;">16,000</td> </tr> <tr> <td>Miscellaneous plant chemicals</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,500</td> <td style="text-align: right;">3,500</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Aluminum compounds	1	54,000	54,000	Polymers	1	18,000	18,000	Sodium hypochlorite	1	4,500	4,500	Alkalinity compounds	1	16,000	16,000	Miscellaneous plant chemicals	1	3,500	3,500																			
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Miscellaneous plant chemicals	1	3,500	3,500																																											
30,549	27,193	35,000	<b>7720-04 Repairs &amp; Maintenance - Supplies</b> Supplies related to the Water Reclamation Facility and pump stations.	34,000	34,000	34,000																																								
			<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>Tools</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> <tr> <td>Landscape - barkdust, irrigation, etc</td> <td style="text-align: center;">1</td> <td style="text-align: right;">4,000</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>Operations lab supplies - gloves, analyticals</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,000</td> <td style="text-align: right;">3,000</td> </tr> <tr> <td>Fasteners, belts, seals, filters, etc</td> <td style="text-align: center;">1</td> <td style="text-align: right;">11,000</td> <td style="text-align: right;">11,000</td> </tr> <tr> <td>Lubricants - oil, grease</td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Materials for equipment rehabilitation</td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Electrical components</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,500</td> <td style="text-align: right;">1,500</td> </tr> <tr> <td>Pump parts and accessories</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Grit/Garbage service</td> <td style="text-align: center;">1</td> <td style="text-align: right;">1,500</td> <td style="text-align: right;">1,500</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Tools	1	2,000	2,000	Landscape - barkdust, irrigation, etc	1	4,000	4,000	Operations lab supplies - 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	Grit/Garbage service	1	1,500	1,500			
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Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
132,009	172,912	209,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		209,000	209,000	209,000
				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	12,000	12,000	
				Rental equipment	1	5,000	5,000	
				Building and structure repairs	1	10,000	10,000	
				Electrical systems	1	15,000	15,000	
				HVAC systems	1	10,000	10,000	
				Mechanical equipment repairs	1	80,000	80,000	
				Ultraviolet disinfection system	1	10,000	10,000	
				Landscaping and irrigation	1	2,000	2,000	
				ATAD equipment	1	10,000	10,000	
				Chemical delivery system	1	5,000	5,000	
				Pump station SCADA systems	1	25,000	25,000	
				Switch gear service	1	25,000	25,000	
2,449	7,196	7,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		5,000	5,000	5,000
				Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wear items - batteries, tires, etc	1	3,000	3,000	
				Mecahnical repairs	1	1,000	1,000	
				Preventative maintenance	1	1,000	1,000	
158	266	190	<b>7750</b>	<b>Professional Services</b>		380	380	380
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	380	380	
121,215	100,240	130,000	<b>7780-25</b>	<b>Contract Services - Biosolids</b>		130,000	130,000	130,000
				Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hauling and application	1	125,000	125,000	
				Site management	1	5,000	5,000	
2,951	3,945	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>		5,000	5,000	5,000
				Equipment necessary for plant and pump station operations and maintenance.				
<b>768,099</b>	<b>816,739</b>	<b>883,590</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>889,780</b>	<b>889,780</b>	<b>889,780</b>
<b>CAPITAL OUTLAY</b>								
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
25,541	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	0	<b>8850 Vehicles</b> Replacing 1990 Ford F250 3/4 ton pickup with a 1/2 ton four-wheel drive pickup	25,000	25,000	25,000
<b>25,541</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>1,549,348</b>	<b>1,643,442</b>	<b>1,714,501</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>1,818,891</b>	<b>1,818,891</b>	<b>1,818,891</b>



**ENVIRONMENTAL SERVICES**



## 75 - WASTEWATER SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>							
0	5,189	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
220,084	236,079	242,100	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	252,842	252,842	252,842
				Supervisor - Environmental Services - 1.00 FTE			
				Senior Environmental Technician - 1.00 FTE			
				Environmental Technician II - 1.00 FTE			
				Laboratory Technician - 1.00 FTE			
0	0	9,090	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	11,297	11,297	11,297
				Extra Help - Wastewater Services - 0.45 FTE			
119	0	2,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	1,001	1,001	1,001
0	2,646	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
13,322	14,298	15,698	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	16,871	16,871	16,871
3,116	3,344	3,671	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,946	3,946	3,946
46,454	51,424	54,098	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	64,088	64,088	64,088
43,932	44,427	45,770	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	47,645	47,645	47,645
0	7,000	4,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	3,500	3,500	3,500
499	426	432	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	432	432	432
1,253	1,293	1,322	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,380	1,380	1,380
9,113	8,757	11,190	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	11,799	11,799	11,799
116	120	151	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	129	129	129
<b>338,008</b>	<b>375,002</b>	<b>389,522</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>414,930</b>	<b>414,930</b>	<b>414,930</b>

<u>MATERIALS AND SERVICES</u>							
12,833	19,185	23,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	23,000	23,000	23,000
				Materials and supplies to support permit, pretreatment, and laboratory work and activities.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Permit lab materials and supplies to support permit	1	21,000	21,000
				Pretreatment training and outreach supplies	1	2,000	2,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
4,916	5,626	10,940	<b>7750</b>	<b>Professional Services</b>		9,990	9,990	9,990
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	140	140	
				Lab instrumentation calibration	1	1,450	1,450	
				Spectrophotometer annual warranty	1	1,350	1,350	
				DI Water System rental/sanitization	1	2,850	2,850	
				Pretreatment assistance	1	4,200	4,200	
27,563	28,121	40,000	<b>7780-30</b>	<b>Contract Services - Lab</b>		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>	
				Industrial user compliance monitoring	1	2,500	2,500	
				Biosolids 'Class A' sampling	1	6,500	6,500	
				Permit compliance sampling	1	18,200	18,200	
				Analysis related to TMDL, toxic permit renewal	1	11,000	11,000	
				Nonroutine pretreatment sampling	1	1,800	1,800	
0	3,856	4,000	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
				Laboratory instrumentation or sampling monitoring equipment				
<b>45,312</b>	<b>56,787</b>	<b>77,940</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>72,990</b>	<b>72,990</b>	<b>72,990</b>
<b><u>CAPITAL OUTLAY</u></b>								
7,850	0	0	<b>8710</b>	<b>Equipment</b>		7,000	7,000	7,000
				This system purifies the laboratory water to an ultra pure level and removes all contaminants that may interfere with the analysis. System is original to plant (20+ years old). Parts and service are no longer available.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ultra pure water polishing unit (replacement)	1	7,000	7,000	
<b>7,850</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>391,169</b>	<b>431,789</b>	<b>467,462</b>	<b>TOTAL REQUIREMENTS</b>			<b>494,920</b>	<b>494,920</b>	<b>494,920</b>





# **CONVEYANCE SYSTEMS**



## **Organization Set – Sections**

- **Sanitary**

## **Organization Set #**

**75-78-320**

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	6,016	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
247,102	271,591	294,097	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	309,028	309,028	309,028
1,840	1,126	3,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	3,999	3,999	3,999
0	630	1,080	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,080	1,080	1,080
0	3,334	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
14,928	16,367	18,488	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	19,476	19,476	19,476
3,491	3,828	4,324	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,554	4,554	4,554
55,713	65,472	71,213	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	86,372	86,372	86,372
40,409	45,488	50,415	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	38,204	38,204	38,204
0	9,000	4,500	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	3,150	3,150	3,150
633	568	588	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	588	588	588
1,363	1,502	1,596	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,684	1,684	1,684
18,140	16,561	20,925	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	22,211	22,211	22,211
148	152	186	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	156	156	156
<b>383,767</b>	<b>441,635</b>	<b>470,412</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>490,502</b>	<b>490,502</b>	<b>490,502</b>

**MATERIALS AND SERVICES**

17,688	12,594	23,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	23,000	23,000	23,000
739	688	1,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b> Electric costs associated with Conveyance building.	1,000	1,000	1,000
9,220	13,837	20,000	<b>7720-04</b>	<b>Repairs &amp; Maintenance - Supplies</b> Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	20,000	20,000	20,000
9,746	9,540	25,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b> Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	20,000	20,000	20,000
17,433	19,401	20,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b> Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	22,000	22,000	22,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
26,463	32,054	50,000	<b>7720-36 Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> 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
14	0	10,000	<b>7750 Professional Services</b> Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	10,000	10,000
4,750	3,890	5,000	<b>7800 M &amp; S Equipment</b> Conveyance System maintenance equipment.	5,000	5,000	5,000
<b>86,053</b>	<b>92,004</b>	<b>154,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>151,000</b>	<b>151,000</b>	<b>151,000</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	10,000	<b>8710 Equipment</b> Large diameter root cutter	0	0	0
0	0	0	<b>8850 Vehicles</b>	0	0	0
36,455	116,289	150,000	<b>9110-05 Sanitary Sewer Replacements - Mainline/Lateral</b> Preservation repair and replacement of sewer system mainlines and manholes.	150,000	150,000	150,000
<b>36,455</b>	<b>116,289</b>	<b>160,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>506,274</b>	<b>649,928</b>	<b>784,412</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>791,502</b>	<b>791,502</b>	<b>791,502</b>



**NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A		2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
12,650	12,650	12,650	<b>5400-40</b>	<b>Property Rentals - House</b> Riverside Drive house rental income.	12,650	12,650	12,650
6,987	6,989	7,000	<b>5400-45</b>	<b>Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.	7,000	7,000	7,000
9,100,344	9,107,387	9,476,981	<b>5520</b>	<b>Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.	9,774,359	9,774,359	9,774,359
Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2017 per Council Resolution 2017-07.							
52,407	59,155	46,906	<b>5530</b>	<b>Septage Fees</b> Dumping fees collected from haulers for septic tank and portable toilet waste.	48,219	48,219	48,219
<b>9,172,388</b>	<b>9,186,181</b>	<b>9,543,537</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>9,842,228</b>	<b>9,842,228</b>	<b>9,842,228</b>
<b>MISCELLANEOUS</b>							
7,295	8,071	7,800	<b>6310</b>	<b>Interest</b>	13,100	13,100	13,100
4,635	1,121	1,000	<b>6600</b>	<b>Other Income</b>	1,000	1,000	1,000
0	2,946	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>11,930</b>	<b>12,137</b>	<b>8,800</b>	<b>TOTAL MISCELLANEOUS</b>		<b>14,100</b>	<b>14,100</b>	<b>14,100</b>
<b>TRANSFERS IN</b>							
14,200	0	0	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0	0
<b>14,200</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>9,198,518</b>	<b>9,198,318</b>	<b>9,552,337</b>	<b>TOTAL RESOURCES</b>		<b>9,856,328</b>	<b>9,856,328</b>	<b>9,856,328</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>TRANSFERS OUT</b>								
239,210	256,975	258,977	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		287,543	287,543	287,543
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Services Fund support of Engineering operations.	1	19,335	19,335		
			Engineering, Admin, & Finance personnel services support.	1	268,208	268,208		
4,993,882	6,260,990	6,238,346	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		5,643,071	5,643,071	5,643,071
			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 2017-18 per the WWS Financial Plan.	1	5,643,071	5,643,071		
29,438	40,459	41,661	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		42,772	42,772	42,772
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	42,772	42,772		
<b>5,262,530</b>	<b>6,558,424</b>	<b>6,538,984</b>	<b>TOTAL TRANSFERS OUT</b>			<b>5,973,386</b>	<b>5,973,386</b>	<b>5,973,386</b>
<b>CONTINGENCIES</b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>ENDING FUND BALANCE</b>								
1,000,000	1,000,000	1,000,000	<b>9975-05</b>	<b>Designated End FB - WW Svc Fd - Sewer A/R</b>		1,000,000	1,000,000	1,000,000
			Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2018.					
2,351,570	1,699,949	615,800	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,102,857	1,102,857	1,102,857
			Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.					
<b>3,351,570</b>	<b>2,699,949</b>	<b>1,615,800</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>2,102,857</b>	<b>2,102,857</b>	<b>2,102,857</b>
<b>8,614,100</b>	<b>9,258,373</b>	<b>8,454,784</b>	<b>TOTAL REQUIREMENTS</b>			<b>8,376,243</b>	<b>8,376,243</b>	<b>8,376,243</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
11,587,542	12,549,887	12,016,059	<b>TOTAL RESOURCES</b>	12,121,511	12,121,511	12,121,511
11,587,542	12,549,887	12,016,059	<b>TOTAL REQUIREMENTS</b>	12,121,511	12,121,511	12,121,511



**WASTEWATER CAPITAL FUND**





### Budget Highlights

- \$1,575,000 – Complete construction of the 12<sup>th</sup> Street Sanitary Sewer Rehabilitation Project which is our continuing effort to curb infiltration and inflow (I&I) into the collections system. 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.
- \$1,140,000 – Complete the design, and begin construction of the tertiary filtration system expansion project at the Water Reclamation Facility (WRF) per the updated Water Reclamation Facilities Master Plan.
- \$1,006,708 – Begin design of the grit system expansion and biosolids processing projects at the WRF (WRF) per the updated Water Reclamation Facilities Master Plan.
- \$980,000 – Planned major equipment replacement projects at the WRF and pump stations.
- \$5,643,071 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2015 Wastewater Services Financial Plan.



The construction of the WRF Expansion project was completed in 2016. The final project cost of ~\$13-million was approximately **\$2.5-million less** than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan.

### Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.

- Continue projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.

### Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



In 2016, the City continued efforts to remove rainwater and groundwater from the public sanitary sewer system. Projects to repair and/or replace over two miles of sewer lines, at a cost of approximately \$2-million, were completed in the area near Cook School.

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>6,821,622</b>	<b>6,631,796</b>	<b>6,153,221</b>	<b>(478,575)</b>
Materials & Services	690,302	809,450	1,915,393	1,105,943
Capital Outlay	5,187,409	2,700,000	3,208,509	508,509
Debt Service	-	-	-	-
Transfers Out	230,222	203,109	221,294	18,185
<b>Total Expenditures</b>	<b>6,107,933</b>	<b>3,712,559</b>	<b>5,345,196</b>	<b>1,632,637</b>
Net Expenditures	713,689	2,919,237	808,025	2,111,212



## Wastewater Capital Fund

## Historical Highlights

- |             |   |             |   |             |  |
|-------------|---|-------------|---|-------------|--|
| <b>1969</b> | Voters approve \$710,000 six-year sewage disposal general obligation bond issue.  | <b>1994</b> | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | <b>2000</b> | July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.     |
| <b>1987</b> | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.  |             |   | <b>2000</b> | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.                  |
| <b>1992</b> | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. | <b>1994</b> | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.  | <b>2001</b> | Evans Street Sewer Reconstruction Project complete.  |
| <b>1992</b> | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.                 |             |   | <b>2002</b> | High School Basin Sewer Reconstruction Project complete.   |
| <b>1993</b> | December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.  | <b>1995</b> | New Water Reclamation Facility and Raw Sewage Pump Station complete.  | <b>2003</b> | Three Mile Lane Pump Station #1 Replacement Project complete.  |
|             |   | <b>1996</b> | Major repair and replacement of Cozine Trunk Line and Pump Station complete.  | <b>2004</b> | February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000. |

# Wastewater Capital Fund

## Historical Highlights

**2004** May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.

**2005** Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.

**2006** The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.

**2007** The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.

**2009** DEQ approves the WRF Facilities Plan.

**2009** The Elm Street Sewer Rehabilitation Project was completed.

**2010** The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.

**2012** The Downtown Basin Sewer Rehabilitation project was completed.

**2013** Design work begins for the expansion of the WRF

**2016** Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5-million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. **The City was awarded a “2016 Project of the Year” award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.**



## 77 - WASTEWATER CAPITAL FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET								
<b>RESOURCES</b>														
<b>BEGINNING FUND BALANCE</b>														
0	0	0	<b>4077-99</b>	<b>Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve</b>	3,645,200	3,645,200	3,645,200							
17,851,366	14,150,612	14,629,030	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	15,318,927	15,318,927	15,710,737							
Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available.														
<b>17,851,366</b>	<b>14,150,612</b>	<b>14,629,030</b>	<b>TOTAL BEGINNING FUND BALANCE</b>		<b>18,964,127</b>	<b>18,964,127</b>	<b>19,355,937</b>							
<b>CHARGES FOR SERVICES</b>														
715,204	490,088	325,000	<b>5500</b>	<b>System Development Charges</b> 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							
<b>715,204</b>	<b>490,088</b>	<b>325,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>325,000</b>	<b>325,000</b>	<b>325,000</b>							
<b>MISCELLANEOUS</b>														
77,051	63,590	55,700	<b>6310</b>	<b>Interest</b>	172,400	172,400	172,400							
0	0	2,500	<b>6500-05</b>	<b>Private Sewer Lateral - Loan Repayment</b> 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							
4,550	6,900	10,000	<b>6500-10</b>	<b>Private Sewer Lateral - Penalty</b> Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	10,000	10,000							
Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.														
204	53	250	<b>6600</b>	<b>Other Income</b>	250	250	250							
<b>81,805</b>	<b>70,543</b>	<b>68,450</b>	<b>TOTAL MISCELLANEOUS</b>		<b>185,150</b>	<b>185,150</b>	<b>185,150</b>							
<b>TRANSFERS IN</b>														
4,993,882	6,260,990	6,238,346	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b> Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	5,643,071	5,643,071	5,643,071							
<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>Ratepayer contribution for 2017-18 per the WWS Financial Plan.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">5,643,071</td> <td style="text-align: right;">5,643,071</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Ratepayer contribution for 2017-18 per the WWS Financial Plan.	1	5,643,071	5,643,071
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Ratepayer contribution for 2017-18 per the WWS Financial Plan.	1	5,643,071	5,643,071											
<b>4,993,882</b>	<b>6,260,990</b>	<b>6,238,346</b>	<b>TOTAL TRANSFERS IN</b>		<b>5,643,071</b>	<b>5,643,071</b>	<b>5,643,071</b>							

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
23,642,258	20,972,234	21,260,826	<b>TOTAL RESOURCES</b>	25,117,348	25,117,348	25,509,158

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
17,743	23,733	25,000	<b>7750 Professional Services</b>	43,600	43,600	43,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	3,600	3,600
			Miscellaneous professional services	1	15,000	15,000
			2017 Wastewater financial model update	1	25,000	25,000
0	0	0	<b>7750-57 Professional Services - Financing Administration</b>	0	0	0
			Administrative fee for paying agent for 2004 Sewer Refunding Bonds			
590,952	434,383	8,000	<b>7770-37 Professional Services - Projects - WRF Expansion Design</b>	0	0	0
			Engineering services for the design of the expansion of the Water Reclamation Facility.			
0	0	0	<b>7770-38 Professional Services - Projects - Dewatering Process</b>	500,000	500,000	500,000
			Engineering services for the grit system expansion project.			
0	0	0	<b>7770-40 Professional Services - Projects - Grit System Expansion</b>	506,708	506,708	506,708
			Engineering services for the solids processing expansion project.			
0	60,718	38,000	<b>7770-43 Professional Services - Projects - 3 Mile Lane Pump Station</b>	0	0	0
			Engineering services for the replacement of 3 Mile Lane Pump Station #3			
0	0	491,950	<b>7770-44 Professional Services - Projects - Filtration System Expansion</b>	501,585	501,585	651,585
			Engineering services for the tertiary filtration system expansion project.			
72,972	170,827	243,000	<b>7770-57 Professional Services - Projects - I&amp;I Reduction Design</b>	360,000	360,000	360,000
			Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
967	640	3,500	<b>8230 Private Sewer Lateral Repair Incentive</b>	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.			
0	0	0	<b>8240-10 Private Sewer Lateral Loans - Low Income Loans</b>	0	0	0
			"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
<b>682,634</b>	<b>690,302</b>	<b>809,450</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,915,393</b>	<b>1,915,393</b>	<b>2,065,393</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET																																
<b><u>CAPITAL OUTLAY</u></b>																																						
453,617	99,295	765,000	<b>8710 Equipment</b> Planned major equipment replacement at the WRF and/or system pump stations. '- ATAD: Autothermal thermophilic aerobic digesters '- RSPS: Raw sewage pump station	980,000	980,000	980,000																																
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ultraviolet disinfection system upgrade</td> <td>1</td> <td>388,000</td> <td>388,000</td> </tr> <tr> <td>ATAD spiral aerators &amp; foam controllers</td> <td>1</td> <td>200,000</td> <td>200,000</td> </tr> <tr> <td>Tertiary clarifier #1 &amp; #2 recoating</td> <td>1</td> <td>150,000</td> <td>150,000</td> </tr> <tr> <td>ATAD #3 recoating</td> <td>1</td> <td>150,000</td> <td>150,000</td> </tr> <tr> <td>RSPS variable frequency drive replacement</td> <td>1</td> <td>65,000</td> <td>65,000</td> </tr> <tr> <td>Cozine pump station variable frequency drive</td> <td>1</td> <td>15,000</td> <td>15,000</td> </tr> <tr> <td>Oxidation ditch aerator assembly</td> <td>1</td> <td>12,000</td> <td>12,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Ultraviolet disinfection system upgrade	1	388,000	388,000	ATAD spiral aerators & foam controllers	1	200,000	200,000	Tertiary clarifier #1 & #2 recoating	1	150,000	150,000	ATAD #3 recoating	1	150,000	150,000	RSPS variable frequency drive replacement	1	65,000	65,000	Cozine pump station variable frequency drive	1	15,000	15,000	Oxidation ditch aerator assembly	1	12,000	12,000			
Description	Units	Amt/Unit	Total																																			
Ultraviolet disinfection system upgrade	1	388,000	388,000																																			
ATAD spiral aerators & foam controllers	1	200,000	200,000																																			
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Oxidation ditch aerator assembly	1	12,000	12,000																																			
1,041,897	1,735,441	1,920,000	<b>9120-25 Sewer Construction - I&amp;I Reduction Projects</b> Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).	1,575,000	1,575,000	1,742,000																																
7,092,748	3,352,673	0	<b>9120-36 Sewer Construction - WRF expansion</b> Expansion of the Water Reclamation Facility secondary treatment facilities.	0	0	0																																
0	0	0	<b>9120-44 Sewer Construction - Filtration System Expansion</b> Expansion of the tertiary treatment filtration system.	638,509	638,509	638,509																																
0	0	15,000	<b>9150-10 Developer Reimbursement - Sanitary Sewer</b> Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city.	15,000	15,000	15,000																																
<b>8,588,262</b>	<b>5,187,409</b>	<b>2,700,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>3,208,509</b>	<b>3,208,509</b>	<b>3,375,509</b>																																
<b><u>TRANSFERS OUT</u></b>																																						
220,750	230,222	203,109	<b>9700-01 Transfers Out - General Fund</b>	221,294	221,294	221,294																																
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Wastewater Capital Fund support of Engineering operations.</td> <td>1</td> <td>15,668</td> <td>15,668</td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td>1</td> <td>205,626</td> <td>205,626</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Wastewater Capital Fund support of Engineering operations.	1	15,668	15,668	Engineering, Admin, & Finance personnel services support.	1	205,626	205,626																							
Description	Units	Amt/Unit	Total																																			
Wastewater Capital Fund support of Engineering operations.	1	15,668	15,668																																			
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<b>220,750</b>	<b>230,222</b>	<b>203,109</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>221,294</b>	<b>221,294</b>	<b>221,294</b>																																
<b><u>CONTINGENCIES</u></b>																																						
0	0	500,000	<b>9800 Contingencies</b>	500,000	500,000	500,000																																
<b>0</b>	<b>0</b>	<b>500,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>																																

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
<b><u>ENDING FUND BALANCE</u></b>							
0	0	0	<b>9977-99</b>	<b>Designated End FB - WW Cap Fd - PERS Refinancing Reserve</b>	3,431,780	3,431,780	3,431,780
14,150,612	14,864,301	17,048,267	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2018, includes the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.	15,840,372	15,840,372	15,915,182
<b>14,150,612</b>	<b>14,864,301</b>	<b>17,048,267</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>		<b>19,272,152</b>	<b>19,272,152</b>	<b>19,346,962</b>
<b>23,642,257</b>	<b>20,972,234</b>	<b>21,260,826</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>25,117,348</b>	<b>25,117,348</b>	<b>25,509,158</b>



**77 - WASTEWATER CAPITAL FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
23,642,258	20,972,234	21,260,826	<b>TOTAL RESOURCES</b>	25,117,348	25,117,348	25,509,158
23,642,257	20,972,234	21,260,826	<b>TOTAL REQUIREMENTS</b>	25,117,348	25,117,348	25,509,158



# **AMBULANCE FUND**





### Budget Highlights

This year we experienced another 600 Emergency Medical Service (EMS) call increase. The Fire Department is looking to readjust the response zones of our Ambulance Service Area (ASA) to reduce the length of time we are out of service due to long distance transports. We are looking to transfer the Yamhill Fire District into ASA 1 or Newberg's response zone. While this only consists of 90 ambulance transports annually, most of those transports are to Portland which increases our out of service time immensely. Tualatin Valley Fire & Rescue (TVF&R), Yamhill RFPD and McMinnville Fire Department all support this move. The Ambulance Service Area Committee is expected to make its recommendation to the County Commissioners on this change in May.

Last year Council authorized the purchase of three used Portland Fire Department Ambulances to prolong our current fleet. This year we will not be purchasing a new ambulance due to this purchase.

- The impact of inadequate Medicare and Medicaid reimbursements remain significant because approximately 83% of the City's total transports are Medicare or Medicaid accounts. We will be monitoring these numbers for accuracy since there is uncertainty around this area due to current political issues. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged. The City will continue to discuss funding strategies around businesses that impact the ambulance service.
- There is legislation enacted that will create an additional revenue source for Medicaid calls. This will continue moving forward since it has no ties to the Affordable Care Act. It is expected that this legislation will be in place within the next year and could recover as much as \$400 per Medicaid call, which last year was over 23% of our transports.
- This year's budget continues to include a partnership with Amity. The peak unit has responded to the total annual projected calls within the first 6 months of deployment. The funds allocated for

the City portion of the contract are from the unfilled Assistant Chief vacancy. The peak unit will provide for an improved service to the entire Ambulance Service Area (ASA) with a Monday - Friday ambulance stationed in Amity.

- This year we will be beta testing an ambulance in Lafayette. The City of Lafayette has offered to allow us to use their facility to deploy an ambulance. This will be done for response time data collection to ensure the computer models are accurate. It is the first step in a long range partnership with the Lafayette Fire Department.

### 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 Emergency Medical Services personnel
- Provide training to City partner rescue companies within Ambulance Service Area
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center



# Ambulance Fund

## 2017 – 2018 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

- Address the challenge of the sustainability of the ambulance service given that user fee revenue does not cover the cost of providing ambulance service
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support
- Improve department public service to both internal and external customers
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement
- Implement 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

### Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>4,940,226</b>	<b>4,611,700</b>	<b>4,740,300</b>	<b>128,600</b>
Personnel Services	3,100,488	3,209,373	3,454,925	245,552
Materials & Services	773,116	896,426	941,305	44,879
Capital Outlay	217,619	39,656	24,285	(15,371)
Transfers Out	312,834	325,326	325,092	(234)
<b>Total Expenditures</b>	<b>4,404,057</b>	<b>4,470,781</b>	<b>4,745,607</b>	<b>274,826</b>
Net Expenditures	536,169	140,919	(5,307)	146,226

### Full-Time Equivalents (FTE)

	2016-17 Adopted Budget	Change	2017-18 Proposed Budget
<b>FTE Adopted Budget</b>	<b>23.72</b>		
Fire Engineer		1.95	
Firefighter		(0.65)	
<b>FTE Proposed Budget</b>		<b>1.30</b>	<b>25.02</b>





## Ambulance Fund

## Historical Highlights

<b>1928</b>	McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.	<b>1987</b>	Ambulance subscription sold for the first time at \$35 per household – FireMed.	<b>2004</b>	First Fire Fund property tax transfer to support ambulance operations - \$50,000.
<b>1950</b>	A typical ambulance transport cost ~\$2.50.	<b>1996</b>	Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.	<b>2004</b>	Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.
<b>1971</b>	First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.	<b>1997</b>	Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.	<b>2004</b>	Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005.
<b>1979</b>	First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.	<b>2001</b>	Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital to care facilities and also to provide service to doctor appointments.	<b>2005</b>	Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
<b>1982</b>	Fire Department's first state certified paramedic hired.			<b>2005</b>	Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.
<b>1983</b>	Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.	<b>2002</b>	Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.		

# 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. 1<sup>st</sup> 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. Impacts include an increase of 484 EMS calls driven mostly by increasing Medicaid membership in the county.

**2015** Expected increases in call volume due to four new care homes being built in McMinnville; 187 rooms equal anticipated 267 call increase.

**2015** Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.

**2016** The City will partner with Amity to provide a Peak activity unit. This vehicle will be cofounded by Amity and the City of McMinnville to improve service to the ASA.

**2016** Ambulance reduces its general fund subsidy by \$350,000 due to an increase in revenues from an increase of call volume.

**2016** Three FTE are added to reduce the overtime costs of the department and reduce work stress due to overtime.

**2017** Test new partnership with Lafayette by deploying an ambulance from rental house to determine response time performance.



# Ambulance Fund

## 2017-2018 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Fire Chief</u></b>	1	364	128,048		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				71	96,036
Ambulance Fund (0.25 FTE)				236	32,012
<b><u>Fire Battalion Chief</u></b>	3	245	305,389		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				71	106,886
Ambulance Fund (1.95 FTE)				236	198,503
<b><u>Fire Lieutenant</u></b>	3	235	256,021		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				71	89,607
Ambulance Fund (1.95 FTE)				236	166,414
<b><u>Fire Engineer</u></b>	3	230	264,863		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				71	92,702
Ambulance Fund (1.95 FTE)				236	172,161
<b><u>Firefighter</u></b>	24	220	1,812,610		
General Fund					
Fire					
Administration & Operations (8.75 FTE)				71	634,414
Ambulance Fund (16.25 FTE)				236	1,178,196

### Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<b><u>Firefighter / Paramedic</u></b>	1	330	47,852		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				71	16,748
Ambulance Fund (0.46 FTE)				236	31,104
<b><u>Firefighter / EMT</u></b>	1	322	37,394		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				71	13,088
Ambulance Fund (0.46 FTE)				236	24,306
<b><u>Office Manager</u></b>	1	332	56,926		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				71	19,924
Ambulance Fund (0.65 FTE)				236	37,002
<b><u>Administrative Specialist II</u></b>	1	324	43,053		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				71	10,763
Ambulance Fund (0.75 FTE)				236	32,290



Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
686,715	650,996	750,000	<b>4079-05 Designated Begin FB-Ambulance Fd - EMS A/R</b> Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1, 2017.	850,000	850,000	850,000
0	0	0	<b>4079-25 Designated Begin FB-Ambulance Fd - Facility Improvements</b>	37,500	37,500	37,500
408,982	163,197	484,847	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	642,075	642,075	642,075
<b>1,095,696</b>	<b>814,193</b>	<b>1,234,847</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,529,575</b>	<b>1,529,575</b>	<b>1,529,575</b>
<b>INTERGOVERNMENTAL</b>						
2,663	46,484	5,200	<b>4840-05 OR Conflagration Reimbursement - Personnel</b>	2,500	2,500	2,500
0	0	0	<b>4840-10 OR Conflagration Reimbursement - Equipment</b>	0	0	0
0	0	10,000	<b>5035-05 City of Amity - Paramedic Ambulance</b>	10,000	10,000	10,000
<b>2,663</b>	<b>46,484</b>	<b>15,200</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
<b>CHARGES FOR SERVICES</b>						
3,009,770	3,577,616	3,630,000	<b>5700 Transport Fees</b> Transport fee revenue for Medicare and Medicaid patient accounts includes only "allowed" amounts (Medicare) or the amount that will actually be reimbursed (Medicaid). All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,765,000	3,765,000	3,765,000
127,200	124,860	130,000	<b>5710 FireMed Fees</b> Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	130,000	130,000
<b>3,136,970</b>	<b>3,702,476</b>	<b>3,760,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,895,000</b>	<b>3,895,000</b>	<b>3,895,000</b>
<b>MISCELLANEOUS</b>						
1,965	1,831	1,000	<b>6310 Interest</b>	2,300	2,300	2,300
76	0	0	<b>6460 Donations - Ambulance</b> Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	0	0	0
1,476	8,162	500	<b>6600 Other Income</b>	500	500	500
0	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
35,802	31,274	35,000	<b>6610 Collections - EMS</b> Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.	30,000	30,000	30,000
<b>39,319</b>	<b>41,267</b>	<b>36,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>32,800</b>	<b>32,800</b>	<b>32,800</b>

Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET								
<b>TRANSFERS IN</b>														
750,000	1,150,000	800,000	<b>6900-01 Transfers In - General Fund</b> Decrease in transfer amount compared to prior year is due to increase in transport fee revenue and no ambulance will be purchased in 2016-2017	800,000	800,000	800,000								
			<table border="0"> <tr> <td style="padding-left: 20px;"><u>Description</u></td> <td style="padding-left: 20px;"><u>Units</u></td> <td style="padding-left: 20px;"><u>Amt/Unit</u></td> <td style="padding-left: 20px;"><u>Total</u></td> </tr> <tr> <td>Support of emergency medical services provided by the City</td> <td>1</td> <td>800,000</td> <td>800,000</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Support of emergency medical services provided by the City	1	800,000	800,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Support of emergency medical services provided by the City	1	800,000	800,000											
20,800	0	0	<b>6900-85 Transfers In - Insurance Services</b>	0	0	0								
<b>770,800</b>	<b>1,150,000</b>	<b>800,000</b>	<b>TOTAL TRANSFERS IN</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>								
<b>5,045,448</b>	<b>5,754,419</b>	<b>5,846,547</b>	<b>TOTAL RESOURCES</b>	<b>6,269,875</b>	<b>6,269,875</b>	<b>6,269,875</b>								

Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	45,518	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
1,616,922	1,644,136	1,754,363	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Fire Chief - 0.25 FTE Emergency Medical Services Chief - 1.00 FTE Fire Battalion Chief - 1.95 FTE Fire Lieutenant - 1.95 FTE Fire Engineer - 1.95 FTE Firefighter - 15.60 FTE Office Manager - 0.65 FTE Administrative Specialist II - 0.75 FTE	1,926,882	1,926,882	1,926,882
13,059	15,834	51,098	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 0.46 FTE Firefighter / EMT - 0.46 FTE  Staffing for Peak Unit Amity.	55,410	55,410	55,410
250,180	317,645	223,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b> The 2017-18 budgeted amount is reduced to reflect savings from the hiring of additional Firefighters, split between Fire and Ambulance. The overall cost will be covered by the reduced overtime.	162,500	162,500	162,500
0	25,334	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
113,175	118,948	125,746	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	132,958	132,958	132,958
26,469	27,915	29,410	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	31,097	31,097	31,097
431,309	489,339	518,969	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	620,597	620,597	620,597
284,490	291,299	333,107	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	345,250	345,250	345,250
58,959	50,098	78,600	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	78,600	78,600	78,600
2,853	2,394	2,598	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	2,738	2,738	2,738
8,311	8,325	9,092	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	10,016	10,016	10,016
73,382	62,613	81,794	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	86,868	86,868	86,868
981	1,001	1,096	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	1,006	1,006	1,006
-19	91	500	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,003	1,003	1,003
<b>2,880,073</b>	<b>3,100,488</b>	<b>3,209,373</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>3,454,925</b>	<b>3,454,925</b>	<b>3,454,925</b>

**MATERIALS AND SERVICES**

4,520	3,615	4,000	<b>7500</b>	<b>Credit Card Fees</b>	4,000	4,000	4,000
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Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
412	380	2,100	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	2,400	2,400	2,400
24,937	22,703	20,000	<b>7550 Travel &amp; Education</b> 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 leadership and supervisory training	22,000	22,000	22,000
26,536	20,124	30,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	30,000	30,000	30,000
5,576	5,526	6,500	<b>7600 Electric &amp; Natural Gas</b>	6,500	6,500	6,500
13,100	18,300	17,000	<b>7610-05 Insurance - Liability</b>	25,300	25,300	25,300
10,800	10,400	16,500	<b>7610-10 Insurance - Property</b>	18,300	18,300	18,300
25,080	19,875	24,000	<b>7620 Telecommunications</b> This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.	24,000	24,000	24,000
12,455	12,176	12,500	<b>7630-05 Uniforms - Employee</b> Career and volunteer fire uniforms. Increase to return to pre 2009 replacement schedule for uniforms. Staffing levels increased but uniform budget had not.	12,500	12,500	12,500
0	0	200	<b>7640 Laundry</b>	500	500	500
1,730	2,115	2,500	<b>7650 Janitorial</b> Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.	2,500	2,500	2,500
27,464	27,557	32,000	<b>7660 Materials &amp; Supplies</b>	32,000	32,000	32,000
6,736	6,519	7,200	<b>7660-15 Materials &amp; Supplies - Postage</b>	7,000	7,000	7,000
107,161	99,407	110,000	<b>7660-45 Materials &amp; Supplies - Medical Equipment &amp; Supplies</b> Increase due to call volume increase and cost of medical supplies and medications increase.	110,000	110,000	110,000
1,433	1,452	1,600	<b>7660-55 Materials &amp; Supplies - Oxygen</b>	1,800	1,800	1,800
76	0	0	<b>7680 Materials &amp; Supplies - Donations</b> Material and supplies funded through revenue account 6460, Donations-Ambulance.	0	0	0
0	0	0	<b>7720 Repairs &amp; Maintenance</b>	0	0	0
283	0	12,000	<b>7720-06 Repairs &amp; Maintenance - Equipment</b> Refurbish 2 defibrillators	12,500	12,500	12,500
13,851	11,089	12,500	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b>	12,500	12,500	12,500
28,853	35,458	45,000	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b> Increase due to loss of mechanic position	55,000	55,000	55,000
1,230	952	1,500	<b>7720-16 Repairs &amp; Maintenance - Radio &amp; Pagers</b>	1,500	1,500	1,500
33,254	21,146	26,000	<b>7735 Rental Property</b> NE Substation rental property; includes rent and utilities and direct costs associated with that location.	26,000	26,000	26,000

Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
20,364	18,944	19,180	<b>7750</b>	<b>Professional Services</b>		19,890	19,890	19,890
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	420	420	
				Audit fee allocation	1	5,720	5,720	
				Medical Director contract	1	10,000	10,000	
				Labor negotiations arbitrator shared 35% w Fire	1	1,350	1,350	
				Crisis Chaplaincy contract	1	2,400	2,400	
17,663	15,159	18,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		18,500	18,500	18,500
				Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.				
9,096	8,223	12,000	<b>7800</b>	<b>M &amp; S Equipment</b>		14,000	14,000	14,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Defibrillator batteries	10	500	5,000	
				Glide scope	1	9,000	9,000	
4,151	13,108	8,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		8,000	8,000	8,000
0	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		0	0	0
17,156	16,856	21,496	<b>7840</b>	<b>M &amp; S Computer Charges</b>		25,985	25,985	25,985
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	25,985	25,985	
64,177	43,017	34,650	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		33,130	33,130	33,130
				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>	
				Fleet Maintenance software-shared 50% with Fire	1	2,500	2,500	
				R12 Warranty Extensions	6	330	1,980	
				Substation Printer	1	1,200	1,200	
				Wireless Hotspots	2	1,500	3,000	
				Workstation replacements	1	1,500	1,500	
				ESO Chart software maintenance	1	12,000	12,000	
				ESO Personnel maintenance-50%, shared with Fire	1	1,350	1,350	
				Netmotion maintenance-shared with Police,Fire	1	1,200	1,200	
				Target software maintenance-50%, shared with Fire	1	3,000	3,000	
				Tritech message switch maintenance-35%, shared with Fire	1	2,800	2,800	
				Mobile/Inform RMS Upgrade Licensing	1	2,600	2,600	
0	0	0	<b>7850</b>	<b>M &amp; S Building Improvements</b>		0	0	0
4,986	9,674	10,000	<b>8070</b>	<b>FireMed Promotion</b>		9,000	9,000	9,000

Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
12,018	4,233	5,000	<b>8270-05 Revenue Adjustments - Bad-Debt Writeoffs</b> 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.	7,500	7,500	7,500
-34	0	0	<b>8270-10 Revenue Adjustments - Medicare Assign - Nonallowed</b> 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.	0	0	0
75,839	106,969	95,000	<b>8270-20 Revenue Adjustments - Firemed Writeoffs</b> FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.	104,000	104,000	104,000
221,667	160,966	220,000	<b>8270-25 Revenue Adjustments - Turned To Collections</b> Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.	235,000	235,000	235,000
54,552	57,174	70,000	<b>8270-30 Revenue Adjustments - Public Agency Writeoffs</b> 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.	60,000	60,000	60,000
<b>847,121</b>	<b>773,116</b>	<b>896,426</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>941,305</b>	<b>941,305</b>	<b>941,305</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8710 Equipment</b>	0	0	0
20,436	0	0	<b>8710-22 Equipment - EMS Defibrillators</b>	0	0	0
1,680	3,494	24,656	<b>8750 Capital Outlay Computer Charges</b>	4,285	4,285	4,285
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS Department capital costs shared city-wide	1	4,285	4,285
0	0	0	<b>8750-95 Capital Outlay Computer Charges - Ambulance</b>	20,000	20,000	20,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESO Billing software	1	20,000	20,000
0	0	15,000	<b>8800 Building Improvements</b>	0	0	0
188,686	214,125	0	<b>8850 Vehicles</b>	0	0	0
<b>210,802</b>	<b>217,619</b>	<b>39,656</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>24,285</b>	<b>24,285</b>	<b>24,285</b>
<b><u>TRANSFERS OUT</u></b>						
180,063	188,467	196,754	<b>9700-01 Transfers Out - General Fund</b>	191,973	191,973	191,973
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel including Amb Billing staff	1	191,973	191,973

Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
79,100	81,000	84,200	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>		88,200	88,200	88,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Fund support for YCOM dispatching services.	1	88,200	88,200	
34,096	43,367	44,372	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		44,919	44,919	44,919
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	44,919	44,919	
<b>293,259</b>	<b>312,834</b>	<b>325,326</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>325,092</b>	<b>325,092</b>	<b>325,092</b>
<b><u>CONTINGENCIES</u></b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
650,996	841,823	750,000	<b>9979-05</b>	<b>Designated End FB - Ambulance - EMS A/R</b>		850,000	850,000	850,000
				Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30, 2018.				
0	0	37,500	<b>9979-25</b>	<b>Designated End FB - Ambulance - Facility Improvements</b>		62,500	62,500	62,500
				Designated carryover for Fire Hall remodel, split 25/75 with the General fund.				
163,197	508,539	288,266	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		311,768	311,768	311,768
				Estimated designated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations				
<b>814,193</b>	<b>1,350,362</b>	<b>1,075,766</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>1,224,268</b>	<b>1,224,268</b>	<b>1,224,268</b>
<b>5,045,448</b>	<b>5,754,419</b>	<b>5,846,547</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>6,269,875</b>	<b>6,269,875</b>	<b>6,269,875</b>

Budget Document Report

**79 - AMBULANCE FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
5,045,448	5,754,419	5,846,547	<b>TOTAL RESOURCES</b>	6,269,875	6,269,875	6,269,875
5,045,448	5,754,419	5,846,547	<b>TOTAL REQUIREMENTS</b>	6,269,875	6,269,875	6,269,875





# **INFORMATION SYSTEMS & SERVICES FUND**



- **Budgeted Computer Equipment – By Department**



# Information Systems & Services Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2017-18 proposed budget does not include any changes in personnel.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.

## New Programs, Projects, or Equipment:

- Upgrade the Municipal Court software package to allow for extended Cash Receipting and online payment functionality, integrated with the City's Finance department.
- The City's network storage array will be replaced, as the current storage system goes out of support in Fall 2017. This will meet the ever-increasing demand for data storage, especially video.
- City IS will work with our partners at YCOM as upgrades to the 911/CAD system will require upgrades to the City's mobile data terminals and e-ticketing system.
- Continued exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Continued pursuit and support of ERP financial system advanced features, including electronic forms and internal services for self-retrieval of employee information.
- 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.
- 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.
- Continue to evaluate older city software packages as they complete their original product lifecycles and begin to prudently plan for replacement.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

## Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

# Information Systems & Services Fund

2017 – 2018 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.
- Enhance and expand the City website to provide services and information for citizens. Investigate opportunities for online payments, electronic form submission and social media communication.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.
- Evaluate all paper-based processes for improvement opportunities – electronic form submission, digital document management, and cloud based solutions for document archival and storage.

## Full-Time Equivalents (FTE)

	2016-17	2017-18
	Adopted	Proposed
	Budget	Change
<b>FTE Adopted Budget</b>	<b>4.00</b>	
No change		-
<b>FTE Proposed Budget</b>		<b>4.00</b>

## Department Cost Summary

	2015-16	2016-17	2017-18	Budget
	Actual	Amended	Proposed	Variance
		Budget	Budget	
<b>Revenue</b>	<b>1,043,072</b>	<b>1,050,684</b>	<b>1,070,946</b>	<b>20,262</b>
Personnel Services	408,892	424,050	429,851	5,801
Materials & Services	575,351	557,654	531,995	(25,659)
Capital Outlay	55,086	94,180	119,200	25,020
<b>Total Expenditures</b>	<b>1,039,328</b>	<b>1,075,884</b>	<b>1,081,046</b>	<b>5,162</b>
Net Expenditures	3,744	(25,200)	(10,100)	(15,100)



## Information Systems & Services Fund

### Historical Highlights

- |             |  |             |  |             |   |
|-------------|--|-------------|--|-------------|---|
| <b>1993</b> | City's first Information Systems Manager hired.  | <b>2003</b> | Partnership formed with Yamhill County for management of IS services; City director position eliminated.                                 | <b>2006</b> | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.                               |
| <b>1995</b> | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | <b>2004</b> | Physical location of IS Department moved from Fire Station to Community Center.  | <b>2007</b> | Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system. |
| <b>1995</b> | First system administrative specialist hired to help with expanding City IS needs.   | <b>2005</b> | Completed move of all City telephones back onto City-County telephone system.  | <b>2008</b> | Supported the project of moving all communications for the City to the new Public Safety Building.                          |
| <b>1996</b> | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins!   | <b>2006</b> | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | <b>2009</b> | Began implementation of redundant server strategy for “hot” site backup for City applications.                              |
| <b>1998</b> | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | <b>2006</b> | Completion of new computer equipment room with backup generator in Community Center.   | <b>2010</b> | Began utilizing virtual server technology and moved to Storage Area Network devices.  |
| <b>2001</b> | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | <b>2006</b> | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | <b>2011</b> | Development of an IS strategic plan.  |
| <b>2002</b> | IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. |             |  | <b>2011</b> | Fully implemented electronic ticketing software for Police Department.  |

- 2012** Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
- 2013** Implemented a fully electronic agenda system for the conducting of City Council meetings.
- 2014** Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.
- 2015** Hired a full-time IS Director.
- 2016** Implemented 'next-gen' network firewall technology for increased security and network performance.
- 2016** Completed overhaul of City's website.

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Administration, City Mgr</b>				
01-01-002	Workstation - 1	1,500		Replacement - As needed
	Printer - 1	1,200		Replacement - As needed
			<u>2,700</u>	
<b>Administration, City Council</b>				
01-01-005	None		<u>0</u>	
<b>Administration, Legal</b>				
01-01-008	Time Management Software	3,500		New System
			<u>3,500</u>	
<b>Finance/Accounting</b>				
01-03-013	Printer maintenance	300		Lexmark - Annual Maintenance Cost
	Lexmark fuser - 1	850		Replacement - not done in 2015/16
	Adobe Pro - 2	700		New software
	Logos e-Suite, e-Employee	12,000		Esuite base \$8k, eEmployee \$4k
			<u>13,850</u>	
<b>Engineering</b>				
01-05	Workstations - 1	1,500		Replacement - GIS Programmer
	New Workstation	3,000		New PIO Employee
	Maintenance - 1	1,700		Plotter (annual cost)
			<u>6,200</u>	
<b>Planning</b>				
01-07	None		<u>0</u>	
<b>Police</b>				
01-11-040	Mobile / Inform RMS Upgrade Licensing	8,000		CAD Upgrade Project
	Mobile / Inform RMS Upgrade eTicketing Work	20,000		CAD Upgrade Project
	Surfaces - 2	4,400		Detectives
	Printer - 1	1,200		Replace PDSGTLJ
	Netmotion Licenses -3	1,100		New Remote Access Users
	3 replacement MDTs (M7)	34,000		includes Verus camera system, Zebra printer for each
	2 Additional MDT Zebra printers	2,000		Replacements
	Evidence barcode printer	1,300		Replacement
			<u>72,000</u>	

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Municipal Court</b>				
01-13-060	Laptop - 1	1,600		Muni Court Laptop #2
			<u>1,600</u>	
<b>Fire</b>				
01-15-070	Workstations - 2	3,000		Replacements - Front Desk, Battalion Chief
	Mobile / Inform RMS Upgrade Licensing	2,600		CAD Upgrade Project
	New Fleet Maintenance software	2,500		Split 50% with Ambulance
	R12 Warranty Extensions	1,650		5 - \$330 each
			<u>9,750</u>	
<b>Park &amp; Rec Admin</b>				
01-017-001	None	0		
			<u>0</u>	
<b>Park &amp; Rec Aquatic Ctr</b>				
01-17-087	Receipt Printer	300		Replacement
	Activenet Peripherals	1,000		Replacements for Activenet units
	Copier	1,000		Replacement
	Camera system	2,000		New System
			<u>4,300</u>	
<b>Park &amp; Rec Comm Ctr</b>				
01-17-090	Printer - 1	1,200		Replacement
			<u>1,200</u>	
<b>Park &amp; Rec KOB</b>				
01-17-093	None	0		
			<u>0</u>	
<b>Park &amp; Rec Rec Sports</b>				
01-17-096	Printer - 1	300		Replacement
			<u>300</u>	
<b>Park &amp; Rec, Senior Ctr</b>				
01-17-099				
<b>Park Maintenance</b>				
01-19	Workstation - 1	1,500		Replacement - Park Maintenance Workstation
			<u>1,500</u>	

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Library</b>				
01-21	Workstations - 2	2,400		Replacement - 'All-in-One' PC's - Children's Area
	Chromebook	300		
	Loaner Flashdrives	100		
	RAM Upgrades	1,800		15 Staff PCs
			<u>4,600</u>	
<b>Street</b>				
20	Workstations - 1	1,500	<u>1,500</u>	Replacement Street Maintenance
<b>Building</b>	None	0	<u>0</u>	
<b>Wastewater Services</b>				
75-01	Workstations - 3	4,500		Replacement - Sr. Mechanic, Headworks #1 & 2
	Laptops - 2	3,200		Replacements - Conveyance Laptop, WRF Laptop #1
			<u>7,700</u>	
<b>Ambulance</b>				
79	Workstations - 1	1,500		Substation #2
	Substation Printer	1,200		New substation
	Mobile / Inform RMS Upgrade Licensing	2,600		CAD Upgrade Project
	New Fleet Maintenance software	2,500		Split 50% with Fire
	R12 Warranty Extensions	1,980		6 total, \$330 each
	Ambulance Billing Software	20,000		Carryover - ESO software replacement
	Hotspots - 2	3,000		
			<u>32,780</u>	
			<b>Total</b>	
			<u>163,480</u>	



**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
36,000	28,300	26,000	<b>4080-15</b> Designated Begin FB-Info Sys Fd - Financial System Reserve July 1, 2017 carryover reserved for future City financial system software improvements.	21,740	21,740	21,740
119,944	131,104	129,702	<b>4090</b> Beginning Fund Balance Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	161,905	161,905	161,905
<b>155,944</b>	<b>159,404</b>	<b>155,702</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>183,645</b>	<b>183,645</b>	<b>183,645</b>
<b>CHARGES FOR SERVICES</b>						
400,311	482,898	460,313	<b>6000-01</b> Charges for Equipment & Services - General Fund 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.	469,182	469,182	469,182
13,477	14,641	15,806	<b>6000-20</b> Charges for Equipment & Services - Street Fund	16,528	16,528	16,528
16,139	16,231	21,258	<b>6000-70</b> Charges for Equipment & Services - Building Fund	18,639	18,639	18,639
44,695	50,966	47,655	<b>6000-75</b> Charges for Equipment & Services - Wastewater Services Fund	51,446	51,446	51,446
83,013	63,367	80,802	<b>6000-79</b> Charges for Equipment & Services - Ambulance Fund	83,400	83,400	83,400
<b>557,635</b>	<b>628,103</b>	<b>625,834</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>639,195</b>	<b>639,195</b>	<b>639,195</b>
<b>MISCELLANEOUS</b>						
857	773	800	<b>6310</b> Interest	1,900	1,900	1,900
0	0	0	<b>6600</b> Other Income	0	0	0
<b>857</b>	<b>773</b>	<b>800</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
<b>TRANSFERS IN</b>						
246,895	313,802	321,055	<b>6900-01</b> Transfers In - General Fund	324,966	324,966	324,966
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 324,966	<u>Total</u> 324,966
6,468	8,284	8,481	<b>6900-20</b> Transfers In - Street	8,597	8,597	8,597
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,597	<u>Total</u> 8,597
6,468	8,284	8,481	<b>6900-70</b> Transfers In - Building	8,597	8,597	8,597
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,597	<u>Total</u> 8,597

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
29,438	40,459	41,661	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>		42,772	42,772	42,772
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	42,772	42,772	
34,096	43,367	44,372	<b>6900-79</b>	<b>Transfers In - Ambulance</b>		44,919	44,919	44,919
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	44,919	44,919	
2,600	0	0	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		0	0	0
<b>325,965</b>	<b>414,196</b>	<b>424,050</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>429,851</b>	<b>429,851</b>	<b>429,851</b>
<b>1,040,401</b>	<b>1,202,476</b>	<b>1,206,386</b>	<b><u>TOTAL RESOURCES</u></b>			<b>1,254,591</b>	<b>1,254,591</b>	<b>1,254,591</b>

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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### REQUIREMENTS

#### PERSONNEL SERVICES

0	5,392	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
206,190	253,570	264,830	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Information Systems Director - 1.00 FTE Information Systems Analyst II - 2.00 FTE Information Systems Analyst I - 1.00 FTE	280,954	280,954	280,954
6,852	1,540	10,000	<b>7000-20 Salaries &amp; Wages - Overtime</b> For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	3,000	3,000	3,000
0	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,400	2,400	2,400
0	2,804	0	<b>7300 Fringe Benefits</b>	0	0	0
12,417	14,759	17,039	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	17,754	17,754	17,754
2,904	3,452	3,985	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,153	4,153	4,153
39,272	51,073	55,744	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	65,043	65,043	65,043
53,314	61,539	63,414	<b>7300-20 Fringe Benefits - Medical Insurance</b>	48,936	48,936	48,936
0	12,000	6,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,500	4,500	4,500
441	426	432	<b>7300-25 Fringe Benefits - Life Insurance</b>	432	432	432
1,194	1,401	1,454	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,540	1,540	1,540
669	809	1,016	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,023	1,023	1,023
108	125	136	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	116	116	116
<b>323,361</b>	<b>408,892</b>	<b>424,050</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>429,851</b>	<b>429,851</b>	<b>429,851</b>

#### MATERIALS AND SERVICES

55	59	700	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	700	700	700																
8,591	7,174	12,000	<b>7550 Travel &amp; Education</b> 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																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Travel &amp; Training, IS Analyst I</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,000</td> <td style="text-align: right;">3,000</td> </tr> <tr> <td>Travel &amp; Training, IS Analyst II</td> <td style="text-align: right;">2</td> <td style="text-align: right;">3,000</td> <td style="text-align: right;">6,000</td> </tr> <tr> <td>Travel &amp; Training, Department Head</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,000</td> <td style="text-align: right;">3,000</td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Travel & Training, IS Analyst I	1	3,000	3,000	Travel & Training, IS Analyst II	2	3,000	6,000	Travel & Training, Department Head	1	3,000	3,000
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																			
Travel & Training, IS Analyst I	1	3,000	3,000																			
Travel & Training, IS Analyst II	2	3,000	6,000																			
Travel & Training, Department Head	1	3,000	3,000																			

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
229	160	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		500	500	500
				Fuel and repair expense for IS Department vehicle				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS SUV vehicle expenses	1	500	500	
1,600	2,600	2,500	<b>7610-05</b>	<b>Insurance - Liability</b>		3,100	3,100	3,100
600	600	700	<b>7610-10</b>	<b>Insurance - Property</b>		600	600	600
6,900	7,798	10,000	<b>7620</b>	<b>Telecommunications</b>		9,000	9,000	9,000
				Information Services Department telephones, cell phones, and modem lines.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Cell / MiFi Services	1	5,000	5,000	
				Telephone Services	1	4,000	4,000	
4,440	2,693	2,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,000	3,000	3,000
				General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Keyboards, mice, cabling, misc supplies	1	2,000	2,000	
				Shipping costs, returns, primarily MDTs	1	750	750	
				Toner, printer paper, label printer supplies	1	250	250	
6	88	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		0	0	0
0	1,239	3,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		3,000	3,000	3,000
				Equipment repairs and software upgrades not covered by maintenance contracts.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer & non-warranty equipment repairs	1	2,500	2,500	
				Printer maintenance kits for in-house repairs	1	500	500	
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0
14,526	42,430	28,884	<b>7750</b>	<b>Professional Services</b>		62,840	62,840	62,840
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,200	1,200	
				Security system monitoring	1	500	500	
				Civic Building A/V system maintenance	1	1,000	1,000	
				Website services	1	10,000	10,000	
				Application, network, design & support services	1	50,000	50,000	
				Section 125 administration fee	1	140	140	

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
7,700	2,333	33,000	<b>7770-03 Professional Services - Projects - ERP</b>	12,000	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Logos - eSuite	1	8,000	8,000
			Logos - eEmployee	1	4,000	4,000
66,346	16,918	0	<b>7780-20 Contract Services - Information Services Management</b>	0	0	0
			Yamhill County service contract for management of City's Information Services Department and additional IS support staff was discontinued in 2015-2016			
23,758	26,761	31,600	<b>7792 Hardware Maintenance &amp; Rental Contracts</b>	30,700	30,700	30,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APC Symmetra - server room UPS	1	2,700	2,700
			Aruba Wireless maintenance	1	2,000	2,000
			HP Server maintenance	1	6,000	6,000
			Juniper Switch maintenance	1	1,500	1,500
			Server room generator maintenance	1	1,000	1,000
			Mailgate spam filter maintenance	1	3,500	3,500
			Firewall maintenance	1	14,000	14,000
6,927	7,253	7,900	<b>7792-20 Hardware Maintenance &amp; Rental Contracts - Police</b>	8,000	8,000	8,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Data 911 MDT hardware maintenance	1	8,000	8,000
0	0	0	<b>7792-30 Hardware Maintenance &amp; Rental Contracts - Fire</b>	0	0	0
0	0	0	<b>7792-95 Hardware Maintenance &amp; Rental Contracts - Ambulance</b>	0	0	0
97,556	127,287	116,000	<b>7794 Software Maintenance &amp; Rental Contracts</b>	126,400	126,400	126,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Helpdesk software	1	1,500	1,500
			Desktop Authority maintenance	1	2,500	2,500
			LOGOS - citywide ERP system maintenance	1	71,000	71,000
			RSA SecureID maintenance	1	1,000	1,000
			Snap Deploy renewal	1	1,000	1,000
			Veeam backup maintenance	1	9,500	9,500
			VMware support renewal	1	13,000	13,000
			Protected Trust renewal	1	2,100	2,100
			Xen desktop renewal	1	4,000	4,000
			Screen Connect renewal	1	2,000	2,000
			Windows / SQL licensing	1	10,000	10,000
			Symantec A/V	1	3,000	3,000
			PRTG Monitoring maintenance	1	1,000	1,000
			Website maintenance	1	4,800	4,800

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
0	0	0	<b>7794-02 Software Maintenance &amp; Rental Contracts - City Manager's Office</b>	0	0	0
6,500	6,500	6,500	<b>7794-03 Software Maintenance &amp; Rental Contracts - City Council</b>	0	0	0
0	0	0	<b>7794-05 Software Maintenance &amp; Rental Contracts - Accounting</b>	0	0	0
0	0	0	<b>7794-08 Software Maintenance &amp; Rental Contracts - Legal</b>	0	0	0
7,227	7,605	9,965	<b>7794-10 Software Maintenance &amp; Rental Contracts - Engineering</b>	10,975	10,975	10,975
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela permits - 15% - Shared with Plan and Bldg	1	2,550	2,550
			Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,125	3,125
			ESRI Arcview 17% - Shared with Bldg, Plan, Eng, Street, WWS	1	2,000	2,000
			AutoCAD maintenance - 66% - shared with Planning	1	3,300	3,300
4,369	5,458	5,200	<b>7794-15 Software Maintenance &amp; Rental Contracts - Planning</b>	6,250	6,250	6,250
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus - 15% - shared with Eng, Bldg	1	2,550	2,550
			ESRI Arcview 17% - shared with Bldg, Eng, Pk Maint, Street, WWS	1	2,000	2,000
			AutoCAD Maintenance - 33% - shared with Engineering	1	1,700	1,700
36,247	39,350	40,540	<b>7794-20 Software Maintenance &amp; Rental Contracts - Police</b>	41,800	41,800	41,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			E-ticketing maintenance - 67% shared with Muni Ct	1	8,000	8,000
			WebLEDS maintenance	1	1,100	1,100
			Evidence OnQ maintenance	1	8,500	8,500
			Tritech remote support	1	400	400
			Tritech e-ticketing import	1	1,300	1,300
			Tritech message switch support	1	2,900	2,900
			Tritech mobile support	1	7,500	7,500
			Tritech RMS maintenance	1	8,800	8,800
			Netmotion maintenance - 50% shared with Fire, Amb	1	2,500	2,500
			E-ticketing annual hosting fee	1	800	800
6,563	7,100	7,200	<b>7794-25 Software Maintenance &amp; Rental Contracts - Municipal Court</b>	7,200	7,200	7,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			E-ticketing maintenance-33% shared with Police	1	4,000	4,000
			Caselle maintenance	1	3,200	3,200

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
5,656	12,901	14,900	<b>7794-30</b>	<b>Software Maintenance &amp; Rental Contracts - Fire</b>		17,400	17,400	17,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO - 100% RMS maint, 50% split with Amb for Personnel module	1	5,500	5,500	
				Netmotion MDT maintenance-25%, shared with Amb, Police	1	1,200	1,200	
				Tritech maintenance-65%, shared with Amb	1	5,200	5,200	
				Fire Inspection software maintenance	1	2,500	2,500	
				Target Vehicle maintenance-50% shared with Amb	1	3,000	3,000	
1,200	1,200	1,200	<b>7794-35</b>	<b>Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
1,200	1,200	1,200	<b>7794-40</b>	<b>Software Maintenance &amp; Rental Contracts - Aquatic Center</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
1,200	1,200	1,200	<b>7794-45</b>	<b>Software Maintenance &amp; Rental Contracts - Community Center</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
2,400	1,200	1,200	<b>7794-50</b>	<b>Software Maintenance &amp; Rental Contracts - Kids on the Block</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
1,200	1,200	1,200	<b>7794-55</b>	<b>Software Maintenance &amp; Rental Contracts - Recreational Sports</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
0	1,200	1,200	<b>7794-60</b>	<b>Software Maintenance &amp; Rental Contracts - Senior Center</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet annual maintenance	1	1,200	1,200	
4,524	4,637	5,075	<b>7794-65</b>	<b>Software Maintenance &amp; Rental Contracts - Park Maintenance</b>		5,125	5,125	5,125
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Arcview-17% shared with Plan, Bldg, Eng, Street, WWS	1	2,000	2,000	
				Hansen sewer database-25% shared with Eng, Street	1	3,125	3,125	
0	0	0	<b>7794-70</b>	<b>Software Maintenance &amp; Rental Contracts - Library</b>		0	0	0

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
7,023	7,137	8,575	<b>7794-75</b>	<b>Software Maintenance &amp; Rental Contracts - Streets</b>			8,625	8,625	8,625
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan, Bldg, Eng, Pk Maint, WWS	1	2,000	2,000		
				Hansen sewer database-25%, shared with Eng, Pk Maint, WWS	1	3,125	3,125		
				Street Saver maintenance / subscription	1	3,500	3,500		
10,654	11,585	13,150	<b>7794-80</b>	<b>Software Maintenance &amp; Rental Contracts - Building</b>			13,900	13,900	13,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17% shared with Plan, Bldg, Eng, Pk Maint, WWS	1	2,000	2,000		
				Accela Permits Plus-70%, shared with Eng, Plan	1	11,900	11,900		
19,583	19,908	21,225	<b>7794-85</b>	<b>Software Maintenance &amp; Rental Contracts - Wastewater Services</b>			21,625	21,625	21,625
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI Arcview-17%, shared with Plan, Bldg, Eng, Pk Maint, Street	1	2,000	2,000		
				WWS - MP2 Maint Management Software	1	2,500	2,500		
				Rockwell Control Software	1	5,500	5,500		
				Wonderware Software	1	5,500	5,500		
				Hansen sewer maintenance-25%, shared with Eng, Pk Maint, Street	1	3,125	3,125		
				Hach WIMS software	1	2,500	2,500		
				Win 911 software	1	500	500		
26,870	23,035	20,350	<b>7794-95</b>	<b>Software Maintenance &amp; Rental Contracts - Ambulance</b>			20,350	20,350	20,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO Chart software maintenance	1	12,000	12,000		
				Netmotion maintenance- shared with Police, Fire	1	1,200	1,200		
				Tritech message switch maintenance-35%, shared with Fire	1	2,800	2,800		
				ESO Personnel maintenance - 50%, shared with Fire	1	1,350	1,350		
				Target software maintenance-50%, shared with Fire	1	3,000	3,000		
2,820	7,014	9,000	<b>7800-15</b>	<b>M &amp; S Equipment - Information Systems</b>			6,000	6,000	6,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Workstation / tablet upgrades	1	2,000	2,000		
				VDi thin clients	1	4,000	4,000		



**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
14,408	16,705	11,000	<b>7800-18</b>	<b>M &amp; S Equipment - Hardware</b>		8,000	8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Network hardware replacements	1	3,000	3,000	
				UPS Replacements	1	2,000	2,000	
				NAS Replacement devices	1	2,000	2,000	
				RSA token replacements	1	1,000	1,000	
0	0	0	<b>7800-21</b>	<b>M &amp; S Equipment - Software</b>		0	0	0
0	0	0	<b>7800-24</b>	<b>M &amp; S Equipment - Inventory</b>		0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.				
0	0	0	<b>7840</b>	<b>M &amp; S Computer Charges</b>		0	0	0
7,500	485	0	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		2,700	2,700	2,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,500	1,500	
				Printer replacement	1	1,200	1,200	
0	9,240	0	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		0	0	0
2,698	4,682	7,150	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		1,850	1,850	1,850
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark fuser	1	850	850	
				Lexmark printer maintenance	1	300	300	
				Adobe Pro licenses	2	350	700	
0	3,730	4,400	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		3,500	3,500	3,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Time Management software	1	3,500	3,500	
4,671	13,117	10,840	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		6,200	6,200	6,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
				Plotter maintenance	1	1,700	1,700	
				New workstation	1	3,000	3,000	
797	3,998	510	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>		0	0	0

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET	
13,090	31,550	21,400	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>			18,025	18,025	18,025
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Surfaces - Detectives	2	2,200	4,400		
				Printer replacement	1	1,200	1,200		
				Netmotion Licenses	3	375	1,125		
				E-ticketing Zebra printer replacements	2	1,000	2,000		
				Evidence barcode printer	1	1,300	1,300		
				Mobile/Inform RMS Upgrade Licensing	1	8,000	8,000		
0	5,586	0	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>			1,600	1,600	1,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement laptop	1	1,600	1,600		
13,339	13,545	15,850	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>			9,750	9,750	9,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Workstation replacements	2	1,500	3,000		
				R12 Warranty Extensions	5	330	1,650		
				Fleet Maintenance software shared 50% with Amb	1	2,500	2,500		
				Mobile/Inform RMS Upgrade Licensing	1	2,600	2,600		
1,629	0	0	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>			0	0	0
4,676	2,966	3,600	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>			5,500	5,500	5,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet peripherals	1	1,000	1,000		
				Replacement receipt printer	1	300	300		
				Camera system	1	3,000	3,000		
				Replacement printer	1	1,200	1,200		
1,917	2,568	2,100	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement printer	1	1,200	1,200		
1,650	0	0	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>			0	0	0
0	1,167	0	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>			300	300	300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement printer	1	300	300		
3,345	0	0	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>			0	0	0
0	2,117	0	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>			1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstation	1	1,500	1,500		

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
15,948	19,411	27,800	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		4,600	4,600	4,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				All-in-One Workstation Replacements	2	1,200	2,400	
				Chromebook	1	300	300	
				Flashdrives	1	100	100	
				RAM Upgrades	15	120	1,800	
1,745	2,117	2,000	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,500	1,500	
2,000	660	3,840	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		0	0	0
7,323	10,707	7,600	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		7,700	7,700	7,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	3	1,500	4,500	
				Laptop replacements	2	1,600	3,200	
0	0	0	<b>7840-90</b>	<b>M &amp; S Computer Charges - Sewer Maintenance</b>		0	0	0
37,307	19,982	14,300	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		12,780	12,780	12,780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	1	1,500	1,500	
				Substation Printer	1	1,200	1,200	
				R12 Warranty Extensions	6	330	1,980	
				Wireless Hotspots	2	1,500	3,000	
				Fleet Maintenance software - shared 50% with Fire	1	2,500	2,500	
				Mobile/Inform RMS Upgrade Licensing	1	2,600	2,600	
5,892	6,192	6,600	<b>8280</b>	<b>Data Communications</b>		7,000	7,000	7,000
<b>524,405</b>	<b>575,351</b>	<b>557,654</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>531,995</b>	<b>531,995</b>	<b>531,995</b>
<b>CAPITAL OUTLAY</b>								
25,014	55,086	0	<b>8730-05</b>	<b>Equipment - Computers - Hardware</b>		45,000	45,000	45,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				SAN storage replacement	1	45,000	45,000	
0	0	0	<b>8730-10</b>	<b>Equipment - Computers - Software</b>		0	0	0
0	0	52,516	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
8,216	0	21,664	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		54,200	54,200	54,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Data Terminal w/Verus camera system/printer	3	11,400	34,200	
				Mobile/Inform RMS Upgrade e-ticketing custom work	1	20,000	20,000	
0	0	0	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>		0	0	0
0	0	20,000	<b>8750-95</b>	<b>Capital Outlay Computer Charges - Ambulance</b>		20,000	20,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO Billing Software	1	20,000	20,000	
0	0	0	<b>8750-98</b>	<b>Capital Outlay Computer Charges - ERP</b>		0	0	0
<b>33,230</b>	<b>55,086</b>	<b>94,180</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>119,200</b>	<b>119,200</b>	<b>119,200</b>
<b><u>CONTINGENCIES</u></b>								
0	0	65,000	<b>9800</b>	<b>Contingencies</b>		65,000	65,000	65,000
<b>0</b>	<b>0</b>	<b>65,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
28,300	31,300	0	<b>9980-15</b>	<b>Designated End FB - Info Sys Fd - Financial System Reserve</b>		9,740	9,740	9,740
131,104	131,848	65,502	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		98,805	98,805	98,805
				Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.				
<b>159,404</b>	<b>163,148</b>	<b>65,502</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>108,545</b>	<b>108,545</b>	<b>108,545</b>
<b>1,040,401</b>	<b>1,202,476</b>	<b>1,206,386</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,254,591</b>	<b>1,254,591</b>	<b>1,254,591</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,040,401	1,202,476	1,206,386	<b>TOTAL RESOURCES</b>	1,254,591	1,254,591	1,254,591
1,040,401	1,202,476	1,206,386	<b>TOTAL REQUIREMENTS</b>	1,254,591	1,254,591	1,254,591



# **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.
- Property premiums are charged to Departments based on factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation premiums are charged to Departments based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS.
- **Property & Liability Insurance** – Property insurance premiums are projected to increase by 9% and liability premiums by 10% compared to 2016-17 premiums. Property insurance increase is due to addition of vehicles and to auto physical damage claims incurred.
- **Workers' Compensation Insurance:**
  - Workers compensation rates, CIS administrative costs, and the state assessment are projected to remain consistent with the prior year.
  - City of McMinnville experience modifier for 2016-17 was 88% which means the City's losses were approximately 12% better than the average. This compares to an experience modifier of 86% in 2015-16.

**Insurance Services Fund Reserve** - Over several previous years, the reserve in the Insurance Services Fund had increased significantly, due to actual premium costs and claims expense being less than budgeted. In 2014-15, surplus funds in the Insurance Services Fund were distributed to operating departments. There will be no surplus distribution in 2017-18.

### Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
  - General liability insurance
  - Automobile liability, collision, and comprehensive insurance
  - Property, equipment, and excess crime insurance
  - Earthquake and boiler insurance
  - Employee workers' compensation insurance

### Future Challenges and Opportunities

- Risk management of workers' compensation, property and liability claims.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. The premium is then adjusted throughout the year based on the City's actual workers' compensation claims, subject to a maximum limit. The maximum contribution for fiscal year 2016-17 was \$448,000.

The retrospective rate plan is beneficial to the City when claims are low and a limited amount of additional premium is paid during the fiscal year. However, in years with higher claims, the City may pay up to the maximum contribution amount. The City will continue to work with CIS to implement processes to limit workers' compensation claims.
- The City will also work with CIS to review risk management practices to limit exposure to property and general liability claims.

# Insurance Services Fund

2017 – 2018 Proposed Budget --- Budget Summary

## Department Cost Summary

	2015-16 Actual	2016-17 Amended Budget	2017-18 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>1,032,346</b>	<b>1,185,417</b>	<b>1,322,664</b>	<b>137,247</b>
Materials & Services	800,905	1,018,295	1,104,300	86,005
Transfers Out	38,503	69,196	45,768	(23,428)
<b>Total Expenditures</b>	<b>839,408</b>	<b>1,087,491</b>	<b>1,150,068</b>	<b>62,577</b>
Net Expenditures	192,938	97,926	172,596	(74,670)





## Insurance Services Fund

## Historical Highlights

- |             |   |             |  |             |   |
|-------------|---|-------------|--|-------------|---|
| <b>1985</b> | City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS). | <b>1995</b> | Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.   | <b>2006</b> | City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.                            |
| <b>1986</b> | City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.                                | <b>1997</b> | City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.  | <b>2009</b> | Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments. |
| <b>1989</b> | City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.                                      | <b>2000</b> | Fire union members first begin medical insurance cost sharing – 10% of premium.  | <b>2012</b> | Insurance Services Fund surplus allocated to operating departments.   |
| <b>1991</b> | Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.                     | <b>2001</b> | City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS. | <b>2015</b> | Insurance Services Fund surplus allocated to operating departments.   |
| <b>2003</b> | Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.  | <b>2003</b> | Police union members first begin medical insurance cost sharing – 5% of premium.   |             |   |
| <b>1995</b> | Insurance Services Fund surplus funds Community Center seismic retrofit.  | <b>2006</b> | CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.   |             |   |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
994,384	1,114,014	1,319,387	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2017 undesignated carryover from the 2016-2017 fiscal year.	1,620,481	1,620,481	1,620,481
<b>994,384</b>	<b>1,114,014</b>	<b>1,319,387</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,620,481</b>	<b>1,620,481</b>	<b>1,620,481</b>
<b>CHARGES FOR SERVICES</b>						
221,300	303,300	281,100	<b>6050-05</b> <b>Insurance - Liability</b> 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.	353,200	353,200	353,200
171,300	179,800	242,400	<b>6050-10</b> <b>Insurance - Property</b> 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.	248,500	248,500	248,500
466,245	410,734	519,217	<b>6070</b> <b>Workers' Compensation Insurance</b> Charges to payroll operating departments and funds for worker's compensation insurance coverage.	553,564	553,564	553,564
<b>858,845</b>	<b>893,834</b>	<b>1,042,717</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,155,264</b>	<b>1,155,264</b>	<b>1,155,264</b>
<b>MISCELLANEOUS</b>						
4,368	5,260	4,700	<b>6310</b> <b>Interest</b>	14,400	14,400	14,400
16,049	32,448	28,000	<b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b> Estimated six claims at \$3,000 each, less \$6,000 of deductibles - \$1,000 per claim.	28,000	28,000	28,000
0	0	25,000	<b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b> Proceeds from City Park shelter fire. Funds will be transferred to Park Development Fund to rebuild shelter.	25,000	25,000	25,000
20,391	45,162	40,000	<b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b> Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.	40,000	40,000	40,000
0	0	0	<b>6600</b> <b>Other Income</b>	0	0	0
60,758	55,641	45,000	<b>6600-15</b> <b>Other Income - City County Insurance Services</b>	60,000	60,000	60,000
<b>101,566</b>	<b>138,512</b>	<b>142,700</b>	<b>TOTAL MISCELLANEOUS</b>	<b>167,400</b>	<b>167,400</b>	<b>167,400</b>
<b>1,954,796</b>	<b>2,146,360</b>	<b>2,504,804</b>	<b>TOTAL RESOURCES</b>	<b>2,943,145</b>	<b>2,943,145</b>	<b>2,943,145</b>

**85 - INSURANCE SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

1,380	1,693	1,300	<b>7750</b>	<b>Professional Services</b>				1,100	1,100	1,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Audit fee allocation	1	1,100	1,100			
371,423	402,445	453,445	<b>8300</b>	<b>Property &amp; Liability Ins Premium</b>				601,700	601,700	601,700
				Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.						
17,112	0	0	<b>8330-12</b>	<b>Liability Aggregate Deductible - 2011 - 2012</b>				0	0	0
				Maximum deductible of \$50,000 has been met.						
840	24,160	12,500	<b>8330-13</b>	<b>Liability Aggregate Deductible - 2012 - 2013</b>				0	0	0
				Liability deductible year with no open claim. 2012-2013 fiscal year general liability deductible amount is \$50,000.						
4,252	30,000	8,050	<b>8330-14</b>	<b>Liability Aggregate Deductible - 2013 - 2014</b>				0	0	0
				Liability deductible year with no open claims. 2013-2014 fiscal year general liability deductible amount is \$50,000.						
13,950	29,843	30,000	<b>8330-15</b>	<b>Liability Aggregate Deductible - 2014 - 2015</b>				0	0	0
				Liability deductible year open with one open claim. 2014-2015 fiscal year general liability deductible amount is \$50,000.						
0	16,710	25,000	<b>8330-16</b>	<b>Liability Aggregate Deductible - 2015 - 2016</b>				13,500	13,500	13,500
				Liability deductible year open with three open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000						
0	0	50,000	<b>8330-17</b>	<b>Liability Aggregate Deductible - 2016 - 2017</b>				40,000	40,000	40,000
				Liability deductible year open with no open claims. 2016-17 fiscal year general liability deductible amount is \$50,000						
0	0	0	<b>8330-18</b>	<b>Liability Aggregate Deductible - 2017 - 2018</b>				50,000	50,000	50,000
				2017-18 general liability deductible amount is \$50,000						
25,797	0	0	<b>8350-12</b>	<b>Workers' Compensation - 2011 - 2012 Retro Closed</b>				0	0	0
				Closed plan year in 2014-2015						
-422	-7,361	0	<b>8350-14</b>	<b>Workers' Compensation - 2013 - 2014 Retro</b>				0	0	0
				No open workers' compensation claims for this plan year.						
176,830	74,170	50,000	<b>8350-15</b>	<b>Workers' Compensation - 2014 - 2015 Retro</b>				5,000	5,000	5,000
				No open workers' compensation claims for this plan year						
0	148,193	100,000	<b>8350-16</b>	<b>Workers' Compensation - 2015 - 2016 Retro</b>				5,000	5,000	5,000
				Two open workers' compensation claims for this plan year						
0	0	200,000	<b>8350-17</b>	<b>Workers' Compensation - 2016 - 2017 Retro</b>				100,000	100,000	100,000
				Seven open workers' compensation claims for this plan year						
0	0	0	<b>8350-18</b>	<b>Workers' Compensation - 2017 - 2018 Retro</b>				200,000	200,000	200,000
				Includes initial contribution paid to CIS for 2017-18 fiscal year and paid losses for claims incurred during the 2017-18 fiscal year						

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17,049	35,448	26,000	<b>8370-05</b>	<b>Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b> The City's property insurance carries a \$1,000 deductible.		26,000	26,000	26,000
0	0	25,000	<b>8370-10</b>	<b>Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>		25,000	25,000	25,000
24,391	45,602	37,000	<b>8370-15</b>	<b>Property &amp; Auto Damage Claims - Automobile Damage</b> The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.		37,000	37,000	37,000
<b>652,600</b>	<b>800,905</b>	<b>1,018,295</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>1,104,300</b>	<b>1,104,300</b>	<b>1,104,300</b>
<b><u>TRANSFERS OUT</u></b>								
143,782	38,503	44,196	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		45,768	45,768	45,768
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	45,768	45,768	
5,200	0	0	<b>9700-20</b>	<b>Transfers Out - Street</b>		0	0	0
0	0	25,000	<b>9700-50</b>	<b>Transfers Out - Park Development</b> Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement transferred to Park Development Fund.		0	0	0
1,600	0	0	<b>9700-70</b>	<b>Transfers Out - Building</b>		0	0	0
14,200	0	0	<b>9700-75</b>	<b>Transfers Out - Wastewater Services</b>		0	0	0
20,800	0	0	<b>9700-79</b>	<b>Transfers Out - Ambulance</b>		0	0	0
2,600	0	0	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		0	0	0
<b>188,182</b>	<b>38,503</b>	<b>69,196</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>45,768</b>	<b>45,768</b>	<b>45,768</b>
<b><u>CONTINGENCIES</u></b>								
0	0	100,000	<b>9800</b>	<b>Contingencies</b>		100,000	100,000	100,000
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
1,114,014	1,306,952	1,317,313	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2018, including the excess (deficit) of revenues over (under) expenditures from 2017-2018 operations.		1,693,077	1,693,077	1,693,077
<b>1,114,014</b>	<b>1,306,952</b>	<b>1,317,313</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>1,693,077</b>	<b>1,693,077</b>	<b>1,693,077</b>
<b>1,954,796</b>	<b>2,146,360</b>	<b>2,504,804</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>2,943,145</b>	<b>2,943,145</b>	<b>2,943,145</b>

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**85 - INSURANCE SERVICES FUND**

2015 ACTUAL	2016 ACTUAL	2017 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2018 PROPOSED BUDGET	2018 APPROVED BUDGET	2018 ADOPTED BUDGET
1,954,796	2,146,360	2,504,804	<b>TOTAL RESOURCES</b>	2,943,145	2,943,145	2,943,145
1,954,796	2,146,360	2,504,804	<b>TOTAL REQUIREMENTS</b>	2,943,145	2,943,145	2,943,145