

#### Kent Taylor Civic Hall 200 NE Second Street McMinnville, OR 97128

City Council Meeting Agenda
Tuesday, May 14, 2019
5:15 p.m. – Executive Session
5:45 p.m – Work Session
7:00 p.m. – Regular Council Meeting

Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

#### 5:15 PM - EXECUTIVE SESSION - CONFERENCE ROOM

- 1. Call to Order
- 2. Executive Session pursuant to ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. (ORS 40.225 (2) Confidential attorney-client communications facilitating the rendition of legal services)
- 3. Adjournment

#### 5:45 PM - WORK SESSION - COUNCIL CHAMBERS

- 1. Call to Order
- 2. City (and public partner) impacts/camping v. sleeping code changes
- 3. Emergency declaration
- 4. Revenue stream
- 5. Adjournment

#### 7:00 PM - REGULAR COUNCIL MEETING - COUNCIL CHAMBERS

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. PROCLAMATIONS
  - a. National Public Works Week Proclamation
  - b. National Police Officer Memorial Day Proclamation
- 4. INVITATION FOR PUBLIC COMMENT The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.
- 5. PUBLIC HEARING: Emergency Communications Fund budget (Agenda Item 9.c)
- 6. PRESENTATION: Housing Rehabilitation Program, McMinnville Housing Authority of Yamhill County

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or melissa.bisset@mcminnvilleoregon.gov.

#### 7. ADVICE/INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports

#### 8. CONSENT AGENDA

- a. Consider OLCC liquor license request for Limited On-Premises, and Off-Premise licenses for McMinnville Event Center LLC DBA: MECA located at 636 NE Baker Street.
- b. Consider OLCC liquor license request for Limited On-Premises, and Off-Premise licenses for Walnut City Pizza Company DBA: Pizza Capo located at 318 NE 3<sup>rd</sup> Street.
- c. Consider OLCC liquor license request for Winery 1<sup>st</sup> Location for 40:31 Wines LLC located at 2803 NE Orchard Avenue.
- d. Consider OLCC liquor license request for Full On-Premises, Non-Profit private club license for McMinnville Elks Lodge No. 1283 Benevolent Protective Order of Elks located at 2215 NE McDonald Lane.
- e. Consider the Minutes of the March 12, 2019 City Council Work Session and Regular Meeting.

#### 9. RESOLUTIONS

- a. Consider **Resolution No. <u>2019-31</u>**: A Resolution awarding the sole source contract for equipment upgrade of the City of McMinnville's Public Safety Radio System.
- b. Consider Resolution No. <u>2019-32</u>: A Resolution of the City of McMinnville, Oregon authorizing the execution and delivery of one or more lease purchase, loan or similar agreements.
- c. Consider Resolution No. <u>2019-33</u>: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations in the Emergency Communications Fund.
- d. Consider **Resolution No. <u>2019-34</u>**: A Resolution supporting establishment of a Continuum of Care for the Mid-Willamette region.

#### 10. APPROVAL OF COUNCIL AGREEMENTS

- 11. EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.
- 12. EXECUTIVE SESSION UNDER ORS 192.660(2)(h) TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED. (Added 5/10/2019)
- 13. ADJOURNMENT



City of McMinnville
Administration
230 NE Second Street
McMinnville, OR 97128
(503) 435-5702
www.mcminnvilleoregon.gov

### STAFF REPORT

DATE: May 14, 2019

TO: Mayor and City Councilors FROM: Jeff Towery, City Manager

**SUBJECT:** Council Work Session – People without Homes

#### **Background:**

The expectation is for the Council to spend roughly 20 minutes per item listed below. With the exception of the Executive Session, the other items will have limited, if any, staff presentations and introductions. While there is certainly the opportunity for the Council to engage staff members with questions, the primary purpose of the session is for the Council to engage one another in discussion with a goal of reaching consensus on policy direction and next steps for each subject area.

Item 1) Executive Session pursuant to ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

Item 2) Review and discuss the City's ability to regulate the storage of items and shelter (not vehicles) in the public right of way and to distinguish camping from sleeping in the context of current case law and City codes, and to review approaches taken by other cities, specifically Corvallis, OR and Vancouver, WA. Attachments 1 and 2 include representative, but not complete information, about the impact on City services and facilities and summary data by the Yamhill community Action Partnership (YCAP) specific to Dustin Ct. and Marsh Ln. Attachment 3 includes resources from Corvallis, OR and Vancouver, WA which are representative of the information from half a dozen or more communities that has been reviewed by a number of City staff members.

Item 3) In an effort to leverage additional resources and support from regional and state partners, discuss the possibility of declaring an emergency based on public health or other factors. Attachment 4 includes some background perspective provided by Councilor Peralta and a related email thread between the City Manager's Office and the Yamhill Co. Health and Human Services Department.

Item 4) Discuss possible revenue sources to address the above and other related initiatives, specifically a franchise fee on wastewater services and perhaps a construction excise tax, including policy direction regarding possible implementation and uses of funds. Attachment 5 includes background information about a wastewater franchise fee specifically and similar fees on other city owned utilities.

- Policy Concept (could be adapted to a motion): The franchise fee could provide stimulus money
  to assist with supportive projects and services for people without homes. In addition we have
  near-term symptoms related to negative conduct that need to be mitigated. These funds would
  be subject to annual appropriations based on community needs.
- Initial Approach (subject to direction above or similar): While the City has been exploring a wide variety of initiatives, none of those efforts have been informed by an available revenue stream to work with for the projects and services being contemplated. There are City staff members and volunteer committees able and willing to identify options and recommendations that could leverage funds and make a significant impact on the situation in McMinnville. At the pleasure of the Council, some alternatives could be presented for consideration (at least in concept form) when the FY19-20 budget is brought to the Council for adoption in June.

#### **Attachments:**

- 1. Impacts on City Services and Facilities
- 2. Date Related to Dustin Ct. and Marsh Ln. from YCAP
- 3. Policy and Resource Information from Other Cities
- 4. Emergency Declaration Background and Correspondence
- 5. Franchise Fee Information

#### **Recommended Action:**

If formal Council direction via motion is in order, it is recommended that the Council use Reports from Councilors on Committee & Board Assignments during the Regular Meeting for that purpose.

### Homeless/RV Complaint Response

This is a summary of recent Collections Crew incident responses involving the homeless population. All time estimates assume 0.5 hour of prep work and travel to the location.

3/15/2018 – COLLECTIONS CREW (RP,JH,JR) RESPONDED TO A POSSIBLE SEWAGE LEAK COMING FROM AN RV ON MARSH LN. THE CREW VACUUMED UP AND WASHED DOWN THE WET SPOT AROUND THE RV.

Total Time: 3.5 Man Hours

11/26/2018 - COLLECTION CREW (CC,JR,MB) RESPONDED TO A SPILL FROM AN RV AT THE SENIOR CENTER. THE SPILL WAS MOTOR OIL.

Total Time: 6 Man Hours

3/1/2019 – COLLECTIONS CREW CLEANED UP HOMELESS CAMP FROM PRESSURE MAIN PULL OUT ON RIVERSIDE DR. EAST OF ALPHA DR.

Total Time: 7 Man Hours

4/17/2019 – JR RESPONDED TO A COMPLAINT OF HUMAN WASTE IN A CATCH BASIN ON MARSH LANE. THERE WAS NO EVIDENCE OF HUMAN WASTE IN ANY CATCH BASINS ON MARSH LN. OR DUSTIN COURT.

Total Time: 1.5 Man Hours

4/25/2019 – JR AND JH RESPONDED TO A COMPLAINT OF HUMAN WASTE IN A PRIVATE CATCH BASIN IN THE YCAP PARKING LOT. THERE WAS TOILET PAPER AND TRASH IN THE AREA OF THE CATCH BASIN BUT NO EVIDENCE OF HUMAN WASTE IN THE CATCH BASIN.

Total Time: 1.5 Man Hours

From: Rich Leipfert

To: Jeff Towery

Subject: May 14th Work Session Information

Date: Tuesday, May 7, 2019 4:57:03 PM

Jeff,

McMinnville Fire Department routinely responds to a variety of issues dealing with camping or sleeping in areas not designated for that type of behavior. Since January we responded to 37 calls for wildland fire or smoke checks in the woods or under bridges. All of these calls were driven by individuals having fires in their camping areas. We have had 7 fires that were attributed to individuals living in abandoned buildings, or squatting in vacant buildings or on vacant properties in the last 2 years. In addition we have responded to 38 Illegal burns where the occupant was burning refuse or human waste illegally. We respond to an average of 500 EMS calls annually that are to assist individuals living on the street with either medical, psychological, or addiction/overdose issues. Seventeen overdoses since January with over half of them for patients without permanent addresses. Some of these calls are resource intensive and create hazards for other citizens. We are developing methods to track some of these issues better for more in depth information.

Rich Leipfert
Fire Chief
City of McMinnville

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<sup>\*\*</sup>PUBLIC RECORDS DISCLOSURE\*\* This is a public document and subject to the State Retention Schedule and may be made available to the public upon their requests of public disclosure.

#### Air Admittance Valve Vault located at Riverside Drive and Alpha St.

We needed to perform maintenance on one of our air relief valves that was located inside a valve vault close to the intersection of Riverside Drive and Alpha St. We had a RV that was towed off of Marsh Lane and dropped there when Water & Light needed to replace some street lights on Marsh Lane.

We contacted the Police around December 20, 2018 about moving the RV and they advised us of the procedure. We had signs made up to advise people that maintenance needed to be performed on the valve vault and that vehicles needed to be moved by January 7, 2019. On January 3, 2019 the police determined that there was nothing of value left outside the RV, so once it was towed we could throw away anything that was left.

The RV was towed at around 10:30 am and we began cleaning up the site. We used a loader and a 5 yard dump truck to gather up and load the garbage. Once the garbage was removed we had a Vac-Con hose down and suck up the wastewater to clean the area up.

1 man hour- coordinating project

2 hours for signs to be made and posted

10 hours for cleanup and disposal of garbage

13 total man hours of labor



## McMinnville

## **Police Department**

Matt Scales, Chief of Police • 121 SW Adams St. • McMinnville, OR 97128 • (503)434-7307 • Fax (503)434-2335

May 7<sup>th</sup>, 2019 To: Chief Scales From: Captain Jaasko RE: Cost/time analysis

The following is a summary of costs incurred by the City of McMinnville in response to the increased population of campers located at 4<sup>th</sup> and Adams, Marsh Lane and Dustin Court. The major majority of these calls were on Marsh Ln. and Dustin Court with less than 10% of the calls being on 4<sup>th</sup> and Adams. My analysis includes two types of activity; Self-initiated activity (SI) and public or complaint driven calls for service (CFS). SI's include things such as traffic stops, area checks and field investigation contacts. CFS are calls that are dispatched to officers and usually come from the public, either non-emergency or 911 calls.

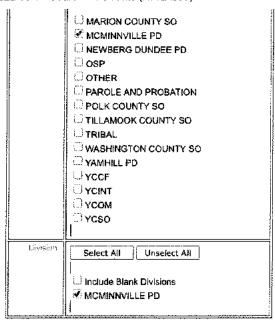
In order to estimate the cost to the City I have adopted the ICMA average number of officers and time per call. I believe that the numbers from the study are undoubtedly low, as the study was completed in 2014 and the types of calls and number of officers needed has changed dramatically since then. However, it is the most comprehensive and recent study I have found. It is necessary to use this type of calculation because looking up each call and figuring out how long it took each officer on scene plus report writing and follow-up would take hundreds of hours. The ICMA numbers assumes it takes 1.2 officers 22 minutes to complete an SI call, and 1.6 officers 48 minutes to complete a CFS. I also used the average hourly rate of \$57 per hour (wage plus roll-ups) per officer.

In 2018 officers complete 221 SI calls, 97 officer hours, and 329 CFS, 421 officer hours, for an estimated cost of \$29, 526.

In the first four months of 2019 officers completed 106 SI calls, 6,360 officer hours, and 203 CFS, 260 officer hours, for an estimated cost of \$20,862.

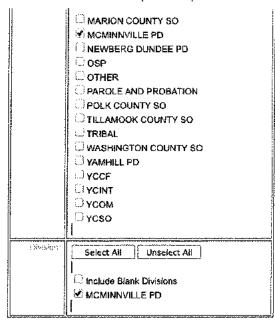
Assuming that the calls for service and self-initiated activity remain constant, that the issues neither increase nor decrease, this means that the McMinnville Police Department will see a 111% increase of calls for service in 2019 over 2018. The cost to City would be \$62,586.

I have attached a sample of the types of calls for service we are responding to for your reference.



12345

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Incident	Case Numbers	Uniis <b>317.</b>	Priority	Problem	Agency	Addices	Criy	Response Date
MNP-19-005805		321, 8026, 8031	4	DETAIL	LAW	855 Ne Marsh Ln	MCMINNVILLE	2/28/2019 8:12:48 AM
MNP-19-005812	19000783		2	CRIMINAL MISCHIEF	LAW	855 Ne Marsh Ln	MCMINNVILLE	2/28/2019 10:11:00 AM
MNP-19-005841			3	FIELD INVESTIGATION	LAW	Ne Marsh Ln	MCMINNVILLE	2/28/2019 3:25:25 PM
MNP-19-005842		8012	4	FOLLOW UP	LAW	Ne Marsk Ln	MOMINIVILLE	2/28/2019 3:37:38 PM
MNP-19-005882			2	HARASSMENT	LAW	855 Ne Marsh Ln	MOMINIVILLE	3/1/2019 9:38:41 AM
MNP-19-005894		8012		AREA CHECK	LAW	Ne Marsh Lo	MCMINNVILLE	3/1/2019 11:51:15 AM
MNP-19-005904		8012, 8033, 8080		PARKING	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/1/2019 12:55:27 PM
MNP-19-006164		8041	2	8USPICIOU8,	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/4/2019 1:24:11 PM
MNP-19-006190		8023	2	AREA CHECK	LAW	Ne Marsh Ln	MCMINNVILLE	3/4/2019 3:37:03 PM
MNF-19-006202		8034	2	AREA CHECK	LAW	Ne Marsh Ln	MCMINNVILLE	3/4/2019 4:57:46 PM
MNP-19-006216		8040, 8044	ŧ	TRESPASS NOW	£AW	855 Ne Marsh Ln	MCMINNVILLE	\$/4/2019 7.02:28 PM
MNP-19-006301		8012	2	AREA CHECK	LAW	Ne Mersh Lo / Ne Riverside Dr	MCMINNVILLE	3/5/2019 4:02:12 PM
MNP-19-006381		8926, 8040	2	suspicious/	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/6/2019 4:31:32 AM
MNP-19-006370		8014	2	PUBLIC HEALTH HAZARD	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/6/2019 8:03:44 AM
MNP-19-006381		8030	1	TRE COLLISION NON INJ-	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/8/2019 11:04:57 AM
MNP-19-006387		8012	2	AREA CHECK	LAW	Ne Marsh Ln i Ne Riverside Dr	MCMINNVILLE	3/8/2019 11:43:16 AM
MNP-19-006436		INFO	5	INFORMATION MISC	LAW	Ne Riverside Dr / Ne Marsh En	MCMINNVILLE	3/7/2019 9:34:11 AM
MNP-19-006457		8012	2	AREA CHECK	ŁAW	NE MARSH LN / NE RIVERSIDE DR	MCMINNVILLE	3/7/2019 11:38:32 AM
MNP-19-006478		8012	2	CIVIL PAPER	WAS	Ne Marsh in	MCMINNVILLE	3/7/2019 1:28:39 PM
MNP-19-006490	19000850	8014, 805	1	WARRANT SERVICE	LAW	Ne Riverside Dr / Ne Marsh Ln	MCMINNVILLE	3/7/2019 3:43:24 PM
MNP:19-006500		8080	2	PARKING /	LAW	655 Ne Marsh Ln	MCMINNVILLE	3/7/2019 4:34:03 PM
MNP-19-006562	19000856	8080	2	PROPERTY LOST FOUND	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/8/2019 9:25:47 AM
MNP-19-005823		808	4	FOLLOW UP	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/11/2019 10:34:06 AM
MNP-19-006834		8012	2	AREA CHECK	LAW	Ne Marsh Ln	MOMINNVILLE	3/11/2019 12:04:20 PM
MNP-19-006866		8012	2	TRAFFIC HAZARD	LAW	800-859 Ne Marsh I.n	MCMINNVILLE	3/11/2019 5:64:08 PM
MNP-19-006935		8023	2	TRAFFIC HAZARD	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	3/12/2019 12:03:40 PM
MNP-18-006936		8012	2	PARKING	LAW	Ne Marsh Ln / Ne Riverside Dr	MOMINNYILLE	3/12/2019 12:12:36 PM
WND-18-006938		8012	2	ABANDONDED VEHICLE	LAW	Ne Riverside Dr / Ne Marsh Lo	MCMINNVILLE	3/12/2019 12:19:03 PM
MNP-19-006965		BO15	5	INFORMATION MISC /	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	3/12/2019 3:54:19 PM
MNP-19-006979		8012, COS	3	FIELD INVESTIGATION	LAW	Ne Marsh En / Ne Riverside Dr	MCMINNVILLE	3/12/2019 6:11:29 PM
MNP-19-007035		8012, 8023, 8080	2	AREA CHECK	LAW	Ne Marsh Lo	MCMINNVILLE	3/13/2019 12:35:10 PM
MNP-19-007077		8012	3	FIELD INVESTIGATION	LAW	Ne Marsh Ln	MCMINNVILLE	3/13/2019 5:58:52 PM
MNP-19-007142		8015	2	SUSPICIOUS	LAW	Ne Marsh Ln / Ne Riverside Or	MCMINNVILLE	3/14/2019 12:18:16 PM
MNP-19-007147		8012	2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	3/14/2019 12:35:07 PM
MNP-19-007153		8029	2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	3/14/2019 1:26:36 PM
MNP-19-007160	19000919	8014, 8029	1	WARRANT SERVICE	<b>LAW</b>	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	3/14/2019 2:44:16 PM
MNP-19-007242		8029	2	SUSPICIOUS	LAW	NE MARSH LN	MCMINNVILLE	3/15/2019 7:24:47 AM
MNP-19-007277		8012	2	AREA CHECK	LAW	Ne Marsh La	MCMINNVILLE	3/15/2019 12:36:01 PM
MNP-19-007369		8030	1	ASSAULT NOW	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/16/2019 9:15:43 AM
MNP-19-007382		808	2	AREA CHECK	LAW	855 Ne Marsh Ln	MCMINNVILLE	3/16/2019 12:11:52 PM
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Incident	Case Rumbers	Onits	Priority	Problem	Agency	4.6dices	City	Response Date
MNP-19-010733	19001333	0806	2	ABANDONDED VEHICLE	LAW	800 Ne Marsh Ln	MCMINNVILLE	4/16/2019 12:22:06 PM
MNP-19-010768		8012	2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/16/2019 4:21:11 PM
MNP-19-010854		8012	2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/17/2019 12:39:11 PM
MNP-19-010883		8023, 8028	1	WELFARE CHECK	LAW	Ne Riverside Or / Ne Marsh Ln	MCMINNVILLE	4/17/2019 4:47:02 PM
MNP-19-010977	19001357	8023, 8035	1	INTOXICATED PERSON	LAW	855 Ne Marsh Ln	MCMINNVILLE	4/18/2019 12:31:01 PM
MNP-19-010981					LAW	855 Ne Marsh Ln	MCMINNVILLE	4/18/2019 1:06:39 PM
MNP-19-010986		8012	2	AREA CHECK	LAW	Ne Marsh Ln	MCMINNVILLE	4/18/2019 2:04:06 PM
MNP-19-010988		8012	4	ORDINANCE -	LAW	Ne Mørsh Ln / Ne Riverside Dr	MCMINNVILLE	4/18/2019 2:08:24 PM
MNP-19-010999		8012	2	AREA CHECK	LAW	Ne Marsh Ln	MÇMINNVILLE	4/18/2019 3:46:48 PM
MNP-19-011108		8023, 8035	2	TRAFFIC HAZARD	LAW	Ne Mersh Ln / Ne Riverside Dr	MOMINAVILLE	4/19/2019 12:26:41 PM
MNP-19-011287		8012	2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINAVILLE	4/21/2019 12:02:45 PM
MNP-19-011341		8014, 8037	2	suspicious C	LAW	No Riverside Dr / No March Ln	MCMINNVILLE	4/21/2019 11:51:03 PM
MNP-19-011367		BQ41	2	TRAFFIC HAZARD	LAW	855 Ne Marsh Ln	MCMINNVILLE	4/22/2019 7:58:20 AM
MNP-19-011395		8012	2	AREA CHECK	LAW	Na Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/22/2019 12:23:38 PM
MNP-19-011399		8012	2	AREA CHECK	LAW	Ne Marsh Ln	MCMINNVILLE	4/22/2019 12:39:15 PM
MNP-19-011424		8012, 8017	2	TRAFFIC HAZARD	LAW	855 Ne Marsh Lo	MCMINNVILLE	4/22/2019 3:33:06 PM
MNP-19-011485		8015	3	FIELD INVESTIGATION	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/23/2019 3:11:28 AM
MNP-19-011527		8012	2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/23/2019 1:02:59 PM
MNP-19-011549	19001443	8012, 804, 8080	2	PARKING	LAW	Ne Marsh En / Ne Riverside Or	MCMINNVILLE	4/23/2019 3:47:51 PM
MNP-19-011571		8037	4	FOLLOW UP	LAW	855 Ne Marsh Ln	MCMINAVILLE	4/23/2019 8:51:47 PM
MNP-19-011636		8012	2	SUSPICIOUS-	LA <b>₩</b>	Ne Riverskie Dr / Ne Marsh Ln	MCMINNVILLE	4/24/2019 11:02:23 AM
MNP-19-011686		8015	2	OPEN CONTAINER	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/24/2019 6:13:10 PM
MNP-18-012039		806	2	TRAFFIC HAZARD	LAW	Ne Riverside Dr / Ne Marsh Ln	MCMINNVILLE	4/27/2019 2:19:08 PM
MNP-19-012061		8029, 8036, 8043	1	DISTURBANCE	LAW	855 Ne Warsh Ln	MCMINNVILLE	4/27/2019 6:55:45 PM
MNP-19-01207D	19001493	8036, 8042, 8043, 806	\$	MENACING NOW	LAW	855 Ne Marsh Ln	MCMINNVILLE	4/27/2019 7:52:16 PM
MNP-19-012135	19001505	8012, 8035	2	MISCELLANEOUS ARREST	WAJ	Ne Marsh Ln / Ne Riverside Dr	MOMINNVILLE	4/28/2019 5:19:22 PM
MNP-19-012182		MPWKS	_	INFORMATION MISC	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/29/2019 7:54:43 AM
MNP-19-012195			3	FIELD INVESTIGATION	LAW	Ne Marsh Ln	MCMINNVILLE	4/29/2019 9:43:49 AM
MNP-19-012209			2	AREA CHECK	LAW	Ne Marsh Lo	MCMINNVILLE	4/29/2019 12:09:00 PM
MNP-19-012211			4	MESSAGE	LAW	855 Ne Marsh Ln	MCMINNVILLE	4/29/2019 12:15:48 PM
MNP-19-012242			2	ANIMAL ABUSE /	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/29/2019 5:16:58 PM
MNP-19-012249			2	AREA CHECK	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/29/2019 5:02:44 PM
MNP-19-012257			2	CRIMINAL MISCHIEF	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/29/2019 7:25:40 PM
MNP-19-012261			3	FIELD INVESTIGATION	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVILLE	4/29/2019 7:50:06 PM
MNP-19-012312	19001530		2	CRIMINAL MISCHIEF	LAW	Ne Marsh Ln / Ne Riverside Dr	MCMINNVELE	4/30/2019 8:35:06 AM
MNP-19-012342		8017. 8039	2	ANIMAL ABUSE	LAW	855 Ne lifarsh Ln	MÇMINNVILLE	4/30/2019 11:37:00 AM
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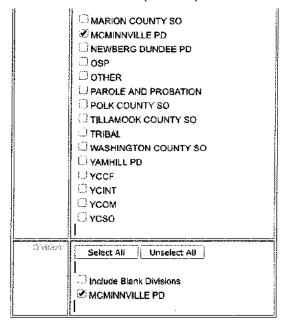
	MARION COUNTY SO  MCMINNVILLE PD  NEWBERG DUNDEE PD  OSP  OTHER  PAROLE AND PROBATION  POLK COUNTY SO  TILLAMOOK COUNTY SO  TRIBAL  WASHINGTON COUNTY SO  YAMHILL PD  YCCF  YCINT  YCSO	
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Incident	Cacc Numbers	Units	Priority	Problem	Agenty	Addiess	Cay	Response Date
MNP-19-003779	19000521	8032	1	MENACING	LAW	Ne Dustin Ct / Ne Riverside Dr	MOMINIVILLE	2/7/2019 8:59:31 PM
MNP-19-003814		8034	2	OUMPING	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/8/2019 8:48:35 AM
MNP-19-003835		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MOMINIVILLE	2/8/2019 11:47:55 AM
MNP-19-003948		8012	2	SUSPICIOUS	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/9/2019 3:03:38 PM
MNP-19-004197		6033, 8036	2	CIVIL PAPER	LAW	Ne Dustin Ct	MCMINNVILLE	2/12/2019 9:58:39 AM
MNP-19-004301		8012	2	AREA CHECK	LAW	NE DUSTINICT / NE RIVERSIDE DR	MCMINNVILLE	2/13/2019 12:59:24 PM
MNP-19-004452		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/14/2019 3:29:46 PM
MNP-19-004488		806. 809	2	ASSIST OUTSIDE AGENCY	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/14/2019 8:16:30 PM
MNP-19-004516		8033	6	INFORMATION MISC	LAW	1317 Ne Dustin Cl	MCMINNVILLE	2/15/2019 8:00:46 AM
MNP-19-004549		8010, 808	4	FOLLOW UP	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/15/2019 12:41:03 PM
MNP-19-004627		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	2/16/2019 11:36:48 AM
MNP-19-004666		6023, 6031	1	911 RANG UP OPEN LINE-1	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/17/2019 6:30:34 AM
MNP-19-004716		6031	2	AREA CHECK	LAW	Ne Dustin Ct	MOMINNVILLE	2/17/2019 2:02:31 PM
MNP-18-004777	19000642	8014, 6015,	2	MISCELLANEOUS ARREST	LA₩	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/18/2019 6:52:23 AM
		8034						
MNP-19-004779	19000643	8014. 8031. 8034	1	WARRANT SERVICE	LAW	Ne Dustin Ct / Ne Riverside Or	MCMINNVILLE	2/16/2019 7:23:30 AM
MNP-19-004810		8031	2	SUSPICIOUS	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/18/2019 2:47:38 PM
MNP-19-004811		8031	3	FIELD INVESTIGATION	LAW	1317 NE DUSTIN CT	MCMINNVILLE	2/18/2019 2:54:00 PM
MNP-19-004612			3	FIELD INVESTIGATION	ŁAW	1317 Ne Dustin Ct	MCMINNVILLE	2/18/2019 2:54:34 PM
MNP-19-005018		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/20/2019 12:17:10 PM
MNP-19-005045		8012, 8036	1	FIGHT NOW /	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/20/2019 5:37:23 PM
MNP-19-005093		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	2/21/2019 11:40:49 AM
MNP-19-005155		8013. 8027, 8028, 806	1	DISTURBANCE	<b>LAW</b>	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/22/2019 12:46:29 AM
MNP-19-005165		8036	2	PARKING /	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/22/2019 7:09:43 AM
MNP-19-005183		8010	4	FOLLOW UP	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/22/2019 10:58:52 AM
MNP-19-005184		8010, 8030, 8036, 808	1	DISTURBANCE	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/22/2019 11:09:11 AM
MNP-19-005193		8012	2	AREA CHECK	LAW	Ne Dustin C17 Ne Riverside Dr	MOMINNVILLE	2/22/2019 12:04:29 PM
MNP-19-005218		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Or	MOMINAVILLE	2/22/2019 5:06:15 PM
MNP-19-005281		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	2/23/2019 12:05:50 PM
MNP-19-005300		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Or	MOMENNVILLE	2/23/2019 4:44:05 PM
MNP-18-005352		8015	2	SUSPICIOUS~	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/24/2019 10:11:04 AM
MNP-19-005353		8043	6	INFORMATION MISC	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/24/2019 10:26:07 AM
MNP-19-005488		8015	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct	MOMINNVILLE	2/25/2019 3:09:14 PM
MNP-19-005594		8012	2	AREA CHECK	WAJ	Ne Dustin Ct	MCMINNVILLE	2/26/2019 12:17:06 PM
MNP-19-005620		8012. 8015. 8031	2	MISCELLANEOUS ARREST	LAW	Ne Riverside Dr / Ne Dustin Ct	MCMINNVILLE	2/26/2019 2:54:20 PM
MNP-19-005715		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/27/2019 12:10:40 PM
MNP-19-005729		8034	4	FOLLOW UP	LAW	1317 Ne Dustin Ct	MCMINNVILLE	2/27/2019 1:48:36 PM
MNP-19-005742		8023	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	2/27/2019 2:53:54 PM
MNP-19-005761			2	THEFT ATTEMPT	LAW	1317 Ne Dustin Ct	MOMINNVILLE	2/27/2019 4:34:00 PM

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	☐ MARKON COUNTY SO  MCMINNVELE PD ☐ NEWBERG DUNDEE PD ☐ OSP ☐ OTHER ☐ PAROLE AND PROBATION ☐ POLK COUNTY SO ☐ TILLAMOOK COUNTY SO ☐ TRIBAL ☐ WASHINGTON COUNTY SO ☐ YAMHEL PD ☐ YCCF ☐ YCOM
Olvisian	Select All Unselect All Include Blank Divisions

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Implect	Gase Numbers	Units	Crienty	Problem	Agency	Addiese	City	Response Date
MHP-19-006433		8014	2	PARKING -	LAW	1317 Ne Dustin Ct	MOMINIVILLE	3/7/2019 8:32:17 AM
MNP-19-006458		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/7/2018 11:40:25 AM
MNP-19-006459		8012	4	FOLLOW UP	LAW	1317 NE DUSTIN CT	MCMINNVILLE	3/7/2019 11:42:18 AM
MNP-19-006495		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/7/2019 4:00:28 PM
MNP-19-006534	19000854	8040, 8041. 8044	1	ASSAULT NOW	LAW	1317 Ne Duetin Ct	MCMINNVILLE	3/7/2019 8:43:47 PM
MNP-19-006623		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/8/2019 5:25:44 PM
MNP-19-006833		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MOMINNVILLE	3/11/2019 12:02:40 PM
MNF-19-006902		8029	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/12/2019 8:30:00 AM
MNP-19-006956		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/12/2019 2:56:59 PM
MNP-19-007104		8017, 8040	6	INFORMATION MISC	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINAVILLE	3/14/2019 2:12:18 AM
MNP-19-007143		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/14/2019 12:27:21 PM
MNP-19-007177		8012, 8023	1	DISTURBANCE	LAW	1317 Ne Dustin Ct	MCMINNVILLE	3/14/2019 4:13:46 PM
MNP-19-907240		8029	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/15/2019 7:00:52 AM
MNP-19-007276		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/15/2019 12:25:54 PM
MNP-19-007361		BQ40	2	NOISE	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/16/2019 4:52:50 AM
MNP-18-007434		8027, 8039, 8043, 806	2	SUSPICIOUS	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/17/2019 3:19:31 AM
MNP-19-007456		8035	2	AREA CHECK	ŁAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/17/2019 10:19:51 AM
MNP-19-00748D		8035, 8042	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/17/2019 5:30:05 PM
MNP-19-007944		8029	2	SUSPICIOUS-	LAW	1317 Ne Dustin Ct	MCMINNVILLE	3/21/2019 4:02:28 PM
MNP-19-007952		8017, 8041, 8044	1	SUICIDAL	LAW	1317 Ne Dustin Ct	MCMINNVILLE	3/21/2019 5:20:03 PM
MNP-19-007990		8041	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	3/22/2019 2:28:54 AM
MNP-19-008020		8015	2	SUSPICIOUS ~	LAW	Ne Dustin Ct	MCMINNVILLE	3/22/2019 10:11:58 AM
MNP-19-008050		8015	2	ASSIST OUTSIDE AGENCY /	LAW	NE DUSTINICT / NE RIVERSIDE DR	MCMINNVILLE	3/22/2019 2:38:53 PM
MNP-19-008114		8041	3	TRAFFIC STOP	LAW	Ne Dustin Ct / Ne Riverside Dr	MOMINNVILLE	3/22/2019 11:25:28 PM
MNP-19-008239		6012	7	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/24/2019 11:49:13 AM
MNP-19-008370		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/25/2019 4:36:47 PM
MNP-19-008435		8012	2	PARKING	LAW	1317 Ne Dustin Ct	MCMINAVILLE	3/26/2019 8:05:15 AM
MNP-19-008452		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/26/2019 12:15:53 PM
MNP-19-008467		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MCMINNVILLE	3/26/2019 3:10:11 PM
MNP-19-008502		8023. 8043	z	DUMPING-	LAW	Ne Dustin Ct / Ne Riverside Or	MÇMINNVILLE	3/27/2019 8:01:56 PM
MNP-19-008635		8015	2	\$USPICIOUS	LAW	Ne Dustin CI	MCMINNVILLE	3/28/2019 8:56:21 AM
MNP-19-005636		8015	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct	MCMINAVILLE	3/28/2019 9:02:02 AM
MNP-19-008659		8012	4	FOLLOW UP	LAW	1317 Ne Dustin Ct	MCMINNVILLE	3/28/2019 11:31:45 AM
MNP-18-008984		8012	2	AREA CHECK	LAW.	Ne Dustin Ct	MCMINNVILLE	3/31/2019 12:01:00 PM
MNP-19-009106		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MOMINNVILLE	4/1/2019 5:15:29 PM
MNP-19-009176		8013		FOLLOW UP	LAW	Ne Dustin Ci	MCMINNVILLE	4/2/2019 11:25:26 AM
MNP-19-009300		8012	2	AREA CHECK	LAW.	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/3/2019 12:31:02 PM
MNP-18-009585		8017, 8026, 8040	1	DOMESTIC NOW	LAW	1317 Ne Dustin Ct	MCMINNVILLE	4/5/2019 5:24:33 PM
MNP-19-009657		8015. 8037	2	SUSPICIOUS	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/6/2019 9:58:33 AM
MNP-19-009660		8015,	2(6.5)	AREA CHECK nelsousee : 19822 69 to Compressible 20	LAW 12-300 kept Sed	Ne Bustin Ct / Ne Riverside Dr	MCMINNVILLE	4/6/2019 4:10:01 AM



sident	Caso Numbers	Unite	Erricolty	Problem	Agency	Address	Chy	1.2.1 Response Dai
MNP-19-010214		8013	4	FOLLOW UP	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/11/2019 9:17:11 A
MNP-19-010255		8012, 8080	4	ORDINANCE	LAW	Ne Dustin Ct	MCMINNVILLE	4/11/2019 2:55:01 F
MNP-19-010420		8041	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/13/2019 10:46:05
MNP-19-010437		8041	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct	MCMINNVILLE	4/13/2019 2:06:05 F
MNP-19-01D462		323	4	FOLLOW UP	LAW	1317 Ne Dustin Ct	MOMINIVILLE	4/13/2019 7:28:02 F
		8014,						
MNP-19-010487	19001308	8034, 8039, 805, 6077	1	THEFT NOW-	LAW	Ne Riverside Dr / Ne Dustin Ct	MCMINNVILLE	4/13/2019 10:59:27
ANP-19-010509		8015	2	SUSPICIOUS-	LAW	Ne Dustin Ct / Ne Riverside Dr	MOMINNVILLE	4/14/2019 4:28:24 /
ANP-19-010513	1900 1309	8026	1	SUICIDAL /	LAW	1317 Ne Dustin Ct	MCMINNVILLE	4/14/2019 7:10:57 /
4NP-19-010579		8015	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/15/2019 3:28:04
4NP-19-010631		8012	2	AREA CHECK	LAW	Ne Dustin Ct	MOMINNVILLE	4/15/2019 2:19:09
ANP-19-010664		8037	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/16/2019 2:17:07
ANP-19-010685		8037	2	AREA CHECK	LAW	Ne Oustin Ct / Ne Riverside Dr	MOMINIVILLE	4/16/2019 2:24:32
MNP-19-010751		8026, 8040	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/16/2019 2:46:53
ANP-19-010764		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MOMININVILLE	4/18/2019 4:08:55 9
ANP-19-010809		8037	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/16/2019 10:39:09
ANP-19-010860		8023	2	AREA CHECK	LAW	Ne Duetin Ct / Ne Riverside Dr	MOMINNVILLE	4/17/2019 1:21:41
/NP-19-010903					LAW	1300 - 1339 Ne Dustin Ct	MCMINNVILLE	4/17/2019 7:27:01
ANP-19-010905					LAW	1300 - 1339 Ne Dustin Ct	MOMINNAILLE	4/17/2019 7:29:12
ANP-19-010906					LAW	1300 - 1339 Ne Dustin Ct	MOMINIONIELE	4/17/2019 7:30:35
/NP-19-010907		PQ48	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/17/2019 7:36:36
ANP-19-010908		8036. 8042. 8043. 808	t	911 HANG UP OPEN LINE	LAW	1300 - 1339 Ne Duştin Ct	MCMINNVILLE	4/17/2019 7:38:22
ANP-19-010909					LAVV	1300 - 1339 Ne Dustin Ct	MCMINNVILLE	4/17/2019 7:41:16
ANP-19-010910					LAW	1300 - 1339 Ne Bustin Ct	MCMINNVILLE	4/17/2019 7:45:38
ANP-19-010911		8036, 8043, 808	4	FOLLOW UP	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/17/2019 8:07:21
MNP-19-010916		8036	4	FOLLOW UP	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/17/2019 8:45:56
NP-19-010958		8035	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/18/2019 9:28:36
ANP-19-010989		8012	2	AREA CHECK	LAW	Ne Duetin Ct	MCMINNVELLE	4/18/2019 2:13:56
ANP-19-010995		806	1	WELFARE CHECK	LAW	Na Riverside Dr / Ne Dustin CI	MCMINNVILLE	4/18/2019 3:20:34
ANP-19-011068		8036	2	NOISE /	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/19/2019 3:01:03
/NP-19-011074			2	PARKING /	ŁAW	Ne Riverside Dr / Ne Dustin Ct	MCMINNVILLE	4/19/2019 7:18:14
ANP-19-011121					ŁAW	Ne Destin Ct / Ne Riverside Dr	MCMINNVILLE	4/19/2019 2:18:30
VINP-19-011122		8026. 806	1	SUICIDAL	LAW	1317 NE DUSTIN CT	MCMINNVILLE	4/19/2019 2:18:23
ANP-19-011126		8028	4	FOLLOW UP	LAW/	1317 Ne Dustin Ct	MOMININVILLE	4/19/2019 3:02:04
ANP-19-011142			2	MISCELLANEOUS ARREST	LAW	1317 Ne Dustin Ct	MCMINNVILLE	4/19/2019 5:05:54
MNP-19-011285		8012	2	AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MOMINIVILLE	4/21/2019 11:59:0
/NP-19-011326		8014	2	\$U\$PICIOUS	LAW	Ne Oustin Ct / Ne Riverside Dr	MOMINNVILLE	4/21/2019 9:14:31
1NP-19-011334		8037		AREA CHECK	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/21/2019 10:11:36
NP-19-011361		8041		FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/22/2019 7:02:20
/NP-19-011451		8015	3	FIELD INVESTIGATION	LAW	Ne Dustin Ct / Ne Riverside Dr	MCMINNVILLE	4/22/2019 6:54:30
ANP-19-011502		8039. 8040	2	PUBLIC HEALTH HAZARD	LAW	1317 Ne Dustin Ct	MCMINNVILLE	4/23/2019 9:09:38
ANP-19-011529		8012	2	AREA CHECK	LAW	Ne Duetin Ct / Ne Riverside Dr	MCMINNVILLE	4/23/2019 1:06:49

This is a summary of recent pretreatment incident responses involving the homeless population. All time estimates assume 0.5 hour of prep work and travel to the location.

1/20/2018 Pretreatment responded to an odor complaint and possible illegal dumping of sewage from an RV into the storm drain on Doran Drive. There was no evidence of illegal dumping or noticeable odors. The RV occupants had time stamped documentation showing they use the City RV dump. There was also some follow up with DEQ.

Total time: 1 hour, 2 people. 0.5 hour, 1 person.

**3/15/2018** Pretreatment responded to a report of an RV leaking sewage on the ground at Marsh Lane. There was no evidence of illegal dumping, possibly evidence of a little bit of something leaking onto the ground in the past.

Total time: 1 hour, 2 people.

3/28/2018 Operations responded to a report of containers under RVs on Marsh Lane with possible sewage around the containers. There was no sewage evident on the ground. There was some staining on the ground. There was a small amount of what looked like toilet paper in the nearby field.

Total time: 1.5 hours, 2 people.

7/11/2018 Pretreatment responded to a report of odors and an RV leaking into an open container on Marsh Lane. An open container of sewage was found and police were notified. It was later discovered that police had actually arrested the RV occupant a day earlier for offensive littering. There was no evidence the container was being emptied nearby.

WRF staff consulted with Police about how to handle similar incidents in the future.

Total time: 1.5 hour, 2 people. Follow up with code enforcement: 0.5 hour, 1 person.

**12/20/2018** Pretreatment responded to a complaint of evidence of waste on Marsh Lane near the barricade to Joe Dancer Park. Found trash but nothing that threatened stormwater or the environment.

Total time: 0.5 hour, 1 person.

4/17/2019 Pretreatment responded to a complaint of human waste in a catch basin on Marsh Lane. We also investigated Dustin Court. There was no evidence of human waste in the catch basins on either street. On 4/18/2019 pretreatment labeled the catch basins with "do not dump" placards.

Pretreatment returned to the area on 4/25/19 after a private catch basin was located in the back of the YCAP parking lot. There was toilet paper and trash in the area around the catch basin, but no actual human waste could be found.

Last modified: 5/7/2019

Total time: 2.5 hours, 2 people.

From: David Renshaw < <u>David.Renshaw@mcminnvilleoregon.gov</u>>

**Sent:** Tuesday, May 7, 2019 9:32 AM

**To:** Mike Bisset < <u>Mike.Bisset@mcminnvilleoregon.gov</u>> **Subject:** RE: May 14 Work Session - People Without Homes

Hi Mike, here is some information related to this, and a brief summary of other impacts. The data is for activities from January, 2018 through April 30, 2019.

#### **ROW/Street**

- 6 responses
- 22 staff hours
- \$939 in costs (labor and equipment)

#### **Parks**

- 14 camp cleanups
- 56.5 staff hours
- \$960 in contract clean-up costs
- \$750 in increased chemical toilet servicing
- \$2,670 in labor and equipment costs
- \$4,380in total costs for Park Maintenance

#### **Discussion:**

- 1. I think that the ROW impacts noted above probably under state the overall impacts. As the use of Dustin Court and Marsh Lane has evolved, for the most part debris removal/clean up have been initiated and completed by others (W & L, Police Department, Recology). If we were tasked specifically with those efforts, the impacts noted above would be greater.
- 2. With the Dustin Court and Marsh Lane uses, we have seen significant increases in the use of the portable toilet located at the dog park during park hours, and have increased weekly service levels in response as noted above.
- 3. Similarly, we have seen significant increases in the use of dumpsters in Dancer Park for non-park related trash (see attached photo). I do not have a cost estimate on this. The operational impacts are mostly in increased ground litter to remove. I would expect that at some point we will need to increase service levels on the dumpsters to offset these impacts.
- 4. I would note that as the use of the right of way for RV camping/tent camping has increased, we are seeing fewer camps in developed parks.
- 5. I would note that with the recent regulations regarding use of the parking structure, that use has not been a significant issue at that facility.
- 6. I would also note that to date our responses have been primarily reactive, responding to complaints or requests for service. We (Public Works) are not actively patrolling undeveloped parks or undeveloped parcels or pieces of ROW for camping activities. Should we desire to move to that model, it would have its own operation impacts.

Thanks, and please let me know if you have any questions or would like any more information. dmr

From: <u>Susan Muir</u>

To: <u>Jeff Towery</u>; <u>Melissa Bisset</u>

Cc: Katie Noyd

**Subject:** FW: Updated showers

**Date:** Thursday, April 25, 2019 11:40:14 AM

Howdy – I forgot to ask who was gathering the data for the discussion about services, so here is our shower data. Note, I sent you some shower numbers previously that were not correct, these have been corrected. Let either Katie or I know if you want this in a different format or anything. You can very clearly see the increase in demand/use over the last 4 years.

S

From: Katie Noyd

Sent: Monday, April 15, 2019 11:57 AM

To: Susan Muir <Susan.Muir@mcminnvilleoregon.gov>

**Subject:** Updated showers

	2015	2016	2017	2018	2019
January	12	33	156	206	200
February	22	51	148	236	169
March	19	64	200	271	163
April	32	60	146	326	
May	23	54	209	333	
June	14	73	210	292	
July	27	97	248	357	
August	15	47	207	203	
September	38	46	155	121	
October	21	41	246	306	
November	20	82	162	209	
December	141	118	242	180	
Total	384	766	2329	3040	

#### Thanks!

#### **Katie Novd**

Community Center Manager Parks & Recreation Department City of McMinnville 600 NE Evans Street McMinnville, OR 97128 (503) 434-7428 From: <u>Kate Stokes</u>
To: <u>Jeff Towery</u>

Subject: Spreadsheet of Dustin Ct Services Provided Date: Monday, April 29, 2019 5:07:29 PM

Attachments: YCAP Dustin Ct Outreach Efforts Overview- No identifiers.xlsx

#### Hi Jeff

Sorry for the delay in sending this over — I have just been swamped. As mentioned in the mtg with Heather and Lindsay, my department Client Services & Housing has used a spreadsheet to track services provided to households up on Dustin Ct. As you requested, I'm sharing it with only you so that you can see the depth of service provision to the households and am asking that it not be shared with others at this time. Thank you!

In looking at the spreadsheet, we have removed names to protect confidentiality, but do have a copy with the names. The document has a key on the side showing the source of information. It's color coded, so those in blue were identified through our outreach logs, those in black came through our "Anydoor" coordinated entry website, etc. At the bottom of the spreadsheet are some stats listed from our data. We did try to calculate an average length of stay but can only provide best estimates; we don't have hard dates on when exactly many of them arrived and left. What we do have is first date we identified them (through a simple mapping process of the street) but that may not be the first day they arrived.

I wish you could be at our Dustin Ct meeting on Thursday -- it's going to be a good discussion I believe -- but certainly appreciate that you are calling in.

Regards,

Kate Stokes

#### Kate Stokes

Adult and Youth Services Director
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Household Number	Date Identified	Household Makeup	Services Received	Result	Notes
1	12/1/2017	3 adults, 2 children (Veteran)	Enrolled into SSVF housing program, 2 application fees paid, housing search assistance, direct landlord advocacy, Security deposit of \$1500 paid for move-in, provided, 5 months of rental/utility assistance, beds provided at move-in, Linked to DHS for increase in SNAP, coordination with school district liaison, connection to HUD-VASH voucher for long term assistance.	Housed (first through SSVF, now on HUD- VASH)	
			Housing assessment, Title transfer DMV paid on his trailer, Mobile Home Park Application fee paid, one housing unit offered in Yamhill- turned down by client. Client then left abruptly out of state. Upon return, client was still seeking housing. Application fee completed at another apartment- however client no-showed to meeting with landlord and unit was lost. Attempted to gain income docs from client for official entry into SSVF housing program-client left area again and voluntarily exited YCAP services, Insurance started on his RV, coordination with Worksource for employment, supports, referrals for mental health supports.		
	1/24/2018	1 (Veteran)		Moved out of county	
2		1 (Veteran)	Client was enrolled in SSVF program, coordinated meeting with VA rep to enroll him in HUD-VASH. Housing unit was secured with direct landlord advocacy-client turned down unit and decided to leave town to pursue a mining claim.	Moved out of county	
4	12/1/2017		Two outreach contacts made, on 1/30/19 said they were moving to Salem, plans to move to salem fell through and are seeking housing locally, housing assessment completed, connection to Housing Specialist for possible housing	On Dustin Court-continued outreach/services	
5	9/11/2017	2 adults, 7 dogs	Housing assessment, car/rv registration was paid, attempted to contact to complete fast track application but could not contact/find	Moved out of county	
6	12/1/2017	2 adults, 5 children	Outreach attempted- refused services/assessments. Will engage in conversation but not service directed conversation.  Outreach established family had HAYC voucher, housing search and advocacy	RV Dustin Ct.	
7	12/8/2017	2 adults, 3 (?) children	provided, \$1,500 deposit paid, car repair provided	Housed -now on HAYC voucher	
8	12/8/2017	1 adult who is pregnant	Housing assessment, shelter intake, YCAP shelter placement-had baby in shelter, 5 case management sessions in shelter before transition to TTRS  Housing assessment, Rent well classes (graduated), enrollment in ERA housing program (elderly rental assistance), housing search and landlord advocacy,	TTRS-possibly graduated now	
9	12/8/2017	2 adults	apartment secured and \$2,500 deposit paid, ongoing rental assistance since feb- still continuing	Housed- in YCAP ERA program currently On Dustin Ct. in tent- awaiting housing decision, continued outreach services.	
10 11	12/8/2017 Jan-18		Housing assessment, survival supplies, hygine kits, food packs, shelter intake, completed application with them for NED Housing Voucher, awaiting result.  Outreach attempted-no response, left outreach card	Possible housing search/advocacy services needed if voucher approved.  Unknown/disappeared	limited housing options due to SO status

12	1/22/2018	T	Outreach attempted-no response, left outreach card	Unknown/disappeared	T
13			Outreach attempted no response, left outreach card	Unknown/disappeared	
13	1/22/2010		Outreach attempted-no response, left outreach card	Offictiowity disappeared	
			Housing assessment enrollement into CCVF program, coordination completes		
			Housing assessment, enrollement into SSVF program, coordination completed		
			with VA allowing him to obtain a HUD-VASH voucher. Client disappeared for		
			two months, ongoing contact with brother while searching for him, ongoing		
			collaboration with HUD-VASH Case Manager to find permanent housing. 11		
			case management sessions provided and ongoing contact attempts made	Still in car, parked elsewhere in County.	
14	3/5/2018	1 (Veteran)	during times of disappearances.	Continued housing search	
			Outreach attempted-no response. Client was given RV by another household.		
			Was caught plugging into building and told he could not do that. Was gone		
15	6/1/2018		the next day	Unknown/disappeared	
			Housing assessment, attempted placement into housing before client		
16	6/22/2017		disappeared.	Housed (doubled-up)/ self-resolved	
17		1 adult	Outreach attempted- refused services	Unknown/disappeared	
			Housing assessment, awaiting opening in housing program, outreach		
18	2/11/2019	1 adult	continued, survival supplies	Unknown/disappeared	
19			One outreach contact then arrested for Polk County 1/3/2019	Unknown/disappeared	
20		1 17 years old	outreach attempt-refused services/assessment	Unknown/disappeared	
	3/13/2013	T T Years old	outreadir attempt refused services, assessment	отклент, аварреатеа	
			Housing assessment, survival supplies, hygine kits, food packs, dog food, very		
21	8/29/2018	1 adult	limited housing options due to SO status, continued outreach contacts	Deceased	Died 4/2019
21	0/23/2010	1 addit	Outreach attempted, declined housing assessment, provided survival	Deceased	Died 4/2019
22	11/20/2010	1		Dustin at tent	
22	11/30/2018	1 adult	supplies, food pack	Dustin ct. tent	
			Handan and the beautiful to Mining (United States In a decorption of the Company)		
			Housing assessment, shelter referrals to Mission/Helping Hands, referrals to		
	- 1 - 1		Youth Outreach, ongoing outreach before jail stay occurred. Outreach	On Dustin Ct. in tent-continued outreach	
23	2/13/2019	1 adult	contacts have begun again, survival aid, food packs	being conducted	Split from family #30
			Housing assessment, dropped here by Polk Co. probation peer support		
			worker, shelter intake, ongoing outreach to attempt coordination with Polk		
			Co. Mental health and probabtion, going to court for probation violation,		
			need mental health supports/housing, attempts to coordinate with mental		
			health for respite were refused by client. 3 case management sessions	In tent on Dustin Ct- ongoing outreach	
24	3/13/2019	2 adults	provided, survival supplies, cat food, hygenie supplies.	planned	
25			outreach attempted-housing refused. Survival supplies provided.	Unknown/disappeared	
26			outreach attempted, no engagement as of yet	On dustin ct. at times	
	, , , , , ,		Housing assessment, shelter intake, attempted shelter placement 2x client		
			in jail when called for shelter, ongoing outreach attempted although current		
27	3/7/2019	1 adult	location unknown	unknown/disappeared	
27	3/1/2019	- unuit	Totalion unknown	anatown, alsappearea	
			Housing assessment, Rent Well classes (graduated), completed fast track		
			application for Housing Authority housing voucher, client obtained voucher		
			and then it was revoked by HAYC when he went to jail for PCS. In and out of		
			jail, continued outreach attempted. Possible move to Multnomah planned,		
			outreach contacts attempting to facilitate this if possible, survival aid, hygiene		
28	4/11/2019	1 adult	kits, food packs	On dustin ct. at times	See Map 11/1/18, Moved to Marsh lane

		Ι	Housing assessment, serious concerns about ability to care for self and mental	П	I
			health condition, calls made to NWSDS and MH crisis lines-no result. Client		
			now refuses engagement with YCAP staff beyond basic conversation.		
			1		
20	8/24/2018	1 adult	Outreach contacts still attempted/observations made to continue to assess	RV Dustin Ct.	
29	8/24/2018	1 adult		RV Dustin Ct.	
			Housing assessment completed after several outreach attempts, would like		
20	0/44/2040		place to park RV, no permanent housing options have yet become available,		
30	9/14/2018	1 adult	not eligible for shelter.	· · · · · · · · · · · · · · · · · · ·	Housing options limited by SO status
24	0/44/2040	d ad It (Ad It ala assala is DV)	Do not answer door for attempted outreach contacts, no housing assessment		Added household member on 11/1/18
31	9/14/2018	1 adult (Multiple people in RV)	yet conducted. Unsure of all who reside in RV	RV Dustin Ct.	map
			Housing assessment conducted, application completed for HAYC NED	DV an Dustin Ct. continued automath (continue	
22	0/20/2040			RV on Dustin Ct- continued outreach/services	
32	9/28/2018	1 adult	survival supplies, food pack	planned	Joined household #30 shows 11/15
33	10/26/2018	1 adult	Housing assessment, outreach continued, went to jail and recently released	Tent Dustin Ct., continued outreach planned	
33	10/20/2010	- dudit	Trousing assessment, outreach continued, went to jun and recently released	RV on Marsh. Housing search/landlord	
			Housing assessment, turned down shelter intake, original plan to move to	advocacy/deposit may be needed when	
			Eugene so turned down YCAP housing placement, but move did not happen,	voucher is awarded. Ongoing outreach	
34	11/1/2019	2 adults, 2 children	completed HAYC NED voucher with household-awaiting result.	planned.	
34	11/1/2010	z addits, z crindren	Refuses assessment, survival supplies provided, attempted to assist in	planned.	
35	11/1/2018	1 adult	obtaining an ID but he would not complete process	Occasionally on Dustin/Marsh-moves around	
33	11/1/2018	1 addit	obtaining an 10 but he would not complete process	Occasionany on Dustiny Marsh Moves around	
			Housing assessment, YCAP shelter intake, referral to YCGRM, client refused		
			shelter at attempted placements, survival aid, laundry cards, food packs,		
			hygine kits, completion of fast track application for HAYC housing voucher,		
			extensive landlord advocacy and housing search, past landlord debt		
			negotiation-able to reduce rental arrears through advocacy, advocacy with		
			bank to eliminate reoccuring over draft charges, coordination with NWSDS,		
			HAYC, Cancer Foundation, Providence, for additional supports, two		
			application fees paid, unit was secured and \$500 deposit paid, coordination		
26	11/1/2010	1 adult	with SIT teams to pay utility deposit/storage fees, assistance obtaining	Marine into haveing an HAVC veriber	
36	11/1/2018 11/1/2018		volunteers for moving supports.	Moving into housing-on HAYC voucher	
37	11/1/2018		outreach attempted-housing refused. Survival supplies provided.	Unknown/disappeared	
38	11/1/2018	I duult	outreach attempted-housing refused. Survival supplies provided.	Dustin ct. tent	
			Housing assessment provided, survival aid, coordination with NWSDS for		
			attempted assisted living options, completion of HAYC fast track application-		
			allowing them to obtain housing voucher, shelter intake and placement,		
	44/4/2040		housing search and landlord advocacy, 2 application fees paid, deposit of	Just moved out of YCAP shelter into housing-	
39	11/1/2018		\$1700 paid,	on HAYC voucher now	
40	11/1/2018	1 adult	outreach attempted-housing refused. Survival supplies provided.	Unknown/disappeared	
			Housing assessment conducted, shelter intake refused, suvival supplies,		
			assistance obtaining assurance phone, enrollment in YCAP ROLS PSH program,		
4.4	44 /4 /2040	1 adult	extensive landlord advocacy and housing search, \$925 deposit paid, rent paid		
41	11/1/2018	1 adult	for 3 months, client violated probation and returned to jail	In jail	In DV near pull in moving household 4.2
42	11/1/2010	2 adults	Outroach attempted no response	In PV Ductin Ct	In RV near pull in may be household 13
42	11/1/2018	z auults	Outreach attempted-no response	In RV Dustin Ct	or 14

			Housing assessment completed, attempted contacts to complete fast track	I	1
			application, client disappeared, shelter intake completed, Reappeared and		
43	11/15/2018	1 adult, 1 child	completed shelter intake	On Dustin Ct. at times	
43	11/13/2010	1 addit, 1 ciliid	Housing assessment, shelter intake, attempted shelter placement and client	on bustin ct. at times	
44	11/15/2018	1 adult	refused, attempted screening for Youth RRH	On Dustin Ct. at times	
44	11/13/2016	1 addit	Housing assessment, turned down shelter intake, enrollment in Youth RRH	On Dustin Ct. at times	
45	11/15/2010	1	attempted before client dissapeared, ongoing outreach contacts made for 2	Hakasun /disamasan d	
45	11/15/2018		months	Unknown/disappeared	
46	12/10/2018	1 adult	Outreach attempted-no response	Unknown/disappeared	
			Housing assessment completed, multiple attempts to enroll in SSVF and		
			coordinate with VA to enroll in HUD-VASH, DMV fees to receive ID to facilitate		
			housing enrollment, shelter intake partially completed but unable to engage		
47	12/10/2018	1 adult	client to finish.	Tent, dustin ct.	Veteran
			Outreach attempts made- will not answer door. Have not yet completed any		
48	12/10/2018	2 adults	assessments	Unknown/disappeared	
			Outreach attempts made- will not answer door. Have not yet completed any		
49	12/10/2018	1 adult	assessments	Unknown/disappeared	
			Outreach attempted, was at Mission before close, has refused housing		
50	1/30/2019	1 adult	assessment.	Unknown/disappeared	
			Housing assessment, Rent Well classes (graduated), Application to SSA office		
			for disability claim (SOAR), coordination with YCCO and HHS for placement in		
			mental health housing due to SMI, provided, assistance obtaining Assurance		
51	1/30/2019	1 adult	phone, survival supplies, hygiene kits, food packs	Housed in Mental Health housing	
			Outreach attempts made, housing assessment refused at this time, survival	location unknown-possibly in inpatient drug	
52	1/30/2019	1 adult	supplies, left recently for rehab facility according to another client	rehab	
			Outreach attempts made- will not answer door. Have not yet completed any		
53	3/14/2019	4 young adults	assessments	RV on Dustin Ct.	
54	3/14/2019	, 0	Outreach attempted-no response	Unknown/disappeared	
	, ,		Completed RV camper needs survey, client identified criminal hx as a barrier	, , ,	
				Moved from Dustin to Marsh-appears to have	
55	9/1/2018		moving to Salem and did not complete.	moved to Salem	
33	5, -, -310		RV Needs Survey conducted, attempted to go back and complete housing		
56	9/1/2018		assessment and client was gone	Unknown/disappeared	
30	5/1/2010		accessions and another mad Bone		
			Housing assessment, enrolled in SSVF program, assistance obtaining		
			assurance phone, ability to live independently in question- coordination with	On Marsh in car. Difficult to contact, ongoing	
57	9/28/2018	1 adult	VA and NSWDS being attempted to assess for assisted living need.	outreach being attempted.	
37	3/20/2010	1 addit	Housing assessment, shelter intake, attempted shelter move-in with client	outicach being attempted.	
			_ ·	Moved to Marsh- in car. Continued outreach	
	12/20/2010	1 adult	no/show, referral to Henderson House for DV shelter, survival supplies,		
58	12/26/2018	1 adult	hygiene kits, food packs. Has fallen out of contact.	being attempted.	
			Handan and Hall Wall Book at the state of the		
			Housing assessment, enrolled in Youth RRH housing, housing search and		
			landlord advocacy, survival supplies, food packs. Client fell out of contact		
			then joined with another household and was added to their housing voucher.		
59	12/21/2018	1 adult (youth)	Ongoing housing search/advocacy services planned.	continuing.	Living in RV with another household

			Housing assessment, has housing voucher, met with housing specialist to		
		provide housing search and landlord advocacy before voucher is lost, poss			
60	1/31/2019		housing unit was located but contact has been lost and unable to find/reach	In car on Marsh-possibly moved	
			Housing assessment, shelter intake, attempted to contact for shelter		
61	9/14/2018	1 adult	placement 3x, food kits, survival supplies, hygenie kits	Moved off Dustin, Cannot find	
			Initial engagement made, client is veteran, attempted to find to complete		
			housing assessment and client stopped engaging/not answering outreach	In tent on Marsh now-continued outreach	
62	1/20/2019	2 adults	attempts	planned	
			Housing assessment, mental health concerns, outreach attempted between		
			jail stays, concerns about ability to maintain housing-needs mental health		
63	2/1/2019			On Dustin Ct. in tent	
			Housing assesment completed, shelter intake, client refused follow-up on		
64	12/19/2018	1 adult	shelter, survival supplies, hygine kits	Unknown/disappeared	
65	3/29/2019	1 adult, 1 child	Housing assessment completed, shelter intake, moved into YCAP shelter	Placed in YCAP Shelter w/child	
			Completed RV camper needs survey, client here temporarily on way to Sweet		
66	9/1/2018	1 adult	Home, shelter referrals made	Left the county	
	** List does not				
include					
tents/individuals that					
were present for only					
a night or two					
between outreach					
	attempts				
	uttempts				

<sup>\* 59%</sup> of housholds completed a housing assessment with YCAP staff (39 housing assessments completed and entered into the coordinated entry system)

<sup>\* 14</sup> households enrolled into housing programs through YCAP staff outreach efforts. Enrollment into housing program was attempted with an additional 5 housholds who refused or dissapeared.

<sup>\* 3</sup> households graduated 6 week YCAP Rent Well tenant education classes and obtained a \$5,000 landlord guarantee.

<sup>\*435</sup> Outreach Contacts/Engagments provided by YCAP staff

<sup>\*247</sup> Case Management Sessions provided by YCAP staff

<sup>\* 3</sup> households placed in YCAP shelter, totaling 246 nights of shelter provided to Dustin Ct. housholds. Additional 6 housholds attempted to place into shelter with last minute refusal/no-show.

Section 5.03.080.080 - Camping illegal on public property and public rights-of-way. 11

Footnotes:

**Editor's note**— Ord. No. 2018-03, § 1(Exh. A), adopted March 5, 2018, in effect, repealed § 5.03.080.080 and enacted a new § 5.03.080.080 as set out herein. Former § 5.03.080.080 pertained to prohibited sleeping or lodging and derived from Ord. 82-77, adopted in 1982; Ord. 83-72, adopted in 1983; and Ord. 1988-50, adopted in 1988.

5.03.080.080.01 - Definitions.

For purposes of this Section, the following definitions shall apply:

- Camp/Camping. To set up or to remain in or at a campsite, for the purpose of establishing or maintaining a temporary or permanent place to live/residence. Using or maintaining a fire or stove without other evidence of a temporary place to live/residence shall also be considered camping.
- Campsite. Any place where any indicia of camping is placed, established or maintained.
- 3) Indicia of camping. Items or activities that may include, but are not limited to: any stove or fire or cooking activity outside of authorized areas; storage of personal belongings; use of tents, leantos, shacks, vehicles or any other temporary structures or any part thereof for sleeping or storage of personal belongings; designation of an area in a manner to exclude other members of the public by maintaining, using or storing personal belongings or items. Bedding (such as blankets, sleeping bags, or other sleeping matter), by itself, is not indicia of camping.
- 4) Vehicle. Any device in, upon, or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means.

(Ord. No. 2018-23, § 1(Exh. A), 09/17/2018; Ord. No. 2018-03, § 2(Exh. A), 03/05/2018)

5.03.080.080.02 - Illegal Camping.

- It is unlawful for any person to camp in or upon a public right-of-way, park, sidewalk, alley, street, under any bridge, or any properties owned by the City of Corvallis except as provided in Section 5.03.080.080.04 below, or Chapter 5.01, as amended, or by declaration of the City Manager in emergency circumstances.
- 2) A violation of this section is a Class C Misdemeanor.

(Ord. No. 2018-03, § 3(Exh. A), 03/05/2018)

5.03.080.080.03 - Camping on private property without consent.

- 1) No person shall camp on private property in a vehicle or in places not intended for that purpose, without permission of the owner or person entitled to the possession thereof and without a permit as provided in Section 5.03.080.080.04.
- A violation of this section is a Class C Misdemeanor.

(Ord. No. 2018-03, § 4(Exh. A), 03/05/2018)

#### 5.03.080.080.04 - Permits.

- The City Manager is authorized to issue permits to groups or organizations for the use of a designated area, for the parking and use of vehicles for lodging on a temporary basis, provided the group or organization has the written permission of the owner of the property or person in charge of the property where the vehicles will be located. The application for the permit shall be accompanied by a non-refundable application fee as designated in the Fees Chapter (8.03). The permit shall be issued for no more than 7 days. The permit is revokable if any of the conditions are not met or if it is necessary for the peace, safety, health, or welfare of the City.
- 2) To reasonably accommodate cases of personal hardship related to the treatment of a serious medical condition at a medical facility, the City Manager is authorized to issue a permit to the property owner of a medical facility for the use of up to 3 off-street parking spaces for use by recreational vehicles for lodging of patients undergoing medical treatment. The permit may be issued to the property owner for up to 1 year, and may be renewed upon request by the property owner. Any property owner granted a permit under this provision shall not be entitled to any other permit pursuant to this section of the Corvallis Municipal Code.
- 3) For those cases involving recreational vehicles on private residential property under review by the Building Official and without an official resolution as of September 1, 2001, and to reasonably accommodate cases of personal hardship related to the treatment of a serious medical condition, the City Manager is authorized to issue a permit to the property owner of residential property to allow for the lodging of a medical care giver, in a recreational vehicle parked in the driveway of the owner's residential property. For a person to be eligible for the permit: (a) the medical care giver must be a member of the property owner's immediate family; (b) the person who requires treatment of a serious medical condition must be a member of the property owner's immediate family; and (c) the recreational vehicle must meet Building Official requirements for sanitary sewer, water, and any other utility connections. The permit may be issued to the property owner for up to one year, and may be renewed upon request of the property owner, so long as the person with the serious medical condition lives on the residential property. Any property owner granted a permit under this provision shall not be entitled to any other permit pursuant to this section of the Corvallis Municipal Code.
- 4) The City Manager is authorized to issue permits to groups or organizations for the use of a designated area for temporary lodging, provided the group or organization has the written permission of the owner of the property or the person in charge of the property. The temporary lodging must meet a demonstrated community need and may not be located in a residential area. The City Manager may issue the permit subject to reasonable conditions. The City Manager may issue the permit for no more than 30 days. The City Council may extend the permit an additional 60 days. The permit is revocable if any of the conditions are not met or if the City Manager determines it is necessary to revoke the permit for the peace, safety, health, or welfare of the City.

(Ord. 2008-13 § 1, 08/18/2008; Ord. 2001-14 § 1, 09/17/2001; Ord. 95-32 § 1, 1995; Ord. 82-77 § 107.08, 1982)

## CORVALLIS ENHANCING COMMUNITY LIVABILITY

#### **City of Corvallis**

Administrative Policy – General Administrative

Policy # 1.11



## Removal of Illegal Campsites from Public Property and Public Right of Way

**Purpose:** 

To recognize the social nature of the problem of illegal camping on City property and to appropriately and safely remove personal property and garbage from illegal campsites on City property and/or public rights of way.

Scope:

All city-owned public property and public rights of way.

**Policy:** 

This policy is intended to ensure appropriate treatment and timely removal and retention of personal property and removal of garbage from illegal campsites on City property.

**Procedures:** 

Reports of illegal camping or of personal property stored on City property and public rights of way shall be logged and assigned a project number. City staff will conduct a site visit to determine the scope and hazard-level of the conditions and to make a reasonable effort to determine the owner of the personal property.

Pursuant to Corvallis Municipal Code Sections 3.04.040, 5.01.130, and 5.03.080.080, City Police personnel shall post a notice, written in English and Spanish, 24 hours prior to removing personal property and garbage from an illegal camping site. An additional two-hour notice to vacate the premises shall be provided to persons not present at the time of posting.

The 24-hour notice requirement shall not apply:

- a. When there are grounds for City Police personnel to believe that illegal activities in addition to camping are occurring.
- b. In the event of an exceptional emergency, such as possible site contamination by hazardous materials or when there is immediate danger to human life or safety.
- c. When camping occurs on private property. Camping on private property is subject to criminal trespass. Railroad property to which the general public has no access is considered private property.
- d. When camping occurs on State-owned property. Applicable State of Oregon notice and retention procedures must be followed.

At the time of posting, City Police personnel shall inform local social service agencies the location of the posting and any relevant information regarding the occupants of the camp.

In order to assess the need for social service assistance in arranging shelter and other services, local social service agencies may arrange for outreach workers to visit the camping site where a notice has been posted.

Following the removal of associated property from an illegal camping site on public property or public rights of way, City personnel, local social service agency officials, and outreach workers may meet to assess the notice and removal.

Weapons, drug paraphernalia, and items appearing to be stolen or evidence of a crime shall be given to City Police personnel regardless of their condition.

Items having no apparent utility or that are in an unsanitary condition may be immediately discarded upon removal from the illegal campsite.

Any unclaimed or abandoned personal property shall be collected and securely stored by the City. The property shall be securely stored for a minimum of 30 days, during which time it will be reasonably available to any individual claiming ownership. The collecting department shall take reasonable steps to attempt to determine ownership of property, which may include opening bags and backpacks in order to locate identifying information.

Corvallis Police Department Form 43 will be utilized by persons claiming property. This form will indicate the Police incident number and will have an illegal campsite location associated with the incident report and clean up. Any personal property remaining unclaimed for 30 days may be discarded.

Moving an illegal campsite and re-establishing such illegal campsite within the Corvallis city limits or upon City of Corvallis public property or public right of way within 30 days of the notice will constitute a continued violation of the Illegal Camping ordinance and will negate the 24-hour and/or 26-hour notice requirement.

#### **Definitions:**

Camp/Camping: To set up or to remain in or at a campsite for the purpose of establishing or maintaining a temporary or permanent place to live. Using or maintaining a fire and/or stove without other evidence of a temporary place to live/residence shall also be considered camping.

Campsite: Any place where any bedding, sleeping bag, and/or other sleeping matter, or any stove and/or fire is placed, established, and/or maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof. Bridges, overpasses, or highway embankments do not, by themselves, constitute camp structures. This term does not include public property that is a day-use recreational area or public property that is a designated campground and/or occupied by an individual under an agreement with the City, whether in Benton or Linn County.

Found Property: Personal property that is not a part of a campsite.

Personal Property: An item that is reasonably recognized as belonging to a person and that has apparent utility.

Unsanitary Condition: Property is considered unsanitary when it is reasonably feared to harbor hazards or disease, has had its usefulness compromised by exposure to weather, and/or is so dirty that a reasonable person would consider it unusable as found.

Vehicle: Any device in, upon, or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means.

Review/Update:

The Parks and Recreation Director, Police Chief, and City Attorney will prepare this Administrative Policy for review every three years for City Manager approval.

Review	and	Anth	ari79	tion
KEVIEW	211111	Auu		

Parks & Recreation Director

Chief of Police

City Manual

City Manager

5/3/17 Date

5.5.17

5/9/17 Daje

5/9/17 Date

Rev #	Name	Change Date	Character of Change
0		Sep. 2005	Adopted
1		Dec. 2007	Revised
2		Sep. 2010	Reviewed
3		Nov. 2013	Revised
4	K. Emery	April 2017	Revised

١.	Form or worksheet revision related to this document?				$\boxtimes$	Yes
	If yes, attach a copy					
2.	Training required?	No 🖾	Yes			

### CORVALLIS POLICE DEPARMENT

### Response to Illegal Camping on Public Property

#### Legal Requirements

- · Post illegal camping notification in English and in Spanish
- Notify local social service agencies (automated)
- Allow 24 hours before taking action, plus two additional hours if campsite is unoccupied
- After the waiting period, cite/arrest as appropriate, clean up camp
  - Store any items that have utility (and are not unsanitary) for 30 days

#### Current practice for large or established campsites\*

- Conduct weekly outreach with SamHealth social worker and BCMH Crisis Worker in high-impact areas such as downtown and areas where posting is imminent
- Pre-notify illegal campers of pending camp postings, between one week and one month in advance
- Advise local social service agencies of pending camp posting to allow engagement with services
- Post illegal camping notification in English and Spanish
  - Request social service providers respond at time of posting to promote engagement with services
  - o Posting includes local shelter information
  - o Posting includes information on where to claim property
  - Provide separate handouts listing available resources in Corvallis
  - Notify social service agencies (automated)
  - Post additional notification advising of the camp clean-up date
- Allow one week (+/-) between posting and cleanup to allow social service engagement
- When practical, contact illegal campers between posting and cleanup to encourage social service engagement and self-cleanup
- Coordinate cleanup with appropriate agency
  - Respond to the cleanup to ensure everyone's safety as well as facilitating the procedure
  - o Cite/arrest as appropriate (<10%)
  - Request social services respond on cleanup days to attempt engagement / offer resources
  - Appropriate agency stores any items that have utility (and are not unsanitary) for 30 days; extensions have been granted in some cases

<sup>\*</sup>This is an overview of current practice. Each illegal campsite is evaluated individually, and these general practices may be adjusted depending on those unique circumstances.



## PUBLIC NOTICE OF SLEEPING OR LODGING IN PROHIBITED PUBLIC PLACES (ILLEGAL CAMPING)

CORVALLIS		•	•
DATE:	TIME:	AM / PM	BADGE NUMBER#:
ILLEGAL C	CAMP SITE # (Case #):		(RECEIPT)
according to Corva 5.03.080.080.02 do right-of-way, park, of	allis Municipal Code (CMC) 5.03.080 eclares no person shall sleep or	0.080 and City Adr lodge in or upon	ace (also known as "illegal camping") ninistrative Policy 2005-1.11. CMC any sidewalk, street, alley, public r any bridge. Provisions for permits
<ul> <li>Community On AM – 9 PM; em</li> <li>Jackson Stree under 16 with g</li> <li>Men's Cold Wo 31; check-in be</li> <li>Women's Cold between NOV of Albany Helpin lodging 10 PM - Center Agains</li> </ul>	rergency/short term shelter for familie <b>t Youth Shelter</b> at 555 NW Jackson uardian permission or 18 in certain of <b>eather Shelter</b> at 530 SW 4 <sup>th</sup> Street tween 7-8 PM. <b>d Weather Shelter</b> at 1166 NW Jac 1-MAR 31; check-in between 7-8 PM <b>ng Hands Shelter</b> at 619 9 <sup>th</sup> Aventon 1-8 AM.	e, Corvallis, OR. (5 es and pregnant mon n Avenue, Corvallis circumstances. f, Corvallis, OR. (5 eackson Avenue, Co l. ue SE, Albany, OF	, OR. (541) 754-2405. Age 10-17, 41) 224-1170. Open NOV 1 – MAR orvallis, OR (541) 829-9815. Open R (541) 926-4036. Open 24 hours; Street, Corvallis, OR (541) 754-0110
places where sleep If you fail to remove posted on this notic with a citation and/ your property is sub days is subject to charges and a lien w	ing or lodging is prohibited (establish your property and/or vehicle from thi e above (26-hours if you are not presor have your vehicle towed*. If you pject to collection by City of Corvallis disposal. If your vehicle is towed	ned camping sites). is illegal camp site we sent at the time of the do not remove you staff. <b>Collected p</b> d by the city you wents. In this case you	prior to removing property from public This form serves as such notice. Within 24 hours from the date and time his posting), you are likely to be faced ar property from this illegal camp site property that is unclaimed after 30 ill be subject to towing and storage our vehicle and property could be sold
	cted at this illegal camp site; failu		s form serves as your only receipt sent this receipt may be cause to
(Avery Park	). (541) 766-6918.		SW Avery Park Drive, Corvallis, OR eet, Corvallis, OR. (541) 766-6916.

City of Corvallis Police Department at 180 NW 5<sup>th</sup> Street, Corvallis, OR. (541) 766-6924.

<sup>\*</sup> Request for Hearing. Any person who is entitled to legal possession of a towed or impounded vehicle may request a hearing. Such a request must be in writing and must be made to the Chief of Police within five business days, not including holidays, Saturdays and Sundays, from the date of the notice of towing or notice of impoundment. The written request must concisely and briefly state the grounds upon which the person requesting the hearing believes the impoundment is invalid.



## AVISO PÚBLICO DE DORMIR O ALOJAMIENTO EN LUGARES PÚBLICOS PROHIBIDOS (CAMPAMENTO ILEGAL)

FECHA:	HORA:	AM / PM	NÚMERO DE IDENTIFICACIÓN DEL POL	
NÚMERO DEL S	ITIO DEL CAMPAMEN	NTO ILEGAL (NÚI	MERO DEL CASO):	(RECIBO)
"campamento ileç Administrativa 20 cualquier banquet	gal") de acuerdo con 05 a 1,11. CMC 5.03. ta, calle, callejón, dere	Código Municipa .080.080.02 decla cho público de pa	ampando en un lugar público prohibido (tamb il de la Ciudad de Corvallis (CMC) 5.03.0 ra que ninguna persona podrá dormir o ac so, parque, o cualquier propiedad de la Ciu nisos de CMC 5.03.080.080.04 y CMC 5.01.	080.080 y Política campar en o sobre
<ul> <li>Community of de 8 AM – 9 Fe de 8 AM –</li></ul>	Outreach situado en elemanto per est Youth Shelter (Reset Youth Shelter (Reset (S41) 754-2405. Ed. (S41) 754-2405. Ed. (S41) 829-9815. Abieting Hands Shelter (El. (S41) 926-4036. Abiettest Rape & Domestic (S41) 829e & Do	N 865 NW Reiman o de emergencia p efujio de Jovenes dad de 10-17 Año egio de Hombres / 1 – MAR 31; el re Refugio de Mujere ento entre NOV 1-N I Refugio de Man o 24 horas; hospe Violence (CARDV	póngase en contacto con: Avenue, Corvallis, OR. (541) 758-3000. In para las familias y las madres embarazadas. In de Jackson Street) situado en el 555 NW pos, menores de 16 años con permiso guardo purante Clima Frio) situado en el 530 SW positro de entrada entre las 7-8 PM. Pos Durant Clima Frio) situado en el 1166 NW pos que Ayudan de Albany) situado en el positro de las 10 PM – 8 AM.  (1) (Centro Contra la Violación y Violencia la 1110 (Línea Directa), 1-800-927-0197 (Númbro)	N Jackson Avenue, lián o 18 en ciertas 4 <sup>th</sup> Street, Corvallis, W Jackson Avenue, PM. 619 9 <sup>th</sup> Avenue SE, <b>Doméstica)</b> situado
donde está prohib vehículo de este c no está presente c recoje su propied Corvallis. <b>Propiec</b> remolcado por la c al vehículo y su co	ido dormir o acampar. I campamento ilegal denten el momento de esta ad de este campamentad recojida que no ciudad va a estar sujeto	Este formulario s tro de las 24 horas aviso), es probab nto illegal, su prop es reclamada an o a cargos de remo o, si no se pagan lo	e 24 horas antes de recojer la propiedad de lirve como tal aviso. Si usted no puede quita sa partir de la fecha y hora publicado en est le que se enfrenta a una multa y / o remolcar piedad está sujeta a que la recoja empleado tes de 30 días está sujeta a disposición plque y almacenamiento. Un derecho de retos cargos, el vehículo y la propiedad podríar	ar su propiedad y / o e aviso (26 horas si su vehículo*. Si no os de la Ciudad de l. Si su vehículo es ención se adjuntara
			nd marcada abajo. Este formulario sirve como ecibo, la propriedad no se podrá devolver.	su único recibo de
Corvallis,	OR (Avery Park). (54 nento de Obras Públic	11) 766-6918.	<b>a Ciudad de Corvallis</b> situado en el 1310 SN <b>de Corvallis</b> situado en el 1245 NE Third S	

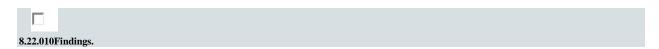
\* <u>Solicitud de audiencia</u>. Cualquier persona que tenga derecho a la posesión legal de un vehículo remolcado o confiscado puede solicitar una audiencia. Dicha solicitud deberá ser por escrito y debe ser hecho al Jefe de la Policía dentro de cinco días laborables, sin incluir los días festivos, sábados y domingos, a partir de la fecha de la notificación de remolque o el aviso de embalse. La solicitud por escrito debe indicar de manera concisa y brevemente los motivos por los que la persona que solicita la audiencia cree que el embalse no es válido.

Departamento de Policía de la Ciudad de Corvallis 180 NW 5th Street, Corvallis, OR. (541) 766-6924.

#### **Chapter 8.22CAMPING**

#### Sections:

- 8.22.010Findings.
- 8.22.020Purpose.
- 8.22.030Definitions.
- 8.22.040Unlawful camping.
- 8.22.050Unlawful storage of personal property in public places.
- 8.22.060Penalty for violations.
- 8.22.070Permit.
- 8.22.080Public duty created.



People camping on public property and on public right of ways create a public health and safety hazard due to the lack of proper electrical and/or sanitary facilities for these people. People without proper sanitary facilities have openly urinated, defecated, and littered on public property on the public right of ways. Use of public property for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.010 read as follows.

(Ord. M-4133 § 1, 2015; Ord. M-3323, 1997)

#### 8.22.020Purpose.

It is the purpose of this ordinance to prevent harm to the health or safety of the public and to promote the public health, safety and general welfare by making public streets and other areas readily accessible to the public and to prevent use of public property for camping purposes or storage of personal property which interferes with the rights of others to use the areas for which they were intended. (Ord. M-3323, 1997)

8.22.030Definitions.

The following definitions are applicable in this chapter unless the context otherwise requires:

"Camp" or "camping" means to pitch, create, use, or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.

"Camp facilities" include, but are not limited to, tents, huts, temporary shelters, or vehicles.

"Camp paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

"Park" means the same as defined in VMC 15.04.020.

"Store" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

"Street" means any highway, lane, road, street, right of way, boulevard, alley, and every way or place in the City of Vancouver that is publicly owned or maintained for public vehicular travel.

"Vehicle" means the same as defined in RCW 46.04.670, as adopted by Ordinance M-3276.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.030 read as follows.

(Ord. M-4133 § 1, 2015; Ord. M-3323, 1997)



- A. During the hours of 6:30 a.m. to 9:30 p.m., it shall be unlawful for any person to camp, occupy camp facilities for purposes of habitation, or use camp paraphernalia in the following areas, except as otherwise provided by ordinance or as permitted pursuant to Section 8.22.070 of this ordinance:
- 1. any park;
- 2. any street; or
- 3. any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved.
- B. During the hours of 6:30 a.m. to 9:30 p.m., it shall be unlawful for any person to occupy a vehicle for the purpose of camping while that vehicle is parked in the following areas, except as otherwise provided by ordinance or as permitted pursuant to Section 8.22.070 of this ordinance:
- 1. any park;
- 2. any street; or
- 3. any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.040 read as follows.

(Ord. M-4133 § 1, 2015; Ord. M-3323, 1997)

8.22.050Unlawful storage of personal property in public places.

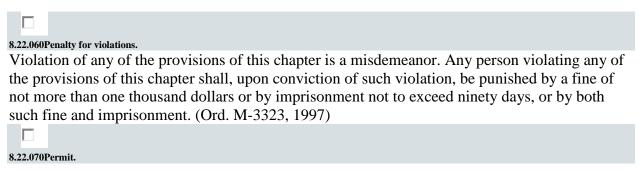
During the hours of 6:30 a.m. to 9:30 p.m., it shall be unlawful for any person to store personal property, including camp facilities (other than vehicles) and camp paraphernalia, in the following

areas, except as otherwise provided by ordinance or as permitted pursuant to Section 8.22.070 of this ordinance:

- 1. any park;
- 2. any street; or
- 3. any publicly owned or maintained parking lot or publicly owned or maintained area, improved or unimproved.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.050 read as follows.

(Ord. M-4133 § 1, 2015; Ord. M-3323, 1997)



- A. The City Manager, or his/her designee, is authorized to permit persons to camp, occupy camp facilities, use camp paraphernalia, or store personal property in parks, streets, or any publicly owned parking lot or publicly owned area, improved or unimproved, in the city of Vancouver.
- B. Upon receipt of an application for any permit under this chapter, the City Manager, or his/her designee, shall send a copy of the application to the city departments of police, parks, public works, community development, and fire. Each of these departments shall inspect the application and each such department shall report to the City Manager, or his/her designee, within ten working days after the filing of the application. Such reports shall mention any problems which the proposed activity is expected to pose for the public. It shall make any necessary recommendations for protecting the public peace, health, safety, life, property, and welfare in the event a permit is, or was, issued.
- C. The City Manager, or his/her designee, is authorized to promulgate other rules and regulations regarding the implementation and enforcement of this ordinance.
- D. The City Manager, or his/her designee, may approve a permit as provided under this section when, from a consideration of the application, reports from other city departments, and from such other information as may otherwise be obtained, he or she finds that:
- 1. Adequate sanitary facilities are provided and accessible at or near the proposed camp site;
- 2. Adequate trash receptacles and trash collection are provided; and

- 3. The camping activity will not unreasonably disturb or interfere with the safety, peace, comfort and repose of private property owners.
- E. No permit shall be issued for a period of time in excess of fourteen (14) calendar days in any one calendar year.
- F. The City Manager, or his/her designee, is authorized to revoke a permit that has been issued if he or she finds lack of compliance with any requirement of subsection D, above, or of any rule or regulation promulgated under subsection C, above, or of any ordinance or statute.
- G. Any person who is denied a permit, or had his/her permit revoked, may appeal the denial/revocation to a hearings examiner appointed by the City Manager, or his/her designee. Notice of appeal must be in writing, and filed with the City Clerk within seven (7) working days from the date of the denial.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.070 read as follows.

(Ord. M-4133 § 1, 2015; Ord. M-3323, 1997)



- A. It is expressly the purpose of this ordinance to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this ordinance.
- B. Nothing contained in this ordinance is intended nor shall be construed to create or form the basis of any liability on the part of the City, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the City related in any manner to the enforcement of this ordinance by its officers, employees or agents.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.080 read as follows.

Prior to the adoption of M-4133 on 09/21/2015, Section 8.22.080 read as follows.

(Ord. M-4133 § 1, 2015; Ord. M-4133 § 1, 2015; Ord. M-3323, 1997)



Resources

Council for the Homeless Resource Guide (PDF)

Council for the Homeless website

Share Vancouver website

Open House Ministries website

# **Get the Facts About the City's Camping Ordinance**

In September 2015, the City Council voted to change Vancouver's unlawful camping ordinance (VMC 8.22.040,050). This was done in response to a number of court cases and opinions issued by the U.S. Department of Justice, which concluded that any local ordinance making camping a crime in all places at all times when shelter space was unavailable violated the Eighth Amendment prohibition against cruel and unusual punishment.

As of Oct. 21, 2015, it is now legal to camp overnight on most publicly-owned property in Vancouver between the hours of 9:30 p.m. and 6:30 a.m. This does NOT include public parks, which close nightly from 10 p.m. to 5 a.m.

#### THE FACTS

- It is now legal to camp on most publicly owned property within the city limits between the hours of 9:30 p.m. and 6:30 a.m. This does not include public parks, which close nightly from 10 p.m. to 5 a.m.
- It is now legal to use camp paraphernalia on most publicly owned property between the hours of 9:30 p.m. and 6:30 a.m., including tents, tarps, sleeping bags and temporary huts that are not attached to the ground.

- It is now legal to sleep in cars parking on most public property between the hours of 9:30 p.m. and 6:30 a.m.
- It is legal to use camp stoves and small cooking devices, as long as they are used in safe manner and in conditions that do not place any person, property or structure in danger.
- It is against the law to store camp paraphernalia, such as tents, tarps, sleeping bags and other equipment, on publicly owned property during the day (6:30 a.m. to 9:30 p.m.).
- It is against the law to camp in any City park and it is still against the law to be in a public park after the park's posted hours of operation (all City parks are closed from 10 p.m. to 5 a.m.).
- It is against the law to have a fire inside a City park.
- It is against the law to camp on private property without the property owner's permission.
- Aggressive panhandling (i.e. begging with the intent to intimidate another into giving money or goods) is against the law (VMC 7.04.020).
- Obstructing pedestrians or vehicle travel is against the law (VMC 7.04.030(4)). This means that people may not:
  - sit or lay in a manner that blocks passage of another person or vehicle or requires another person or driver to take evasive action to avoid contact
  - o sit or lay down on a public sidewalk between 7 a.m. and 9 p.m. in a manner that blocks the sidewalk
- It is against the law to litter (RCW 70.93.060). All property should be treated with respect, regardless of the value of the property and, as a community, we have a right to keep the city beautiful by requiring citizens pick up after themselves.
- The City's parking code will continue to be enforced (VMC 19.12.080). This includes ticketing unlicensed, inoperable or recreational vehicles parked on the street.

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Return to Top

From: <u>Sal Peralta</u>

To: <u>Jeff Towery</u>; <u>Remy Drabkin</u>

Cc: Casey Kulla; Scott Hill; Kellie Menke; David Koch
Subject: Emergency Declaration (further thoughts)
Date: Monday, April 29, 2019 8:15:42 AM

#### Friends,

I have been thinking more about the emergency declaration concept. Another reason such a declaration is appropriate is that the legislature is currently in session and I suspect we will need to request emergency appropriations from both the county and state in order to deal with the public health situation.

As we have previously discussed, one of the things that we desperately need – and this is true for our city and for all smaller jurisdictions that are dealing with this, because no small cities or counties have the resources — is basically the government equivalent of a medical treatment team. We need people with specialized expertise in coping with the humanitarian and law enforcement issues and it would be helpful to have a better macro-perspective on specific drivers of the problem statewide (As evidence of inattention to that by state-level policymakers, let me remind people that it — took our city to change the model of PITS data collection to get city-level policy data on where homelessness is happening around the state and there is currently only a proposed \$50 million appropriation).

I have not spoken with Scott at YCAP but I believe that the director of the Marion-Polk action partnership would support that declaration and has told me that he believes it would likely result in significant additional state appropriations for homelessness in the current legislative session.

In speaking with people in other jurisdictions with a county jail or a state prison, I believe that one thing we are seeing is older non-violent offenders being let go and hanging around in their community. I also think we are experiencing, essentially, a homelessness migration event on the west coast due to housing prices and other economic factors.

So, my hope is that we can develop some kind of emergency request for support for our city that can serve as a model for other communities that are experiencing similar situations with respect to camping.

- Emergency shelter
- Medical assistance
- Case management assistance
- Additional financial assistance for law enforcement

Are the main things that come to mind. Also, I think that as a city we need to make clear that what we need is guidance and a bridge to the longer term plan that Casey and Jeff and others have discussed.

I do believe that what we are talking about is fully consistent with the intent of the emergency statute and the legislative emergency clause (which touches on a different area of law and meaning but is nevertheless relevant here).

Thoughts?

Sal

From: <u>Lindsey Manfrin</u>

To: <u>Jeff Towery; Silas Halloran-Steiner</u>
Cc: <u>Christian Boenisch; Ken Huffer</u>

Subject: RE: Emergency Declaration (further thoughts)

Date: Tuesday, April 30, 2019 12:55:25 PM

Attachments: <u>image004.png</u>

image005.png image006.png image007.png

#### Hi Jeff,

This is definitely somewhere we can provide information and guidance. As of today, we have not had any increase in communicable disease reports such as hepatitis A or other illness that has been associated, at times, with homeless camps. If there is anything specific that would be useful to the Council or if there are specific questions, please let me know. I am happy to help.

### Lindsey Manfrin, DNP, RN

**Deputy Director** 

Public Health Administrator

Yamhill County Health and Human Services | 638 NE Davis St McMinnville, OR 97128

Phone: 503-434-7525 | Fax: 503-474-4907 | manfrinl@co.yamhill.or.us

Yamhill County Crisis Line (1-844-842-8200)





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\*\*\*\*\*\*\*\*\*\*

From: Jeff Towery <Jeff.Towery@mcminnvilleoregon.gov>

**Sent:** Tuesday, April 30, 2019 8:35 AM

**To:** Silas Halloran-Steiner <halloras@co.yamhill.or.us>

Cc: Lindsey Manfrin <marfrinl@co.yamhill.or.us>; Christian Boenisch <boenischc@co.yamhill.or.us>;

Ken Huffer <hufferk@co.yamhill.or.us>

**Subject:** RE: Emergency Declaration (further thoughts)

Silas,

The points you raise and the questions you are asking are the right ones from my perspective. When we meet with the Council, we hope to include issues like this in the discussion. The City does not collect that kind of health data that is referenced in some of the supporting materials and we would hope that Yamhill Co. could provide us with the local data that would inform this discussion. Thank

you for the attention and rapid follow up. I will be in the office but mostly in meetings the rest of the day and then out of town the rest of the week. I may be able to check email a couple times before I get back to the office on Monday. Take care.

Jeff

**From:** Silas Halloran-Steiner [mailto:halloras@co.yamhill.or.us]

**Sent:** Monday, April 29, 2019 12:58 PM

**To:** Jeff Towery < <u>Jeff.Towery@mcminnvilleoregon.gov</u>>; Ken Huffer < <u>hufferk@co.yamhill.or.us</u>> **Cc:** Lindsey Manfrin < <u>marfrinl@co.yamhill.or.us</u>>; Christian Boenisch < <u>boenischc@co.yamhill.or.us</u>>

**Subject:** RE: Emergency Declaration (further thoughts)

Hi Jeff,

I appreciate you sharing this information. I wonder if the City can review the types of emergencies that other cities have considered outside of what Councilor Peralta is calling a public health emergency. From my understanding, it is more in line with a civil emergency or one that might afford for bypassing zoning and or other codes related to housing supports, but I'm not sure if this action would bring in additional funds.

We do have some process steps outlined for declaration of a public health emergency by the County that would involve the HHS director, PH Administrator (Lindsey) and our Health Officer, Dr. Bill Koenig with County Admin/Counsel review. See attached pages 41 & 42.

I looked at the examples you shared. Can you share more on what basis this would become a public health outbreak focus? For example, like in San Diego when they were dealing with Hepatitis A outbreak. Is there some disease outbreak or data that I'm unaware of? Again, we are hoping to partner and be part of the solution on this complex issue.

Ken, FYI, see attached email with some links that Jeff shared with me.

Silas Halloran-Steiner

Director, Yamhill County Health and Human Services Department

Phone: (503) 434-7523 Cell: (503) 435-7572 Fax: (503) 434-9846

627 NE Evans

McMinnville, OR 97128

Our Vision: People in Yamhill County live, work, learn, and play in safe communities that support wellness and dignity.

Our Mission: To promote the public's physical, emotional and social well-being through services, prevention, education, and partnerships.







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**From:** Jeff Towery < <u>Jeff.Towery@mcminnvilleoregon.gov</u>>

**Sent:** Monday, April 29, 2019 8:44 AM

To: Ken Huffer < hufferk@co.yamhill.or.us >; Silas Halloran-Steiner < hufferk@co.yamhill.or.us >

**Subject:** FW: Emergency Declaration (further thoughts)

Ken and Silas,

Here is Sal's latest thinking on the idea of an emergency declaration. The Council will be discussing this concept further in a Work Session on May 14<sup>th</sup>.

Jeff

From: Sal Peralta

**Sent:** Monday, April 29, 2019 8:16 AM

**To:** Jeff Towery < <u>Jeff. Towery@mcminnvilleoregon.gov</u>>; Remy Drabkin

<Remy.Drabkin@mcminnvilleoregon.gov>

**Cc:** Casey Kulla <<u>casey@caseykulla.com</u>>; Scott Hill <<u>Scott.Hill@mcminnvilleoregon.gov</u>>; Kellie Menke <<u>Kellie.Menke@mcminnvilleoregon.gov</u>>; David Koch <<u>David.Koch@mcminnvilleoregon.gov</u>>

**Subject:** Emergency Declaration (further thoughts)

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statewide (As evidence of inattention to that by state-level policymakers, let me remind people that it took our city to change the model of PITS data collection to get city-level policy data on where homelessness is happening around the state and there is currently only a proposed \$50 million appropriation).

I have not spoken with Scott at YCAP but I believe that the director of the Marion-Polk action partnership would support that declaration and has told me that he believes it would likely result in significant additional state appropriations for homelessness in the current legislative session.

In speaking with people in other jurisdictions with a county jail or a state prison, I believe that one thing we are seeing is older non-violent offenders being let go and hanging around in their community. I also think we are experiencing, essentially, a homelessness migration event on the west coast due to housing prices and other economic factors.

So, my hope is that we can develop some kind of emergency request for support for our city that can serve as a model for other communities that are experiencing similar situations with respect to camping.

- Emergency shelter
- Medical assistance
- Case management assistance
- Additional financial assistance for law enforcement

Are the main things that come to mind. Also, I think that as a city we need to make clear that what we need is guidance and a bridge to the longer term plan that Casey and Jeff and others have discussed.

I do believe that what we are talking about is fully consistent with the intent of the emergency statute and the legislative emergency clause (which touches on a different area of law and meaning but is nevertheless relevant here).

T	ho	ug	hts	?
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Sal

 From:
 Jeff Towery

 To:
 City Council

 Cc:
 EXECUTIVE TEAM

Subject: Wastewater Franchise Fee - Possible Discussion
Item Date: Tuesday, April 23, 2019 11:46:00 AM
Attachments: LOC McMinnville Report (Revised).pdf

Franchise Fees City Owned Utilities 042319.docx

#### Good Morning,

I have had conversations with a several of you in the last two weeks about potential revenue streams that could support a wide variety of efforts related to people without homes, specifically the possibility of establishing a franchise fee on the City's wastewater utility. That revenue idea has been discussed before the Council on at least two occasions in the last year; first, briefly during the FY18-19 budget process and second, during the presentation of the revenue report from the League of Oregon Cities (LOC) last fall. As a reminder, the LOC report is attached for your review. In addition, there is a list of municipal franchise fees on city owned utilities. The cities with an asterisk are from a spreadsheet Paul Aljets (LOC) provided in September 2018, likely from the League's 2017 survey. The data for the other cities was gathered by me and Marcia.

Here are some Questions (provided by Kellie) and Answers (from me, in consultation with Mike, Marcia and David) for some added background.

Q: If the City did a wastewater franchise fee how would those funds have to be used? In other words how much discretion would we have in using them for mitigating the homeless situation?

A: Franchise fees are a discretionary revenue and for most cities (including all that I have worked for) budgeted in the General Fund. The franchise fees we currently collect from utilities (including the *in lieu of* payment we get from Water & Light) are General Fund revenues. They certainly can be and sometimes are dedicated to specific programs or projects.

Q: Would the city council just be able to vote this in?

A: Yes, via an ordinance, much like amending the franchise with Recology last year which among other things, increased the franchise fee.

Q: How much money would a 5% franchise fee raise for the City per year initially?

A: In FY19-20, sewer user charges will generate just over \$10,000,000 so each percentage of a franchise fee will raise roughly \$100,000.

Q: From your perspective what would be the downside, if any, of using this idea to raise revenue for the City?

A: Our current rate model does not contemplate a franchise fee so if the Council wants to establish one and maintain the other assumptions in our rate model (i.e. gathering necessary funds to pay for capital improvements), a corresponding user charge increase would be necessary to generate the revenue. We do plan to update the rate model later this year.

I hope this information is useful. Let me know if you have any questions. Thank you.

From: Mike Bisset

**Sent:** Tuesday, April 30, 2019 1:04 PM

To: Scott Hill <Scott.Hill@mcminnvilleoregon.gov>; Kellie Menke

<Kellie.Menke@mcminnvilleoregon.gov>

Cc: Jeff Towery < Jeff. Towery@mcminnvilleoregon.gov>

**Subject:** RE: Wastewater franchise questions....

Hi Scott / Kellie – Here is the list of the highest sewer users in the system:

- Brookdale Senior Living
- Heather Glen Apartments
- Lafayette Place Apartments
- Linfield College
- Meggitt Oregon
- Organic Valley
- Redwood Commons Apartments
- Tall Oaks Estates
- Tice Park Apartments
- Willamette Valley Medical Center
- Wintercrest Apartments
- Yamhill County Maintenance

This is an alphabetized list of the highest users, and the annual bills for these users ranges from \$40,000 to nearly \$485,000.

Additionally, we have several monitored industrial users including (also alphabetized):

- Airgas/Air Liquide
- Betty Lou's
- Dundee Fruit
- Jackson Family Wine
- Mission Foods

The annual bills for these users ranges from approximately \$9,000 to \$20,000.

Let me know if you have any questions, or need anything else....mb

From: Mike Bisset

Sent: Tuesday, April 30, 2019 8:29 AM

To: Scott Hill <Scott.Hill@mcminnvilleoregon.gov>; Kellie Menke

<Kellie.Menke@mcminnvilleoregon.gov>

Cc: Jeff Towery < Jeff. Towery@mcminnvilleoregon.gov>

Subject: Wastewater franchise questions....

Hi Kellie – Just a quick note that I am working on gathering the sewer user information you requested. MWL is sending me some of the info, and the rest will come from Wastewater Services. I hope to have that list of sewer users to you in the next day or so.

# **Franchise Fees on City Owned Utilities**

\*Per League of Oregon Cities May 7, 2019

Municipality: Utility	Rate (%)	Revenue (\$\$)
*Albany: Wastewater	5.00%	\$560,000
*Albany: Water	5.00%	\$518,000
*Beaverton: Wastewater	5.00%	
*Beaverton: Water	5.00%	
*Beaverton: Stormwater	5.00%	
*Canby: Wastewater	7.00%	\$260,000
*Grants Pass: Wastewater	5.00%	\$282,000
*Grants Pass: Water	5.00%	\$305,000
*Jefferson: Wastewater	5.00%	
*Jefferson: Water	5.00%	
Keizer: Wastewater	5.00%	
Keizer: Water	5.00%	
Keizer: Stormwater	5.00%	
La Grande: Wastewater	7.00%	
La Grande: Water	7.00%	
Lake Oswego: none		
Lebanon: Wastewater	5.00%	
Lebanon: Water	5.00%	
Lebanon: Stormwater	5.00%	
Lincoln City: none		
Monmouth: Wastewater	4.50%	
Monmouth: Water	4.50%	
Monmouth: Electric	4.50%	
Monmouth: Wastewater (PILOT)	12.00%	
Monmouth: Water (PILOT)	12.00%	
Monmouth: Electric (PILOT)	7.00%	
Newberg: Wastewater	7.00%	\$300,000
Newberg: Water	7.00%	
Newberg: Stormwater	7.00%	
*Oregon City: Other	6.00%	\$240,000
*Oregon City: Wastewater	6.00%	\$260,000
*Oregon City: Water	6.00%	\$145,000
Pendleton: Wastewater	7.00%	
Pendleton: Water	7.00%	
*Redmond: Stormwater	5.00%	\$69,000
*Redmond: Wastewater	5.00%	\$216,000
*Redmond: Water	5.00%	\$253,000
*Roseburg: Stormwater	5.00%	

# **Franchise Fees on City Owned Utilities**

\*Per League of Oregon Cities May 7, 2019

*Roseburg: Water	5.00%	
*Sherwood: Stormwater	5.00%	\$86,000
*Sherwood: Wastewater	5.00%	\$30,000
*Sherwood: Water	5.00%	\$242,000
*Tangent: Wastewater	7.50%	
Tualatin: none		
West Linn: none		
Woodburn: Wastewater	5.00%	
Woodburn: Water	5.00%	
Possible	5.00%	\$500,000
McMinnville: Wastewater		



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312
www.mcminnvilleoregon.gov

## STAFF REPORT

DATE: May 14, 2019

TO: Mayor and City Councilors

FROM: Mike Bisset, Community Development Director SUBJECT: National Public Works Week Proclamation

STRATEGIC PRIORITY & GOAL:



#### CITY GOVERNMENT CAPACITY

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

**OBJECTIVE/S:** Identify and focus on the City's core services

#### Report in Brief:

This is a proclamation to be read by the Mayor which will proclaim May 19-25 as Public Works Week, and also to invite the Council to the City's Public Works Week activities.

#### Discussion:

At their May 14, 2019 meeting, the Mayor and City Council will issue the proclamation declaring May 19-25, 2019 as National Public Works Week in McMinnville. As in the past, during Public Works Week, we will recognize City and McMinnville Water & Light staff at a BBQ. We are hopeful that the City Council can join us in this fun celebration. The BBQ event particulars are:

#### 13th Annual National Public Works Week BBQ

Wednesday, May 22<sup>nd</sup> @ Noon
McMinnville Water & Light Warehouse Buil

McMinnville Water & Light Warehouse Building, 855 NE Marsh Lane

In addition to the BBQ, our Public Works Week activities will once again include "Touch a Truck" events at area elementary schools. Staff will meet with the kindergarten students from three schools this year, to share information related to what "public works" is about, and how we serve the community. We will also display various pieces of City and McMinnville Water & Light equipment for the students to learn about, climb on, and operate (well supervised of course!).

In the past the feedback from the schools regarding these events has been very positive, and this is definitely a fun time for the kids and the staff! We would like to invite the City Council to join us at the "Touch a Truck" events:

#### Monday, May 20th @ Columbus Elementary

- Noon & 1:00pm presentations to kindergarten classes
- Located in the covered area at the north side of the school

### Tuesday, May 21st @ Grandhaven Elementary

- 8:30am & 9:30am presentations to kindergarten classes
- Located in the parking lot on the north end of the school

## Thursday, May 23rd @ Newby Elementary

- 8:30am & 9:30am presentations to kindergarten classes
- Located in the east parking lot of the school

As always, we very much appreciate the support of the City Council, related to these Public Works Week activities, and we hope to see everyone there!



## **PROCLAMATION**

## NATIONAL PUBLIC WORKS WEEK May 19 - 25, 2019

WHEREAS, this year the American Public Works Association and communities nationwide are celebrating the 59<sup>th</sup> annual National Public Works Week, and this year's theme is "It Starts Here"; and

WHEREAS, many facets of modern civilization grow out of the efforts put forth by public works professionals:

- Infrastructure starts with public works;
- Growth and innovation starts with public works:
- Mobility starts with public works;
- Security starts with public works; and
- Healthy communities start with public works.

The bottom line is that our citizens' quality of life starts with public works; and

WHEREAS, the employees of McMinnville Water & Light and the employees of the City's Engineering, Public Works, and Wastewater Departments advance the quality of life for all of our citizens every day; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children of McMinnville to understand the importance of public works and public works services in their lives:

**NOW, THEREFORE, I,** Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim the week of May 19 – 25, 2019 as

#### "NATIONAL PUBLIC WORKS WEEK"

in the City of McMinnville, and I call upon all citizens, business leaders and civic organizations to acquaint themselves with the issues involved in providing and maintaining our public works infrastructure and to recognize the contributions that our public works employees make every day to our quality of life.

IN WITNESS, WHEREOF I hereunto set my hand and cause the Official Seal of the City of McMinnville to be affixed this 14<sup>th</sup> day of May 2019.

Scott A. Hill, Mayor



## **PROCLAMATION**

Whereas, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

Whereas, the members of the law enforcement agency of McMinnville play an essential role in safeguarding the rights and freedoms of McMinnville; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of McMinnville unceasingly provide a vital public service.

Now, Therefore, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim May 12-18, 2019 to be:

## National Police Week

and call upon all citizens of McMinnville and upon all patriotic, civic, and educational organizations to observe the week of May 12 – 18, 2019, as *Police Week* with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of McMinnville to observe May 15, 2019 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 14<sup>th</sup> day of May, 2019.



Scott A. Hill, Mayor



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

## STAFF REPORT

DATE: May 14, 2019

TO: Mayor and City Councilors

FROM: Heather Richards, Planning Director

SUBJECT: Presentation – Housing Authority of Yamhill County,

2019 Housing Rehabilitation CDBG Grant - McMinnville

#### STRATEGIC PRIORITY & GOAL:



## HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

#### Report in Brief:

Darcy Reynolds, Housing Rehabilitation Specialist for the Housing Authority of Yamhill County, will provide a presentation on a proposal to apply for a \$500,000 Community Development Block Grant for a housing rehabilitation program in McMinnville.

#### **Background:**

The Yamhill County Housing Rehabilitation Program has provided assistance to lower income homeowners throughout the county to make necessary repairs and upgrades to their homes since 1980. The program is funded through largely through Community Development Block Grants (CDBG's) that are awarded to local jurisdictions by the state's Infrastructure Finance Authority, a department within the Oregon Business Development Department.

These grants are administered by the Yamhill County Affordable Housing Corporation (YCAHC) and its agent, the Housing Authority of Yamhill County (HAYC).

Please see attached memorandum for further details.

#### **Discussion:**

In order for the Housing Authority of Yamhill County to apply for the grant, the City of McMinnville needs to host a public hearing and appoint a certifying officer for the program.

Staff is recommending noticing and hosting the public hearing on June 11, at the regular City Council business meeting, and to appoint Heather Richards, Planning Director, as the certifying officer for the program.

#### **Attachments:**

Memorandum dated April 22, 2019 from Darcy Reynolds, Housing Authority of Yamhill County, to City of McMinnville Mayor and City Councilors.

#### **Fiscal Impact:**

This program will bring \$500,000 of grant funds to the City of McMinnville to help rehabilitate housing for McMinnville's families in need. The Housing Authority of Yamhill County will administer and manage the program.

#### **Recommendation:**

Provide direction to notice and host the public hearing to consider the grant application on June 11, 2019.



DATE: April 22, 2019

TO: City of McMinnville Mayor, and City Council Members

FROM: Darcy Reynolds, Housing Authority of Yamhill County, Housing Rehabilitation

SUBJECT: Support for Submission of a 2019 Housing Rehabilitation Community

**Development Block Grant** 

#### **Back Ground**

The Yamhill County Housing Rehabilitation Program has provided assistance to lower income homeowners throughout the county to make necessary repairs and upgrades to their homes since 1980. The program is funded through largely through Community Development Block Grants (CDBG's) that are awarded to local jurisdictions by the state's Infrastructure Finance Authority, a department within the Oregon Business Development Department.

These grants are administered by the Yamhill County Affordable Housing Corporation (YCAHC) and its agent, the Housing Authority of Yamhill County (HAYC).

Assistance has traditionally only been provided as 0% deferred, or 2% loans, and has required homeowners to own the land that their homes are situated on. This has made owners of manufactured homes in parks ineligible to receive assistance and has been an unmet need in or region for quite some time. In fact, the Housing Rehabilitation program currently has 177 applications on its waiting list from such home owners, and 126 of these families are located in the City of McMinnville.

#### **Responding to Need**

In 2013 the state started to allow jurisdictions the option of applying for CDBG projects in order to give homeowners grants instead of loans. This option would allow these owners of manufactured homes to receive much needed assistance. This will ultimately enable them to remain in their homes, and will help to maintain affordable housing in your community. YCAHC recently partnered with the City of McMinnville in 2014 on a successful \$400,000 grant project that provided critical repairs for 52 families in manufactured homes and has just completed and closed out a similar project with the City of Newberg that rehabilitated 38 manufactured homes on another grant of \$400,000.

### 2019 City of McMinnville Housing Rehabilitation Application

YCAHC and HAYC are interested in submitting a 2019 CDBG application for \$500,000, on behalf of the City of McMinnville to focus on the needs of owners of manufactured homes. If awarded, assistance would be provided in the form of grants, to address immediate health, safety, or accessibility issues.

There is no action required at this time, but we hope to receive your approval to move forward with the preparation of a 2019 Housing Rehabilitation CDBG application and hold the required public hearing and appoint a certifying officer at a future Council meeting.



Finally, because grants for this project will need to be approved by both the YCAHC board member, and the certifying officer, we would also like to recommend that the council consider appointing the current YCAHC board representative for McMinnville, Heather Richards, as the certifying officer for this project in order to ease the administrative time required once the project gets underway.

If you have any questions or would like additional information do not hesitate to contact Darcy Reynolds at 503-883-4324 or dreynolds@hayc.org.



City Reco	order Use
Final Action:	
■ Approved	■ Disapproved

BUSINESS NAME / INDIVIDUAL: McMinnville Event Center LLC DBA: MECA BUSINESS LOCATION ADDRESS: 636 NE Baker Street LIQUOR LICENSE TYPE: Limited on-premises		
Is the business at this location currently licensed by OLCC  Yes  No  If yes, what is the name of the existing business:		
Hours of operation: Wednesday – Sunday 11 am to 9 pm Entertainment: Live Music, Recorded Music, DJ Music, Karaoke Hours of Music: hours of operation Seating Count: 43		
EXEMPTIONS: (list any exemptions)		
Tritech Records Management System Check: Yes No Criminal Records Check: Yes No Recommended Action: Approve Disapprove		
Chief of Police / Designee City Manager / Designee		



City Reco	order Use
Final Action:	
■ Approved	■ Disapproved

BUSINESS NAME / INDIVIDUAL: Walnut City Pizza Co DBA: Pizza Capo BUSINESS LOCATION ADDRESS: 318 NE 3 <sup>rd</sup> Street LIQUOR LICENSE TYPE: Full on-premises, commercial		
Is the business at this location currently licensed by OLCC  Yes  No		
If yes, what is the name of the existing business:		
Hours of operation: Tuesday – Thursday 4 pm to 9 pm, Friday and Saturday 4 pm to 10 pm Entertainment: N/A Hours of Music: N/A Seating Count: 44		
EXEMPTIONS: (list any exemptions)		
Tritech Records Management System Check: Yes No Criminal Records Check: Yes No Recommended Action: Approve Disapprove		
Chief of Police / Designee City Manager / Designee		



City Rec	order Use
Final Action:	
	■ Disapproved

Elquoi Eleciise Necomment	
BUSINESS NAME / INDIVIDUAL: 40:31 Wines LLC BUSINESS LOCATION ADDRESS: 2803 NE Orchard Ave LIQUOR LICENSE TYPE: Winery 1st Location  Is the business at this location currently licensed Yes • No If yes, what is the name of the existing business	
Hours of operation: N/A Entertainment: N/A Hours of Music: N/A Seating Count: N/A  EXEMPTIONS: (list any exemptions)	-
Tritech Records Management System Chec Criminal Records Check: Yes No Recommended Action: Approve Dis	
Chief of Police / Designee	 City Manager / Designee



City Reco	order Use
Final Action:  Approved	☐ Disapproved

BUSINESS NAME / INDIVIDUAL: McMinnville Elks Lodge No 1283 Benevolent Protective Order of Elks BUSINESS LOCATION ADDRESS: 2215 NE McDonald Ln LIQUOR LICENSE TYPE: Full on-premises, non-profit private club Is the business at this location currently licensed by OLCC  Yes No If yes, what is the name of the existing business:
Hours of operation: Sun 8 am – 10 pm, Mon 4 pm – 10 pm, Tues-Wed 10 am – 10 pm, Thurs-Fri 10 am – 12 am, Sat 4 pm – 12 am Entertainment: Live music, Recorded music, DJ music, Dancing, Karaoke, Social Gaming Hours of Music: Fri and Sat 8 pm – 12 am Seating Count: 76  EXEMPTIONS: (list any exemptions)
Tritech Records Management System Check: Yes No Criminal Records Check: Yes No Recommended Action: Approve Disapprove

Chief of Police / Designee

City Manager / Designee

# CITY OF McMINNVILLE MINUTES OF WORK SESSION

## of the McMinnville City Council

Held at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday March 12, 2019 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors: Present

Remy Drabkin Adam Garvin Zack Geary

Kellie Menke, Council President

Sal Peralta Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Parks and Recreation Director Susan Muir, Police Chief Matt Scales, Program Manager Janet Adams, and members of the News Media – Dave Adams, KLYC Radio and Jerry Eichten, McMinnville Community Media.

#### AGENDA ITEM

- 1. CALL TO ORDER: Mayor Hill called the work session to order at 5:34 p.m. and welcomed all in attendance.
- 2. PRESENTATION BY OREGONASK KIDS ON THE BLOCK AFTERSCHOOL PROGRAM ASSESSMENT.

Parks and Recreation Director Susan Muir explained that the work session was to get everyone on the same page about the data, statistics and findings of OregonAsk. The adopted Strategic Plan would be used as a filter moving forward. It was noted that Kids on the Block has always been a safe place for kids. She explained that OregonAsk provided an honest look and an unbiased view of the program. Over 9,000 families have been served through the KOB Program.

Program Manager Janet Adams stated that the process has been illuminating and inspiring. She noted that they have always aimed to have a safe, fun place to help kids become strong, smart and successful. She stated that that there is work to do and there are many opportunities ahead.

Ms. Muir added that the Assessment was funded by KOB Inc. and thanked them for the donation. She also thanked the School District for their partnership. She thanked everyone involved in the process for their contributions.

Susan Zundel, OregonAsk explained that they must be clear and direct in order to learn and move forward and that the role of OregonAsk was to be an outside evaluator. She stated that they care deeply about access, equity and equality.

She stated that the elements of quality after school enrichment program includes:

- Coordinated systems that improve access and quality.
- Positive family engagement.
- Youth empowerment.
- Shared leadership between schools and afterschool programs.
- High quality professional development.

She also discussed the impacts of a quality program:

- Increased attendance at school and academic achievement.
- Increased social and emotional development.
- Increased interest in learning.
- Higher graduation rates.
- Exposure to new skills and (eventually) career paths.

She stated that after school enrichment programs support working families, reduce juvenile crime and help with economic development.

The follow individuals were involved in the assessment process:

- Susan Zundel Project manager, program observation
- Jan Calvin Stakeholder focus groups and interviews, report writing
- Sonja Svenson Financial research, Cost modeling
- Juan Soto-Rocha Demographic analysis, non-participant focus groups
- Katie Lakey Survey design and analysis
- Kassy Rousselle Research
- Beth Unverzagt Research

Ms. Zundel explained that the assessment process included: existing & historical data review, on-site program operations, stakeholder interviews, focus groups, and written and online surveys.

Ms. Zundel shared that National Recreation and Park Association has a report that includes standards that define High Quality Youth Programs. The Standards are:

- Physical and psychological safety.
- Structure that is developmentally appropriate.
- Supportive relationships.
- Opportunities to belong.
- Positive social norms.
- Support for efficacy and mattering.
- Opportunities for skill building.

• Integration of family, schools, and community efforts.

The Oregon's Quality Standards for Afterschool Programs include:

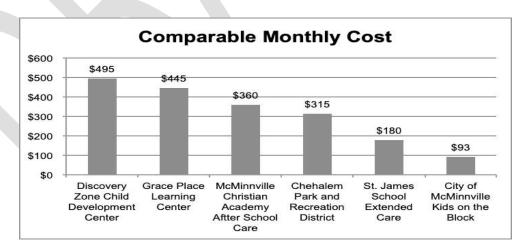
- Health, Safety, & Nutrition.
- Social and Emotional Learning and Engagement.
- Activities and Curriculum.
- Equity.
- Families, Communities, and Schools.
- Highly Skilled Personnel & Program Management.

The report parallels the five areas that the City of McMinnville Request for Proposal (RFP) identified for assessment:

- Participant Outreach & Customer Service.
- Program Operations.
- Staffing & Management.
- Partners & Stakeholders.
- Financial Sustainability.

Ms. Zundel reviewed the key findings. They found that information is widely available but outreach is not targeted. She stated that in-person and relationship based outreach is limited. Little to no outreach is done to engage low income or minority populations for whom print media is generally less effective. Focus groups revealed that information was vague and parents weren't sure about what is being offered.

The current \$625 annual fee is far below the cost of other comparable afterschool programs. A chart of comparable local programs was displayed. A number of community stakeholders stated that parents may be willing to pay more.



McMinnville School District (MSD) operates a 21st Century Community Learning Center program that is a federally funded after school program. Because it coincides with the KOB program, it may have impacted enrollment in KOB, especially with economically disadvantaged children.

65 Fourth and Fifth graders were surveyed and 10% of those survey stated that they do not feel safe at KOB. Ms. Zundel stated that the finding is troubling and

requires further investigation. Ms. Zundel noted that she visited all sites and did not find any issues that needed to be immediately addressed. Program Manager Janet Adams and Parks and Recreation Director Susan Muir are investigating and acting on the findings.

Ms. Zundel shared that 50% of non-participant parents said that their children are home alone, paralleling feedback from participant parents, 49% of whom said, "if not for KOB" their child would be home alone. Several of the Spanish-speaking parents involved in the non-participant focus groups had at least one stay-at-home parent or older siblings that look after younger kids and weren't actively looking at structured afterschool or childcare options.

However, a number of non-participant parents who do seek childcare said they would be more likely to leave their children with a family member, friend, or acquaintance than register for KOB. These parents had heard of the program, but knew little else about it. Many Latino parents, in particular, expressed an interest in finding out more about the activities offered and whether or not kids receive homework help. Parent comments included, "I would sign up if the teacher told me to." and "If I understood the benefits of the program, I would be more inclined to enroll my child."

In the fall of 2018 MSD secured a five-year 21st Century Community Learning Center grant that allowed it to add elementary level after school academic enrichment (STEAM Ahead Project), which targets traditionally underserved students – specifically, economically disadvantaged students, Latino students, English Learners, students with disabilities, homeless students, and first-generation college-goers. Students are referred to the STEAM Ahead Project and provided services free of charge. The district provides bus transportation for regular bus-riders home after the program ends at 4:20 pm. While a few students participate in both STEAM Ahead and KOB, student involvement in STEAM Ahead may have resulted in fewer low-income students participating in KOB this year.

OregonAsk found that parents would like the program to operate more days of the school year, ideally every school day. KOB only operates 134 of 172 school days. They also found that parents would like them to include Kindergarten students and increase their capacity.

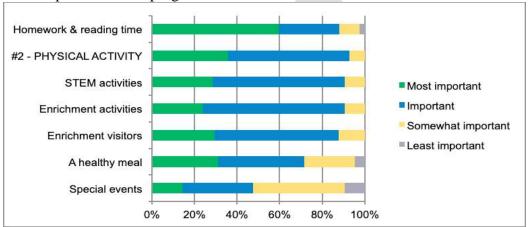
For the most part, KOB program planning is done centrally, with little opportunity for student or parent input. The opportunity to provide input is the lowest ranked aspect with regard to parent satisfaction. Overall, parents gave KOB high program satisfaction ratings and say their child's interests and preferences are taken into account and part of the curriculum.

OregonAsk found that parents with children in the KOB program are satisfied with it. The Fall 2018 survey of 45 KOB parents revealed the following key findings.

• There is general agreement from the community and parents, in particular, that the KOB program hours (2:30-5:30 p.m.) meet the local needs. One of the most common suggestions for improvement was to have the program operate

- for more days, ideally, every school day. KOB operates 134 of the 172 elementary school days.
- The community would like KOB to serve Kindergarten students and to increase their enrollment capacity overall.
- 100% of parents said they feel their child is safe at KOB.
- 98% of parents agreed or strongly agreed that KOB is a good experience for their child.
- 91% of KOB parents agreed or strongly agreed with the statement, "I am satisfied with the quality of enrichment activities (art, science, music, etc.) in KOB."

Ms. Zundel displayed a chart of what parents believe are the most important components of the program.



Ms. Zundel stated that activities for all sites are developed centrally and then shared with site staff each week noting that there is some variation at each site. Art and STEM activities were generally more suitable for younger students and some students actively refusing to participate or doing the bare minimum quickly so they could move on to a board game or other play activity.

They also found that activities did not align or complement school day learning. She stated that this finding deserves more explanation and that there is an incredible opportunity to share what each entity is exploring with kids and support each other's initiatives to make everyone more successful. This shared leadership and planning between the school day and afterschool is known to support academic achievement.

While academic support is not a stated goal of the KOB program, parents surveyed liked that students have an opportunity to work on homework during the program. The daily schedule includes 20 minutes of "Quiet Reading & Homework Time." The observed levels of support for homework varied by site.

They also found that activities are not altered to make accommodations for students with disabilities or older students. Students who needed extra support received extra attention from staff but generally as a reaction to the student acting out. Ms. Zundel stated that KOB and MSD should coordinate about how best to support students with disabilities and on positive behavioral interventions and supports (PBIS) strategies

that will help set all students up for success. It was noted that KOB and MSD have already responded to the feedback to work together to support students with disabilities so they can have an equitable, positive experience in the program.

Ms. Zundel explained that the way staff and students interacted was different at every site. Some staff were very proactive and positive while others were reactive and punitive. She explained that guidance and discipline is notably tricky in afterschool programs and particularly challenging in the last few years in school and afterschool programs across the country. It's particularly tricky in afterschool because people who work in afterschool are so diverse in terms of age, experience, and education. Training on guidance and discipline is critical so that everyone is on the same page.

Ms. Zundel explained that fully staffing the program has become increasingly difficult. One barrier is the thriving local job market. There are more opportunities for entry level work in McMinnville than people willing to take the jobs and the schedule, hours and/or wages of many of those jobs are more attractive than working at KOB. Staff report that Linfield classes are getting harder to schedule around, as they conflict with the afternoon KOB program time. Ms. Zundel stated that too much flexibility is offered to staff explaining that 55-60 people are covering 35 positions.

KOB serves close to the same number of girls as boys (52% and 48%, respectively). However, more females are on staff than males (79% and 14%, respectively). KOB staff are generally representative of the students they serve. 18% of KOB students are Latino and 21% of KOB staff are Latino.

100% of the 30 KOB staff completing the survey said they like their job, and 93% said they have the tools and resources they need to do their jobs well. KOB staff report high levels of communication and collaboration between staff. 87% said they regularly communicate with other staff and 80% said they collaborate frequently with other staff members.

OregonAsk found that staff would like training on: Behavior Management, Social and Emotional Wellness, Youth Engagement, Age Appropriate Activities, Culturally Responsive Teaching, Learning Styles, and PBIS.

The KOB Program Manager is in her 12<sup>th</sup> year operating Kids on the Block. The Program Manager position also oversees the summer STARS program and a \$400,000 budget, hiring more than 60 staff per year. There is also a Parks & Recreation Management Assistant that provides one-quarter time (.25 FTE) administrative support to KOB. Staff in regulated programs are required to attend 18 hours of training annually to maintain their license.

Ms. Zundel shared that they found site staff receive direction during pre-season training and monthly staff meetings. There are few written policies and procedures and no staff handbook. While staff problems are addressed in conversations with the program manager, and 63% of staff report receiving regular feedback from

supervisors about their performance. There are no formal or uniform staff performance appraisals.

OregonAsk found that among long-time residents, KOB is well-known and well-regarded. Families new to the community or less connected to schools and/or civic life, particularly those for whom English is not their primary language, tend to know less about KOB, what it provides, or how their child might benefit from participation.

They also found that KOB partners are steadfast. They tend to be the same businesses and organizations that have been involved year after year and in the same ways. OregonAsk felt that there are likely other untapped community resources and partnerships that could be of benefit to KOB.

KOB registration and financial record-keeping is similar to other afterschool programs and has recently been improved. Records are not easily searchable or compiled in a way that allows for annual comparisons or trend analysis.

A parent survey was conducted in 2008 but until this assessment project KOB had not conducted a full program evaluation. There is no evaluation framework (including the program vision, mission, goals, objectives, or metrics) to guide program evaluation.

Stakeholders from every sector voiced a high value for the KOB program. The most commonly identified benefit was child care for full-time, part-time, and non-working parents to be able to attend to work and other family priorities. Representatives of the business community were quick to identify the appeal of KOB to attract employers and their workforce to McMinnville.

The overarching stakeholder message was to include every child who wants to participate. Unfortunately, data from the past few years shows that KOB has not been able to accommodate the demand and operates with waiting lists. When asked where the City of McMinnville should focus KOB resources, 100% of surveyed stakeholders said low-income families should be prioritized, followed by students struggling socially (86%) and students struggling academically (69%).

Stakeholders generally struggled to identify how KOB success should be measured. Some individuals suggested that the program track things such as students' academic performance, amount of time spent on homework or reading, school attendance, or behavior referrals, but noted that showing a correlation to KOB participation might be difficult. Staff interviews confirmed that the program's stated goal is the program description, "Kids on the Block After-School Enrichment gives 1st- 5th grade students a safe, fun place to be after school ends."

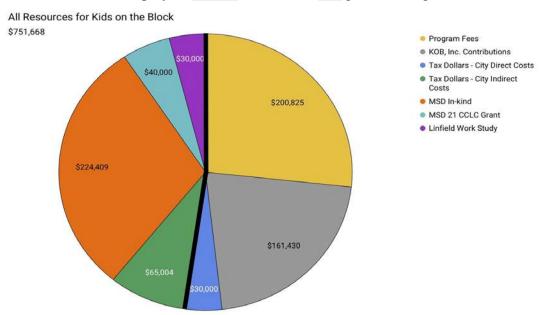
MSD provides space, including utilities and custodial services, and transportation home for KOB participants who request it and are eligible. MSD also contributes \$40,000 to support annual program activities. In addition, opportunities were recently identified for the District to assist with enrollment tracking and strategies for staff recruitment to fill currently vacant KOB Recreation Leader positions. Ms.

Zundel noted that little inter-agency planning is conducted related to outcomes or sustainability. Elementary school principals expressed appreciation for the times when KOB information was shared prior to the start of the school year. District staff suggested reinstating the practice of the City designating a specific number of scholarships to each school and having the school identify the students/families that could best benefit from program participation.

Linfield College provides \$40,000 worth of college student work-study hours per year at a reduced charge of \$10,000 which augments the other KOB seasonal staff hours. KOB, Inc. provides approximately \$200,000 to support annual program activities.

As KOB has developed over the past three decades, the staff time that initially focused on volunteer and community engagement is now dedicated to program management, staffing, curriculum development and activity planning, as well as responding to scholarship requests and other program priorities. Local businesses have contributed to past fundraising efforts benefitting KOB. Ms. Zundel stated that a focus group member received nods around the table when referencing "business donor fatigue."

Ms. Zundel displayed the chart below reflecting the funding resources.



She explained that the chart shows the same resources as in the City's budget, as well as \$359,413 in other in-kind program resources along with the addition of indirect funding from the City. The current KOB operations require \$392,255 in program funding, \$359,413 in other in-kind, tax and grant resources for a total resource requirement of \$751,668. The KOB, Inc. non-profit has received a major source of program funding through the annual Mayor's Ball, which was held from 1988 until 2017. With this source no longer generating revenue, funding reserves held by KOB, Inc. will be depleted in approximately 2.5 years. KOB costs significantly more to operate than parents are paying.

OregonASK used the same cost modeling tool the State of Oregon, Early Learning Division used to estimate costs for new preschool programs in 2016. The model is applicable to KOB, as it was designed to be used for different types of facilities; school-based/school-run; school-based/non-profit run; child care centers; and family child care homes.

The project cost model and variables were based on the 2018-19 City of McMinnville Adopted Budget; May 1, 2018 enrollment at six schools; MSD in-kind costs; Bureau of Labor Statistics industry standards for non-teaching positions; Employment Related Day Care (ERDC) Rates as established by the 2016 Oregon's Child Care Market Price Study; and 2018 federal Child and Adult Care Food Program (CACFP) reimbursements for afterschool program snacks and meals. The model was used to calculate the Value of participant slots; cost per participant; potential revenue from the federal child care and subsidy program and its impact; and costs per child for each school (based on May 1, 2018 enrollment). Variables were adjusted to reflect inputs from all sources. Budgeted Expenses came from the 2018-19 City of McMinnville Adopted Budget; school district in-kind estimated costs for facilities, personnel, food, transportation, and indirect; and the Linfield College in-kind contribution of work study students. Cost Recovery reflected all the sources of income, which included City general funds; in-kind estimates from the school district; potential funding from the 21st Century Community Learning Center program; parent tuition; KOB, Inc. contributions; and potential revenue from ERDC subsidies.

"Value" means the total cost of a participant slot, supported by funding and in-kind contributions. Because of the various cost recovery sources, KOB parents do not pay the full value of a KOB slot. The current year value was \$2,424 growing with inflation to \$2,810 five years out.

Ms. Zundel provided charts showing different scenarios for raising parent fees to meet the actual cost of the program. She explained that raising the rates next year to \$774/month (and even more in the following years) would bring the shortfall to zero. She noted that the burden on parents goes up significantly in each scenario as fundraised dollars are depleted.

Ms. Zundel's reviewed additional key findings:

- The program is operating below capacity increases the cost per slot.
- KOB does not allow families to use Oregon's Employment Related Day Care child care subsidy program to pay for KOB.
- The community no longer has the ability to fundraise the way it did in the past for KOB.

Ms. Zundel mentioned that Wascher is located outside the City of McMinnville in the City of Lafayette and the City includes it as one of the six KOB program sites and charges the same rate as at other sites. McMinnville tax payers are, in effect, subsidizing this program for 43 non-City residents. 21 KOB participants do not live within the city limits of Lafayette or McMinnville and do not contribute to the city tax base that supports the program.

Council President Menke asked why the federal subsidy had not been access. Ms. Zundel shared that the Staff was not aware of the opportunity.

Discussion ensued regarding reimbursement rates.

Councilor Geary asked how many other cities in the state are performing this service in Oregon. The City of Hillsboro is operating an after school program. The City of Newport is also operating but out of their community center. There are a few Parks Districts offering after school programs.

Councilor Garvin asked about the reasons about why there are days that do not align with the school calendar. Ms. Zundel explained that the primary reason is that the bulk of the staff attend Linfield and their breaks do not align with the MSD calendar. The result is a program that is responsive to staff needs but not the needs of children.

Councilor Garvin asked about discussion of consolidating sites. Ms. Muir responded that they will be discussing ideas such as consolidation with the Technical Advisory Committee.

Councilor Garvin asked if the City of Lafayette had ever contributed to the costs. Ms. Muir responded that they had found a newspaper article showing that at one time they did at one time.

Councilor Stassens asked about the Linfield student employees. Ms. Adams stated that there have been many changes with class schedules and it has been very difficult to find staffing early in the afternoon.

Councilor Drabkin asked if anyone had been meeting with Linfield. Ms. Adams explained that they have a strong relationship with the work study department of the college.

Councilor Drabkin asked about the lower number for enrollment. Ms. Adams responded that there were not as many slots available because there was a lack of staffing at the beginning of the school year.

Discussion ensued regarding recruitment. Ms. Muir stated that hiring a Human Resources Manager has been helpful with recruitment efforts.

Mayor Hill asked if there is capacity to charge more and still keep the interest of parents. Ms. Zundel responded that while there are some other child care opportunities in McMinnville, they do not have the capacity to take on all of the kids if KOB were to close. She stated that it is important to take a hard look at the parent fees.

Ms. Zundel stated that the City of McMinnville appears to be at a crossroads as the program operator. Policy decisions needed to be made about the City's interests, role and investment in Kids on the Block Afterschool Enrichment. The program's purpose, including goals, objectives and outcomes (beyond being a safe, fun place to be afterschool), is unclear. The silver lining is in the attention being drawn to these

issues through this first-ever assessment of program quality and sustainability. As priorities about the program's purpose become clear, the structure, calendar, and focus of activities can be refined. As the structure, calendar and activities refined, the budget, funding, partnerships, and long-term financial plans can be addressed.

She stated that the recommendations include:

- Clarify the City of McMinnville's role (mission and objectives) related to afterschool programming. Identify the City's interests in promoting, coordinating, championing, and/or providing afterschool programming.
- Answer philosophical and policy questions, such as:
  - Why is the City of McMinnville invested/involved in afterschool programming?
  - What are the desired outcomes?
  - What is the rationale for public investment?

She stated that the Program should shift to an outcomes-oriented approach. The goals and objectives for youth participation should be identified, measures of success should be developed, and data should be tracked. The City should determine the changes to be made to KOB, develop a scope of work; and identify appropriate staffing to carry out the changes.

Ms. Zundel stated that development of systems, adoption of policies, and documentation of procedures will strengthen KOB program management. She noted that the findings reflect that good work is being done. Systems for consistent data collection, staff training, and program evaluation were addressed in the report.

Recruiting and scheduling the KOB workforce requires extensive effort. Collective leadership from community institutions, such as Linfield College, Chemeketa Community College, the City, the school district, and the business community may be able to develop creative solutions. Ms. Zundel explained that implementing some of the recommendations offered in the report may require greater investment in staff training, technical assistance, and professional development.

Additional recommendations included the following:

- Develop a KOB staff handbook of policies/practices and clear guidelines.
- Include Kindergarten students and establish a structure that accommodates age-grouped activities (e.g.; K-2nd and 3rd-5th graders); assign staff to work predominantly with one age group.
- Develop a program evaluation framework and corresponding evaluation plan.

Ms. Zundel stated that to better serve McMinnville's diverse community, issues of language, culture, and abilities need to be addressed. KOB, and likely other City and community services, would benefit from training and technical assistance on equity, diversity, and inclusion as well as increased resources for translation and interpretation, culturally appropriate activities, and accommodations for differently abled students.

OregonAsk also recommended:

- Increasing outreach to low-income and Spanish-speaking populations. Work
  more closely with agencies, organizations, and individuals trusted by the
  Latino community.
- Developing equity and inclusion policies; train staff on inclusive practices.
- Training site staff in behavior management and youth engagement, developmentally appropriate activities, inclusive practices, and making accommodations for students with special needs.

Ms. Zundel highlighted that there should be access for those who are not in the program now and equitable experiences for students who are in the program.

Ms. Zundel stated that KOB is a long-standing, well-regarded program. It is well positioned to increase communication and collaboration with various sectors of the community, potentially enhancing program activities, increasing student/community connections, and developing new avenues for sustainability. Whether increasing community connections through a parent or community advisory council, service-learning projects, or a new enterprise, the community, the youth, and the program would likely all benefit.

OregonAsk also recommended the City:

- Solicit partner and community input when designing/revising program
  objectives and setting enrollment and scholarship targets. Communicate and
  coordinate with MSD to address community needs, minimize duplication,
  and maximize the use of local resources.
- Establish a committee or council to advise staff on KOB program policies and practices, identify program objectives and milestones, and engage community voice in youth services.
- Enhance partnerships with the Chamber of Commerce and Downtown Association, design mutually beneficial and innovative partnerships, explore opportunities for businesses to subsidize KOB slots as an employee benefit, etc.
- Develop capacity to solicit new business/community resources and to recruit, place, and support program volunteers.
- Work collaboratively with MSD to integrate and align the District's afterschool academic interventions and KOB's enrichment program.
- Work with MSD to incorporate KOB into the District's emergency and disaster preparedness plan.
- Collaborate with the MSDt to align with the school day on PBIS expectations, strategies, data, and training so students are getting the same guidance in all contexts of their day.
- Provide KOB programming on all school days.
- Explore fee increases along with ways to provide scholarships to families with financial need.
- Offer a fee-based "late pick-up" option.

Ms. Zundel stated that revenue streams will always fluctuate, and a diversified portfolio can help mitigate some of that fluctuation. However, with a major funding stream drying up in the next 2-3 years, KOB must implement a mix of strategies to

maintain viable services. She stated that thoughtful consideration about increasing fees must go hand-in-hand with increasing scholarships, providing cost-effective options for added services, developing business partnerships, and ensuring that the most volatile of funding streams are not depended on for core program services.

Additional recommendations included:

- Providing KOB programming on all school days.
- Exploring fee increases along with ways to provide scholarships to families with financial need.
- Offering a fee-based "late pick-up" option.

Ms. Muir stated that Ms. Adams has already begun working on some of the recommendations from the report. She already has program manuals from around the state. Ms. Muir explained that they will be looking to define the program for the next 30 years. She stated that there is time, ability and tools to ease the transition. The next step is to establish a Technical Advisory Committee which will include a KOB Inc. member, someone from MSD, a Councilor, and a participant family member. She stated that the report is a good framework.

Mayor Hill noted that the mission and objectives need to be worked on and that it is important to get people who have passion to be on the Committee.

Mayor Hill thanked the staff and consultants for their work on the report.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:57 p.m.

Melissa Bisset, City Recorder

# CITY OF McMINNVILLE MINUTES OF REGULAR MEETING

# of the McMinnville City Council Held at the Kent L. Taylor Civic Hall on Gormley Plaza

McMinnville, Oregon

Tuesday, March 12, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors: <u>Present</u> <u>Excused Absence</u>

Remy Drabkin Adam Garvin Zack Geary

Kellie Menke, Council President

Sal Peralta Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Chief Matt Scales, Program Manager Janet Adams, Program Manager Anne Lane, Associate Planner Jamie Fleckenstein and members of the News Media – Dave Adams, KLYC Radio and Jerry Eichten,

McMinnville Community Media.

#### **AGENDA ITEM**

- 1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:03 p.m. and welcomed all in attendance.
- 2. PLEDGE OF ALLEGIANCE: Mayor Hill led the pledge of allegiance.
- 3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Cale Byers, Linfield Student and McMinnville Resident, stated that a lot of his peers have been sexually assaulted on campus. He stated that pressing charges is difficult and it is his view the Oregon State Laws on sexual assault and specifically one's ability to consent are standards that are unconstitutionally vague. He stated that the definitions are unclear which causes expectations to be unclear. He stated that there is a loophole in ORS 163.325 that allows for people to sexually assault others who are physically helpless if they prove that they didn't know the facts or conditions responsible for someone being physically helpless. He stated that this should never be acceptable. He noted that being mentally capacitated or mentally defective prevents people from giving consent. He reviewed the state definition of mentally

incapacitated. He stated that he does not see much guidance on how people are to behave as a society from the state guidelines. He stated that in most relationships there will be a power and balance and it is never possible to control the conduct of another person. He stated that it is more complicated when people are intoxicated. Mr. Byers felt that through local ordinances it could be clearly articulated healthy expectations for consent, mental incapacitation, intoxication and subsequent sexual assault or misconduct. He stated people cannot give informed consent to sexual activity if they are under the influence of drugs. He added that the laws do not define any clear boundaries other than cases of extreme intoxication or if people are unconscious or severally impaired. He stated that there are not guidelines or standards to make such determination. He stated that until policies and laws clearly explain expectations people will continue to be assaulted without legal recourse. Mr. Byers felt that standards should be improved.

#### 4. ADVICE/ INFORMATION ITEMS

#### 4.a. Reports from Councilors on Committee and Board Assignments

Councilor Geary stated that Arbor Day is on Friday, April 26<sup>th</sup>. The Historic Landmarks Committee had a meeting regarding the small mobile home village by the Post Office and the demolition and creation of new structure that will be replacing it. He noted that he has asked that the Committee begin meeting in the Council Chambers in the future versus the meeting room at the Community Development Center as it will create a more formal environment.

Councilor Drabkin stated that a subcommittee met to work on a potential floating zone. The Affordable Housing Task Force (AHTF) received legislative updates. The AFTF decided to support SB 595 which would change the destination of some transient lodging tax dollars. The AHTF will be writing a letter in support of SB 595. They will also recommend that the Council supports SB 595. There was also an update on the Housing Needs Analysis.

Councilor Stassens shared that the McMinnville Urban Renewal Advisory Committee met and reviewed the budget, discussed how the budget will be tracked in real time and had discussion on where they are in relation to the Plan they are following. She stated that they discussed next steps for the Third Street Streetscape project and the City Center Housing Strategy. The Three Mile Lane Advisory Committee would be meeting later in the week.

Councilor Garvin shared that the Airport Commission met. They are working on the fuel tank rehabilitation. He noted that there was some discussion about the possibility of the Oregon Air Show being held at the Airport and the potential impact on City services.

Councilor Peralta stated that the Council of Governments met and they discussed legislation that would allow for the formation of bridge districts in Marion, Polk and Yamhill County.

Council President Menke stated that Visit McMinnville's branding and marketing campaign is progressing nicely. The Public Advisory Committee for the Buildable Lands Inventory and Buildable Lands Analysis met and it was a good meeting and they gave some consensus options to the Planning Staff. She stated that there needs to be a focus on how they want the City to look and feel so that people will want to move to McMinnville and that certain levels of density might preclude people from wanting to move to McMinnville.

Mayor Hill shared that several members of the Parkway Committee went to Washington DC and visited with each Congressman or Staff member with the exception of Peter DeFazio who was delayed in Eugene due to weather. They met with Edward McGlone who is the Director of Pacific Northwest Policy and on the Committee on Transportation and Infrastructure. They met with Senator Wyden and Merkley and discussed the Bypass. He reviewed the amount of funding still needed to complete the project noting that \$264 million are needed to complete the Project. He stated that they also met with the Department of Transportation, the Director of Outreach and Policy Development for Build America, and the Director of the Federal Highway Division and the Director of Infrastructure, Finance and Innovation at the Department of Transportation. Mayor Hill stated that he attended the Mid-Willamette Valley Area Commission on Transportation meeting and he was elected to represent Highway 99, Highway 18, and Highway 47.

#### 4.b. Department Head Reports

Parks and Recreation Director Muir stated that contractors have begun work on Jay Pearson Neighborhood Park and there will be a celebration at the Ribbon Cutting. She shared that there is a temporary position available at the Wortman Café located in the Senior Center.

Planning Director Richards stated that the Three Mile Lane project will begin tomorrow. There will be discussion about master planning sites in that area. The first Project Advisory Committee Meeting would be happening in the next week. She explained that it is an 18 month project funded through a transportation and growth management grant and the members of the consultant team are some of the best in the field. There would also be a meeting led by SEDCOR to discuss how local investors can participate in opportunity zones to make local impact. She explained that there is an opportunity zone in McMinnville and there are opportunities to invest in projects that are both employment orientated (industrial) and housing projects. They are exploring how this type of investment can be leveraged to help with Habitat for Humanity and Community Homebuilders in terms of investors participating in those projects and getting a tax benefit and putting more funds into those programs up front so they can build more homes in the near future.

City Attorney David Koch stated that at the Work Session on March 20<sup>th</sup> there will be an update on the Care Facility License program.

City Manager Towery shared that he will be out of town attending the ICMA West Coast Regional Summit. He will be attending a meeting with Congresswomen Bonamici to discuss Affordable Housing Strategies. Senator Merkley would also

be holding a town hall at the Community Center. He shared that the Employee Breakfast is coming up and Dr. Miles K. Davis, President of Linfield College will be the keynote speaker.

Mayor Hill added that he was able to give Dr. Miles Davis a proclamation at his inauguration.

Councilor Drabkin asked that a presentation be made at the next City Council Meeting to hear more about SB 595. The Council agreed that they would like to hear more at a future meeting. Mayor Hill stated that the City should have discussions with Visit McMinnville. It was noted that the League of Oregon Cities and the Council of Governments would be supporting the legislation. Council President Menke noted that Visit McMinnville is working under certain assumptions that may carry over several years and that any changes may need to be phased in. Councilor Drabkin stated that this is a tool and there are currently no funds allocated for housing in the City budget. She stated that the AHTF sees this as an opportunity.

Discussion ensued regarding SB 595.

#### 5. CONSENT AGENDA

- a. Consider the Minutes of the January 8<sup>th</sup>, 2019 Regular Meeting, January 22<sup>nd</sup>, 2019 Work Session (Budget Committee) and Regular Meeting, and January 25<sup>th</sup>, 2019 Special Called Meeting (City Council Retreat).
- b. Consider OLCC request for Off-Premises and Full On-Premises, Commercial licenses from Mac Mkt, LLC at 1140 NE Alpine Avenue.
- c. Consider OLCC request for Off-Premises licenses for Liquor and Beer and Wine Sales from McMinnville North Liquor located at 2628 North Highway 99W.
- d. Consider request for a Full On-Premises, Off-Premises and Full On-Premises, Commercial licenses from Red Hills Kitchen, LLC. located at 530 NE 4<sup>th</sup> Street/ 375 NE Ford Street.
- e. Consider request for Winery 1<sup>st</sup> location from Alisa Irene Blends, LLC. (Convergence Wines) located at 2803 NE Orchard Avenue.

Motion was made by Council President Menke to approve the Consent Agenda as presented; SECONDED by Councilor Stassens. Motion PASSED unanimously.

#### 6. PRESENTATION: City Council Retreat Summary

City Manager Towery stated that the Strategic Plan "MacTown 2032" was adopted in January 2019. Jensen Strategies Consultants met with Council to discuss working agreements and the roles of the Mayor, Council and the City Manager. The consensus of the Council was to have a more fully structured work session to discuss those issues (scheduled for April 17<sup>th</sup>, 2019). The Retreat Summary provided to Council focused on the strategies Council would use to implement the Strategic Plan and set Council priority actions for the coming year.

It was noted that perhaps there should be a broader acknowledgement of public safety needs for the organization and consideration of an action plan/ strategy that is more focused on a broader perspective. The consultants suggested talking about it in the context of stability of public safety services generally rather than department specific.

Mayor Hill mentioned strategically participating in regional and local partnerships. He stated it is important to list the partnerships so they can be tracked. He mentioned several partnerships noting that it was not a complete list: the County, School District, the Bypass Committee, Visit McMinnville, League of Oregon Cities, the Mid-Willamette Valley Council of Governments, and the State Legislature. He felt that there were some of the partnerships could be improve upon and could be more strategic. He felt Public Safety should be a more generalized approach than indicated in the report and that a specific department should not be earmarked. Mayor Hill felt that it should be a working document that they will know how to implement and track success.

Councilor Garvin suggested adding Yamhill County Interagency Narcotics Team (YCINT) and the ability to interact with other fire districts to the regional partnerships.

Councilor Stassens was in support of broadening the public safety aspect and felt it was a critical thing that should be worked on as a priority. She clarified that there should be a strategy for the long term sustainable fire and EMS service. She noted that it was not on the prioritization list although there had been conversation about adding it to the list of priorities.

Discussion ensued regarding adding partnerships to the report.

Mr. Towery asked if the consensus of the Council was to identify an action priority that said "address the strategy for long term increase in stable public safety services".

Councilor Stassens stated that as long as included in that statement are the priorities for Fire and EMS then that is acceptable.

Mr. Towery stated that the action priority would be added. The final product would reflect the additional priority.

Motion was made by Councilor Stassens to approve the City Council Retreat Summary as amended; SECONDED by Council President Menke. Motion PASSED unanimously.

#### 7. RESOLUTIONS

7.a. Resolution No. <u>2019-17</u>: A Resolution awarding the purchase of one (1) unisex flushing restroom unit from Portland Loo by the Parks and Recreation Department.

Parks and Recreation Director Susan Muir provided pictures of the unisex restroom that would be located at the Jay Pearson Neighborhood Park.

It was a cost effected and streamlined way to provide a restroom facility.

Councilor Garvin asked if the bathroom would be year-round. Ms. Muir stated it would be available year-round, it is a permanent structure that will be monitored. It will have a locking mechanism on it that can be controlled remotely. Access will be determined in how it gets used.

Councilor Geary asked if there would be any additional restrooms in the park. Ms. Muir stated that there is one restroom location in the park.

Councilor Stassens MOVED to adopt Resolution No. 2019-17; awarding the purchase of one (1) unisex flushing restroom unit from Portland Loo by the Parks and Recreation Department; SECONDED by Councilor Geary. Motion PASSED unanimously.

7.b. Resolution No. <u>2019-18</u>: A Resolution making budgetary transfers of appropriation authority for fiscal year 2018-2019 (General Fund, Fire Department and Ambulance Fund).

Finance Director Baragary stated that the contingency transfers are necessary due to the costs related to the hiring of firefighters to fill an unanticipated number of vacant positions and unanticipated attorney costs related to the firefighter contractual bargaining agreement. Because firefighter costs are generally allocated to the Fire Department and Ambulance Fund, transfers are needed in both the Fire Department and Ambulance Fund budgets.

Councilor Peralta asked about the costs. Chief Leipfert responded that the majority of costs was for protective clothing. He stated that there are currently five vacancies and two anticipated. He shared that they are looking at bringing in laterals and have been using a new recruitment process.

Councilor Peralta asked about going for a Staffing for Adequate Fire and Emergency Response (SAFER) grant. Fire Chief Leipfert explained the grant program. He stated that there is a value in the program as long as there is sustainable funding to keep the employees employed.

Discussion ensued regarding the SAFER grant program.

Council President Stassens MOVED to adopt Resolution No. 2019-18; making budgetary transfers of appropriation authority for fiscal year 2018-2019 (General Fund, Fire Department and Ambulance Fund); SECONDED by Councilor Garvin. Motion PASSED unanimously.

7.c. Resolution No. <u>2019-16</u>: A Resolution adopting the MAC Town 2032 Economic Development Strategic Plan.

Planning Director Richards shared that the strategy is a community Economic Development Strategic Plan that came from a discussion with the City of McMinnville, McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association, and Visit McMinnville. Ms. Richards stated that they were looking to leverage efforts.

The process began in 2017. In 2018 a Project Advisory Committee (PAC) was formed comprised of staff and board members from the five organizations and community members. They discussed a vision for Economic Development in 2032, they looked at what was being done really well, what can be improved upon, what kind of performance measures could be looked at what can be done to make meaningful impact. She stated that there were several months of discussion and work with a consultant to develop the Plan.

The Plan has three foundation goals:

- 1. Accelerate Growth in Living-Wage Jobs across a balanced array of Industry Sectors.
- 2. Improve systems for Economic Mobility and Inclusion.
- 3. Maintain and Enhance our High Quality of Life.

The Plan also identifies five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries:

- 1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.
- 2. Foster Opportunity in Technology and Entrepreneurship.
- 3. Be a Leader in Hospitality and Place-Based Tourism.
- 4. Align and cultivate Opportunities in Craft Beverages and Food Systems.
- 5. Proactively Assist Growth in Education, Medicine and Other Sciences.

They looked for flexibility in the Plan and wanted it to be a guiding document and not a mandate. There are potential projects and programs that came out of community dialogue. There's also a portion of the plan about who should be leading the projects.

Councilor Stassens asked about the vision for the Project Advisory Committee.

Planning Director Richards explained that the following action on the Council Agenda would establish a Council to help guide the work of the Plan.

Councilor Peralta MOVED to adopt Resolution No. 2019-16; adopting the MAC Town 2032 Economic Development Strategic Plan; SECONDED by Council President Menke. Motion PASSED unanimously.

#### 8. ORDINANCES

8.a. **Ordinance No. <u>5062</u>**: An Ordinance Amending the McMinnville City Code, adding Chapter 2.30, specific to The McMinnville Economic Vitality Leadership Council.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5062 amending the McMinnville City Code, adding Chapter 2.30, specific to The McMinnville Economic Vitality Leadership Council.

Planning Director Richards explained that Project Advisory Committee made the recommendation that an Economic Vitality Leadership Council be put together established to serve in a guidance role on the implementation of the Mac Town 2032 Economic Development Strategic Plan. They would serve in an advisory and guidance role for all of the partners involved in the Plan. They would come together periodically and they ask what is working, what is not working, how and when efforts should be moved forward. The membership would include two members each from the City of McMinnville, McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Visit McMinnville, and McMinnville Downtown Association, there would be one member from the MSD and one from McMinnville Water and Light. The appointments would be for three years and each agency would select their representatives. The Council would appoint three at-large community members. There would be an annual report to the City Council.

Councilor Peralta expressed concern with the representation. He stated that there are only three at-large representatives from the business community and there are 12 from organizations. He asked if there was a missed opportunity for feedback.

Ms. Richards responded that the conversation did come up in the Project Advisory Committee and they felt that each organization's board members are typically comprised of business owners in the community. The concern was that much of the work falls on the five organizations and they wanted to make sure that they were well represented in terms of capacity and what could and could not be done, skill sets and resources. This is the final recommendation out the Project Advisory Committee discussion. Ms. Richards explained that each organization would choose who best represents their organization.

Doug Johnson, McMinnville Resident, stated that consideration should be given for a member of the Latino Community to be a part of the Council.

Councilor Drabkin stated that Latino representation is often missing from Committees and Task Forces. She asked what actual tools could be employed to begin fulfilling the goal of broader involvement for the committees.

Human Resources Manager Kylie Bayer-Fertterer stated that the Table of 12 have been meeting; it is a group through Oregon Community Foundation. Arturo Vargas and Mayor Hill have been involved as well. The City would be forming a specific task force on how the City and the Latino community can engage and communicate. The City will be reaching out to the Latino community to begin the specific engagement process.

Mayor Hill stated that there will be a Latino Advisory Committee and there will be leadership training. He stated that they will be working within the parameters of the Strategic Plan.

City Manager Towery added that the City will be working on developing an equity lens. He reminded the Council that they have the authority to make the appointments to the Council and can shape equity and inclusion through the appointments.

Councilor Stassens MOVED to pass <u>Ordinance No. 5062</u> to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5062.

Councilor Garvin MOVED to approve <u>Ordinance No. 5062</u> Amending the McMinnville City Code, adding Chapter 2.30, specific to The McMinnville Economic Vitality Leadership Council; SECONDED by Councilor Stassens. PASSED by a unanimous roll-call vote.

8.b. **Ordinance No. 5063**: An Ordinance amending Planned Development Ordinance No. 4953 and 4990, to reduce average lot size requirements and certain setbacks, increase allowed block lengths and lot depth to width ratio, and amending an approved site plan, for a small-lot, small-home subdivision at Chegwyn Village.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5063 amending Planned Development Ordinance No. 4953 and 4990, to reduce average lot size requirements and certain setbacks, increase allowed block lengths and lot depth to width ratio, and amending an approved site plan, for a small-lot, small-home subdivision at Chegwyn Village.

Associate Planner Jamie Fleckenstein presented. He shared that the site is located in Northeast McMinnville in the Chegwyn Village Planned Development. The surrounding areas were described.

Mr. Fleckenstein outlined the proposed amendments to the Planned Development as follows:

- The Planned Development Amendment is to accommodate a small-lot, small-home subdivision.
- It would be the fifth and final phase of development for the planned development.
- It would be a new housing prototype for McMinnville. The applicant is trying to provide an affordable home ownership opportunity by providing a small-lot, small-home subdivision.

Mr. Fleckenstein explained that the Subdivision request (S 2-18) was approved by Planning Commission and conditioned on approval of Planned Development

Amendment. There would be 28 small lots, alley loaded, bungalow style and be 700-1,200 square foot homes.

The Ordinance would amend Ordinance 4990 to allow an alley loaded small lot subdivision with the following standards:

- Reduce average lot size to 2,925 square feet.
- Front yard setback of 10 feet.
- Reduce interior side yard setback of 3 feet.
- Increase in allowed block length.
- Lot depth to width ratio in excess of recommended 2:1.
- Access easement providing access to more than 3 lots.

The request would also amend the final development plans of Ordinance 4953 to reflect an alley loaded small lot single family residential subdivision on the NE portion of site labeled multi-family.

Mr. Fleckenstein reviewed the planned development amendment history.

It was noted that Ordinance No. 4990 did not amend original site plan and that if the planned development amendment is not approved, any multi-family development that meets the underlying R-4 zone and the provisions of the planned development would be allowed, including but not limited to triplex(es), quadplex(es), apartments, attached townhomes, etc. Multi-Family is defined in the McMinnville City Code as a structure with three units or more.

The site is zoned R-4 PD (Multiple Family Planned Development)

The following uses are allowed in R-4 zone:

- Single Family Dwelling.
- Two Family Dwelling.
- Multiple-Family Dwelling.
- A building containing 3 or more dwelling units.

The current proposal for the Cottages at Chegwyn Village Phase II is for 28 single family units on 1.88 acres with a density of 14.89 dwelling units per acre.

The Cottages at Chegwyn Village, Phase I include 36 multifamily units on 1.96 acres for a density of 18.36 per acre.

The Bungalows at Chegwyn Village is a single family development with 5,000 square feet lots at 8.71 density per acre.

Mr. Fleckenstein explained that the current proposal falls firmly in the middle of the single family and multifamily density that are in the current Planned Development. It is consistent with objectives of the missing middle housing types that provides options between the detached single dwelling homes and the dense family housing.

The maximum proposed density allowed in the R-3 Zone is single family common wall units where there can be two dwelling units per 8,000 square foot lot at a density of 10.89 dwelling units per acre.

The proposed development and housing type as part of the Planned Development Amendment is only possible in an R-4 Zone.

Mr. Fleckenstein noted that if the Planned Development Amendment is not approved, then development can occur on the site within a wide range from a minimum buildout of 3 units on 1.88 acres for a density of 1.6 dwelling units per acre to a maximum buildout of 54 units on 1.88 acres for a density of 29.04 dwelling units per acre.

The Planned Development Amendment Review Criteria was then reviewed as follows:

#### Section 17.74.070 – Planned Dev. Amendment – Review Criteria

<u>Criteria 1</u>. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements.

Mr. Fleckenstein stated that the Proposal Objectives:

- Meet a market need for ownership opportunities in lower cost, smaller, single family dwelling units while meeting increased density of R-4 zone.
- Includes 28 lot, alley loaded, detached bungalow style single family housing subdivision with the goal of lower housing cost by reduced land cost, and material cost.

<u>Criteria 2.</u> The resulting development will not be inconsistent with the Comprehensive Plan objectives of the area.

He reviewed the Comprehensive Plan Chapter V– Housing and Residential Development:

- Goal V 1: To promote development of affordable, quality housing for all city residents.
- Goal V 2: To promote a residential development pattern that is landintensive and energy-efficient, that provides for an urban level of public and private services, and that allows unique and innovative development techniques to be employed in residential designs.

Mr. Fleckenstein stated that the project provides housing choice for people with lower housing budgets to choose detached instead of attached housing. The proposal would allow for unique and innovative development techniques: small lots keep land cost down, allow townhome level development without complicated common wall agreements. The smaller homes keep material costs down, alley loading keeps off street parking to the rear of lots, and allows for uninterrupted sidewalks and right of way in the front is better for pedestrians, street trees, etc.

He added that the resulting development will not be inconsistent with the Comprehensive Plan objectives of the area.

Policy 73.00 states that Planned Residential Developments which offer a variety and mix of housing types and prices shall be encouraged.

Mr. Fleckenstein stated that the Chegwyn Village has a variety and mix of housing types including:

- Single Family Detached Residential (Bungalows).
- Multiple Family (Cottages).
- And the new Proposed Development: Small Lot Single Family Residential at density comparable to the multi-family and single family attached.

Policy 77.00 states that internal traffic systems shall promote safe and efficient traffic flow and give consideration pedestrian and bicycle pathways. Mr. Fleckenstein explained that the alley loading that keeps vehicular access in the rear of lots and keeping sidewalks uninterrupted by driveways promotes safe and efficient pedestrian and bicycle use.

Policy 81.00 states that residential designs which incorporate pedestrian and bikeway paths to connect with activity areas such as schools, commercial facilities, parks, and other residential areas, shall be encouraged. Mr. Fleckenstein stated that Grandhaven Elementary School is nearby and having sidewalks safer because of the alley loading is a better situation for pedestrians.

Mr. Fleckenstein reviewed the Comprehensive Plan Chapter VI– Transportation System:

- Goal VI 1: To encourage development of a transportation system that provides for the coordinated movement of people and freight in a safe and efficient manner.
- Policy 117.00: Insure that the roadway network provides safe and easy access to every parcel.
- Policy 122.00: Provisions for Minor Collectors, Local Streets.
- Policy 127.00: Encourage the provision of off-street parking where possible, to better utilize existing and future roadways and rights-ofway as transportation routes.

The proposed development is consistent with these policies as follows:

- Each individual parcel of the proposed subdivision will be accessed via private alley. The alley will be paved and accessed by driveway approaches from pubic streets.
- The streets will be constructed to City standards. NE McDonald Lane is classified as a minor collector, and will be extended to service the proposed development.
- The proposed development provides two off-street parking spaces per dwelling unit and off-street parking will be accessed via a proposed alley in the rear of the lots.

The proposed development will not be inconsistent with the Comprehensive Plan Chapter VII – Community Facilities and Services. Goal VIII 1 is too provide necessary public and private facilities and utilities at levels commensurate with urban development, extended in a phased manner, and planned and provided in advance of or concurrent with development [...] Mr. Fleckenstein stated that adequate levels of sanitary, sewer, and energy are all available to the site will be able to be extended and constructed.

The Comprehensive Plan Chapter VIII – Energy of the Comprehensive Plan was reviewed as follows:

- Goal VIII 1: To provide adequate energy supplies, and the systems necessary to distribute that energy, to service the community as it expands.
- Policy 174.00: Support the long-range planning efforts of McMinnville Water and Light to supply the electrical energy needs of the community.

It meets these goals as the property to the north of the proposed development is a field where there will be a future McMinnville Water and Light substation and part of the proposed development plan is to install some underground infrastructure to support the future development of the substation.

Mr. Fleckenstein reviewed the third Review Criteria: The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels. He stated that McDonald Lane and Autumn Ridge Lane are to be extended fully and they will provide access and services to undeveloped adjacent parcels.

Planned Development Amendment Review Criteria four was that the plan can be completed within a reasonable period of time. He stated that the application indicated the subdivision could be completed within approximately one year from the submittal date of the application and the construction will be completed in one phase. Mr. Fleckenstein stated that the plan is timely.

Review Criteria five was that the streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area. Mr. Fleckenstein stated that 28 lots equates to approximately 269 new vehicle trips per day. The progression from the cars going from parking to the alley to the local street would be as it is intended to carry that capacity.

Review Criteria six was that the proposed utility and drainage facilities are adequate for the population densities and type of development proposed. Mr. Fleckenstein stated that the utility services in McDonald Lane and Jacob Street are to be extended to serve the site.

Review Criteria seven was that the noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the City as a whole. Mr. Fleckenstein stated that noise, air, and water pollutants are not expected as a result of development.

Mr. Fleckenstein stated that a Neighborhood Meeting was held on October 20, 2018 and approximately 25 residents attended. A Public Hearing by the Planning Commission was held on February 21, 2019. The Planning Commission received written testimony in advance of the hearing. One item of testimony was in support of small lots but questioned the mechanics of the proposed development.

The Planning Commission voted to recommend approval of Ordinance No. 5063, which would approved the Planned Development Amendment.

Council President Menke MOVED to pass <u>Ordinance No. 5063</u> to a second reading; SECONDED by Councilor Peralta. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5063.

Councilor Peralta MOVED to approve <u>Ordinance No. 5063</u> amending Planned Development Ordinance No. 4953 and 4990, to reduce average lot size requirements and certain setbacks, increase allowed block lengths and lot depth to width ratio, and amending an approved site plan, for a small-lot, small-home subdivision at Chegwyn Village; SECONDED by Council President Menke. PASSED by a unanimous roll-call vote.

#### **Add Item**

Finance Director Baragary announced that she will be retiring at the end of August. She stated that it has been a wonderful place to work and she thanked the Council for their support.

Mayor Hill thanked Finance Director for support during the transition. He stated that it has been a joy to have her as a partner in the Finance Department.

City Manager Towery stated that a recruitment will be launched soon. He stated that Marcia is a top notch Finance Director.

ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:04 p.m.

Melissa Bisset, City Recorder



City of McMinnville
Police Department
121 SW Adams Street
McMinnville, OR 97128
(503) 434-7307
www.mcminnvilleoregon.gov

# STAFF REPORT

DATE: May 6, 2019

TO: Mayor and City Councilors FROM: Matt Scales, Police Chief

SUBJECT: Resolution to Upgrade Emergency Communications Infrastructure & Equipment

STRATEGIC PRIORITY & GOAL:



#### **COMMUNITY SAFETY & RESILIENCY**

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

**OBJECTIVE/S: Lead and plan for emergency preparedness** 

#### Report in Brief:

This action is the consideration of a resolution to award a contract in the amount of \$308,068.00 to Motorola Solutions and Day Wireless for an upgrade to the public safety simulcast radio communication system. The upgrade of the systems infrastructure, and radio subscribers units is necessary at this time as the current equipment utilized by the police department is will no longer be maintained and supported by Motorola and Day Wireless.

#### **Background:**

In 2011 and 2012 the City of McMinnville began the design, purchase and installation of an upgraded three site Motorola Public Safety simulcast radio communication system. This 3 channel analog UHF simulcast system was purchased and installed knowing it had the *ability* to be upgraded to a digital P25 (interoperable) simulcast system. This eventual move to digital would allow for cleaner and clearer voice transmissions, and the ability for our system to integrate with other P25 compliant systems.

At the time of new system installation and "go live" in 2012, the City purchased new portable radio subscriber units for all of our officers, and installed some new mobile radios for our vehicles. When these subscriber units (mobiles and portables) were purchased, the equipment had already been on the market for a number of years, and these subscriber units have reached end of life. Over the course of the last two years we have budgeted and replaced a handful of portables, knowing these units were getting close to end of life. In addition, in FY 18/19 we purchased four mobiles subscriber units to replace old mobile radios.

In the later part of 2018, we received information that our current selection of mobile and portable radios (minus the replacement radios already purchased) would no longer be maintained/supported by Motorola, and they were discontinuing the production of parts. In essence, we needed find a path to update our subscriber units.

Over the course of the last few months Day Wireless Systems and Motorola Solutions have done extensive work to provide information for our consideration in how to move forward with upgrading our system and subscriber units. They have been able to provide an avenue to upgrade our communication infrastructure to a digital P25 simulcast system, a crucial part of interoperability in the time of a disaster, either man made or natural. In addition, they have also been able to provide updated subscriber units (mobiles and portables) for everyday deployment.

#### Discussion:

The City may award a contract for goods without competition if the City Council determines in that the goods are available from only one source, pursuant to ORS 279B.075. The determination of a sole source must be based on written findings that the efficient utilization of existing goods requires acquiring compatible goods or other findings that support the conclusion that the goods are available from only one source. To the extent reasonably practical, the City must negotiate with the sole source to obtain contract terms that are advantageous to the City.

The efficient utilization of the City's existing public safety communications system requires acquiring compatible goods for the upgrade of the system. This proposed contract meets the sole source contracting requirements because a large portion of the equipment purchased is software upgrades for existing Motorola Solutions equipment that is only available directly from Motorola. In addition, Day Wireless is the only certified installation partner for Motorola public safety equipment in the area. Motorola has been able to provide a steep price break to the cost of upgrading both the infrastructure and subscriber units by allowing our public safety communication upgrade to "piggyback" on top of a competitive bid that Washington County Consolidated Communication Agency (WCCA) agreed to. This price reduction is upwards 48% of the total purchase price of subscriber unit upgrades.

If the City Council determines that the Goods are available from only one source, then the City must publish notice of the determination at least once in the News Register, pursuant to OAR 137-047-0275 and ORS 279B.055(4). The City must also give Affected Persons at least seven (7) days from the date of the notice to protest the sole source determination. An Affected Person may protest the Contract Review Authority's determination that the Goods are available from only one source in accordance with OAR 137-047-0710.

The Resolution includes proposed findings related to the sole source determination and would authorize the City to award the contract to Motorola Solutions and Day Wireless after publishing notice of the determination and meeting all required protest procedures.

#### **Attachments:**

- 1. Resolution
- 2. Budgetary Estimate from Motorola Solutions
- 3. Motorola Solutions Quote (subscriber units)
- 4. Day Wireless Systems Sole Source Information

#### Fiscal Impact:

The funds for this project are included in the adopted FY18/19 Emergency Communications Contingency Fund for initial down payment of \$75,000, with the remaining balance be paid over the next seven years through a lease purchase agreement. The lease purchase payments will be covered through a combination of system access fees and franchise fees the city takes in on an annual basis. The contract work will commence in or around July with final completion within 5-6 months.

#### **Recommendation:**

Staff recommends that the City Council award the contract for the City of McMinnville Emergency Communications upgrade to Motorola Solutions Inc and Day Wireless Systems in the amount of \$308,068.00

#### RESOLUTION NO. 2019-31

A Resolution awarding the sole source contract for equipment upgrade of the City of McMinnville's Public Safety Radio System

#### RECITALS:

In March 2012, the City Council awarded a contract to Motorola Solutions for the purchase and installation of a new public safety radio system. The installation of the Motorola three channel, three repeater, simulcast radio system was done by Day Wireless Systems (authorized Motorola Representative) and completed in September 2012.

In the later part of 2018, the City received information that its current selection of mobile and portable radios would no longer be maintained/supported by Motorola, and they were discontinuing the production of parts. The City desires to upgrade is public safety radio system to a supported digital format.

The efficient utilization of the City's existing public safety communications system requires acquiring compatible goods for the upgrade of the system.

The contract meets the sole source contracting requirements because the software upgrades for the City's existing equipment is only available directly from Motorola, and Day Wireless is the only certified installation partner for Motorola public safety equipment in the area.

The City has negotiated with Motorola to obtain contract terms that are advantageous to the City based on the terms of a competitive bid that Washington County Consolidated Communication Agency (WCCA) received.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

- 1. That initial down payment will be from Emergency Communications Contingency Fund in the amount of \$75,000, with the remaining balance being paid over the next seven years through a lease purchase agreement. The annual lease purchase payments for the new equipment will be paid for with transfers in to the Emergency Communications Fund from the General Fund (Police and Fire) and Ambulance Fund is hereby approved.
- The City Manager is authorized and directed to take all actions necessary to
  meet the required public notice and protest requirements, and to execute the
  contract with Motorola Solutions and Day Wireless Systems after meeting such
  requirements.
- 3. This Resolution will take effect immediately upon passage

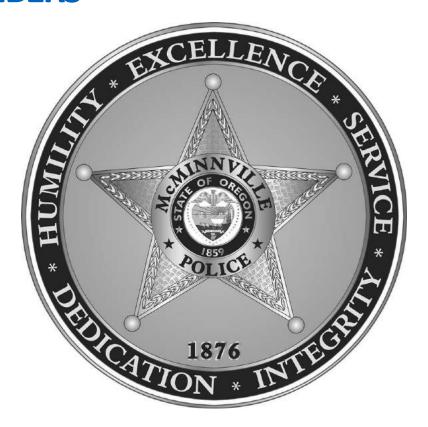
Adopted by the Common Council of the City of McMinnville at a regular meeting held the  $\underline{14^{\text{th}}}$  day of May, 2019 by the following votes:

Ayes:			
Navs:			

Approved this day of 2	2019.
	MAYOR
Approved as to form:	MAYOR
CITY ATTORNEY	

# **BUDGETARY ESTIMATE**

# P25 RADIO SYSTEM UPGRADE WITH SUBSCRIBERS





The design, technical, pricing, and other information ("Information") furnished with this budgetary submission is proprietary information of Motorola Solutions ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola. The Information provided in this budgetary submission is provided for evaluation purposes only and does not constitute a binding offer to sell or license any Motorola product or services. Motorola is making no representation, warranties, or commitments with respect to pricing, products, payment terms, credit, or terms and conditions. A firm offer would require more information and further detailed analysis of the requirements.

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Motorol<u>a</u> Solutions, Inc. 10680 Treena Street, Suite #200 San Diego, CA. 92131

#### **ASTRO 25 OVERVIEW**

ASTRO<sup>®</sup> 25 is the most widely used Project 25, Mission-Critical communication network for public safety agencies. Installed worldwide, ASTRO 25 solutions meet and exceed requirements for day-to-day operations, as well as emergency response in the most demanding situations. ASTRO 25 is a wireless platform that combines uncompromising, real-world performance and the legendary reliability of Motorola Solutions, Inc. (Motorola).

From single-site to nationwide deployments, ASTRO 25 is a flexible, modular network with advanced call processing capabilities designed to meet the needs of public safety. ASTRO 25 can adapt to accommodate additional users, increased geographic coverage, enhanced data applications, and connectivity to other networks—all to ensure an efficient and cost-effective solution for decades to come.

ASTRO 25 is optimized for the rigorous demands of public safety, providing reliable communications. When an emergency involves multiple agencies, first responders can share voice and data communication among their teams. In addition, centralized command and control can deploy resources efficiently, maintain communication security, and track personnel effectively.

#### THE BENEFITS OF ASTRO 25 IP TECHNOLOGY

Motorola's proposed solution for Post Falls is our ASTRO 25 platform, the foundation of the Mission-Critical portfolio. ASTRO offers a Project 25, standards-based Internet Protocol (IP) modular solution, providing your first responders with:

- Cost savings ASTRO 25 reduces costs by integrating your voice and data needs into a single solution.
- Interoperability ASTRO 25 is compliant with APCO Project 25 standards, offering seamless interoperability with other compliant systems and radios, putting the highest level of interoperability in the end-users' hands, without the need of gateways or console patches.
- Reliability Pre-release software and upgrade testing, thirdparty hardware and software certification process, faulttolerant architecture with multiple fallback modes, multiple levels of redundancy, and real-time network and security monitoring provide Mission-Critical reliability.
- ASTRO 25
  WHEN MISSION
  CRITICAL
  COMMUNICATIONS
  DEMAND PROJECT 25
  INTEROPERABILITY
  & IP FLEXIBILITY
- *Increased security* Information Assurance (IA) enhances the confidentiality, integrity, and availability of the Radio Network Infrastructure (RNI). Multiple encryption algorithms keep end-to-end voice and data transmissions confidential.
- **Enhanced productivity** Easy and intuitive interfaces to critical, real-time information is delivered to users when and where they need it.
- Flexibility Scalable, flexible design allows ASTRO 25 to dynamically adapt to the operational
  demands of any size organization. The IP-based design supports a unique mix of voice, data, and
  geographical requirements, permitting easy system enhancements as the users' needs evolve.

McMinnville PD Radio System Budgetary Memo



A description of the features, benefits, system architecture, and hardware components are provided in this document.

#### **ASTRO 25 INFRASTRUCTURE**

The ASTRO 25 conventional system is comprised of a core site, an MCC 7000 series console system, and one or more conventional ASTRO 25 RF sites. A description of these subsystems and their equipment are discussed in this section.

#### **Conventional Core Site Components**

The ASTRO 25 Conventional Core is a scalable and virtualized core which provides an adaptable and affordable platform for mission critical wireless communications. The Conventional Core is targeted at small capacity conventional customers who require an ASTRO25 conventional only system. The Conventional Core allows customers to interface channels to an IP based MCC 7500 or MCC 7100 Console, provides a migration path for customers with fielded Motorola Conventional solutions, and allows the flexibility for customers to join a larger system in the future while maximizing their equipment investment. The Conventional Core is available in a non-redundant configuration or redundant configuration. This proposal offers Post Falls PD an ASTRO K-Core in a redundant configuration.

#### **GCP 8000 Conventional Site Controller**

The GCP 8000 Site Controller provides mission critical call processing and mobility management throughout the ASTRO 25 Conventional System. The GCP 8000, located at the Core, interfaces via the Ethernet LAN switch, providing access to the packet switched network via the Core Gateway. The GCP 8000 is equipped with a single controller module. The GCP 8000 is capable of supporting the full set of dispatch consoles, archiving interface servers, and conventional gateways.



**GCP 8000** 

The GCP 8000 is responsible for:

- Fault management for the GCP 8000.
- Processing conventional call requests from the conventional gateway or from the Console.
- Assigning the multicast groups for conventional calls.
- Issuing a call grant to the requestor.
- Issuing a beginning of mobile transmission to the consoles (with alias information).
- Arbitration between multiple radios and/or consoles vying for the same channel.
- Processing an end of call.
- Acknowledge subscriber signaling calls (e.g. Emergency).
- Distributes subscriber signaling to affiliated consoles.
- As well as other conventional voice call processing.

The GCP 8000 is arranged in a redundant configuration providing the reliability required for mission critical communications.

# Reliability through Redundancy

#### **GGM 8000 Gateway**

The core gateways are used for devices that forward packets beyond their local LAN. The gateways perform the routing control of audio, data, and network management traffic, replicating packets while achieving the fast access levels required by real-time voice systems. The Core site audio, data, control, and network management equipment interfaces to the dispatch sites, via the LAN switch through the GGM 8000 Core Gateway.



GGM 8000 Gateway

Redundant gateways have been provided in this system design.

#### **LAN Switches**

The Core site equipment includes a set of LAN switches. Two switches are connected via 100 Mb Ethernet trunks. The LAN switches aggregate all the Ethernet interfaces for all servers, clients, and routers at the core.

Redundant LAN switches have been provided in this system design.

#### **GGM 8000 Conventional Channel Gateway**

Enhanced Conventional Channel Gateways (ECCGWs) are used in the MCC 7000 Series Dispatch Consoles to connect the dispatchers to analog or digital conventional channels in their system.

The GGM 8000-based ECCGW contains eight analog ports and eight V.24 ports plus an Ethernet port. Up to sixteen conventional channels can be connected to the analog and V.24 ports on a GGM8000-based CCGW. The sixteen channels can be any mixture of analog, MDC 1200 digital or mixed mode. Note that mixed mode channels must use a V.24 port for the digital portion, they cannot use IP.

In addition to the sixteen channels supported on the analog and V.24 ports, the ECCGW is also capable of supporting up to sixteen digital conventional channels via its IP port.



**GGM 8000 Conventional Channel Gateway** 

### **ASTRO 25 Component Descriptions**

Each site type in an ASTRO 25 system contains various components. Components included in this system design are described in this section.

McMinnville PD Radio System Budgetary Memo



#### **GCM 8000 Comparator**

The GCM 8000 Comparator ensures the broadcast of the best possible voice signal by combining the best parts of a single signal that has been received by multiple sites in a Multisite (simulcast) system.

The comparator features a digital voting methodology: Frame Diversity Reception. The comparator selects the data frame or signals with the lowest Bit Error Rate (BER) and forwards it. By using the best pieces of each input signal, the result is the best possible composite signal.

Post Falls PD Dispatch will receive an expansion module for the existing GCM 8000 allowing 2-channel capacity.

#### GTR 8000 Site Repeater/Base Radio

The GTR 8000 Base Radio consists of a transceiver module, power amplifier module, fan module, and power supply. The transceiver module includes the functionality for the exciter, receiver, and station control. The base radio software, configuration, and network management, as well as inbound/outbound traffic handling, are performed through this transceiver module. On-board serial and Ethernet ports are located on this module for local servicing via CSS. The power amplifier module amplifies the low-level modulated RF signal from the transceiver module and delivers the amplified signal on the path to the transmit antenna. The power supply module supports the transceiver and power amplifier modules, and can also provide auxiliary power to a connected site controller or Receive Multicoupler/Low Noise Amplifier (RMC/LNA).

# **High Level Design Overview – McMinnville PD**

The existing system is a three (3) channel analog UHF simulcast system with the total of three (3) sites. GTR8000s are already in place at all the sites making for an easy upgrade path that is mostly software based. This estimate includes an upgrade of one (1) of the channels to digital P25 simulcast and digital capable subscribers. The other two (2) channels will remain analog and will operate the same way as they do today.

This budgetary estimate was based on the following system components and all required services to implement:

Infrastructure (with installation and system integration):

- GVR 8000 Comparator for digital voting
- Three (3) GTR8000 digital upgrades
- Three (3) GGM8000 Gateways
- Two (2) APX45000 Control Stations
- Y-COMM APX Consolettes

Subscribers (with programming and installation):

- Forty Five (45) APX4000 Portables and accessories
- Thirty (30) APX4500 Mobiles and accessories

# **Budgetary Pricing**

Description	Estimated Price
Budgetary Equipment Total - Infrastructure	*\$78,286.00
Budgetary Equipment Total - Subscribers	**\$230,676.00
Implementation	*\$106,770.00
Total	\$415,732.00

<sup>\*</sup>Equipment pricing at MSRP. WCN and/or NASPO Discount can be applied in an offer for sale



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<sup>\*\*</sup>NASPO Subscribers discount around 27%



# **Assumptions**

- All existing sites or equipment locations will have sufficient space available for the system described.
- All existing sites or equipment locations will have adequate electrical power and site grounding suitable to support the requirements of the system described.
- All existing combining and antenna systems at all three (3) sites will be reused and assumed in good working conditions
- Any site/location upgrades including R56 improvement or modifications are the responsibility of McMinnville PD.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment, are the responsibility of McMinnville PD
- All required FCC licensing is assumed to be on McMinnville PD
- Any required system interconnections not specifically outlined here will be provided by McMinnville PD, including but not limited to dedicated phone and/or IP circuits or other methods of data backhaul



Quote Number: QU0000469431

27 FEB 2019

Effective: Effective To:

28 APR 2019

Bill-To:

MCMINNVILLE, CITY OF 230 NE SECOND ST MCMINNVILLE, OR 97128

United States

**Ultimate Destination:** MCMINNVILLE, CITY OF

230 NE SECOND ST MCMINNVILLE, OR 97128

United States

Attention:

Name: Tim Symons

Phone: (503) 434-7307

Sales Contact:

Name: Cameron Lougee

Email: clougee@daywireless.com

Phone: (541) 731-7046

Freight terms: Payment terms: FOB Destination Net 30 Due

ltem	Quantity	Nomenclature	Description	List price	Your price	Extended Price
 I	26	M22SSS9PW1AN	APX4500 UHF R2	\$3,236.00	\$3,236,00	\$84,136.00
a	26	G426AD	ADD: ANT 1/4 WAVE WHIP 450-470 MHZ			
ь	26	GA01203AA	ADD: AUXILARY COVERT SPKR 10W APX			
c	26	G67CF	ADD:REMOTE MOUNT MID POWER			
đ	26	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL		•	
e	26	Ø811BU	ADD: SOFTWARE P25 CONVENTIONAL			
	26	W22BA	ADD: STD PALM MICROPHONE APX			
g	26	GA00804AA	ADD: APX O2 CONTROL HEAD (Grey)			
la	26	G444AH	ADD: APX CONTROL HEAD SOFTWARE	7	-	
i	26	G618AC	ADD:CBL REMOTE MOUNT 10 FEET			
	26	GA00235AA	ADD: NO GPS ANTENNA NEEDED	-		
	26	W#2DK	ADD: RF PREAMP			
	1300	\$VC03\$VC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$1,300.00
	2	M22SSS9PW1AN	APX4500 UHF R2	\$3,420.75	\$3,420.75	\$6,841.50
ı	2	GA00652AA	ADD: ANT ROOF TOP 5 dB 470-494 MHz			
ı	2	G142AD	ADD: NO SPEAKER NEEDED	-	-	,
	2	G66AW	ADD: ĐASH MOUNT O2 WWM			
	2	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	-	-	•
:	2	Q8118U	ADD: SOFTWARE P25 CONVENTIONAL			
	2	G91AE	ADD: CONTROL STATION POWER SUPPLY			
;	2	W665BJ	ADD: CONTROL STATION OPERATION			
ı	2	W382AM	ADD: CONTROL STATION DESK GCAI MIC			
	2	GA00804AA	ADD: APX 02 CONTROL HEAD (Grey)			
	2	G444AH	ADD: APX CONTROL HEAD SOFTWARE	-	•	-
	2	GA00235AA	ADD: NO GPS ANTENNA NEEDED		-	-
	100	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$100.00
	1	L30SSS9PW1AN	APX CONSOLETTE UHF R2 MP	\$6,693.00	\$6,693.00	\$6,693.00

ltem	Quantity	Nomenclature	Description	List price	Your price	Extended Price
5a	1	W382AM	ADD: CONTROL STATION DESK GCAI			
îb	t	L999AB	ADD: FULL FP W/05/KEYPAD/CLOCK/VU			
še	I	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	-	-	
id	I	GA00236AA	ADD: 3 DAY KEY RETENTION APX			
ie	I	G806BE	ADD: ASTRO DIGITAL CAI OPERATION			
f	1	CA01598AB	ADD: AC LINE CORD US	•	u	
g	1	G444AE	ADD: APX CONTROL HEAD SOFTWARE	-	•	
lh	1	GA00469AA	ENH: EXTENDED DISPATCH APX CONSOLETTE			
ii	1	W12DK	ADD: RF PREAMP			
,	J	HKN6233C	APX CONSOLETTE RACK MOUNT KIT	\$200.00	\$200.00	\$200.0
	100	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$100.00
	45	H51SDF9PW6AN	APX 4000 UHFR2 MODEL 2 PORTABLE	\$2,698.00	\$2,698.00	\$121,410.0
E	45	QA04865AA	ADD: TWO KNOB CONFIGURATION	-	-	
Ъ	45	QA02749AA	ALT: IMPRES LI-ION 2350MAH (PMNN4424)			
c	45	Q811BR	ENH: SOFTWARE P25 CONVENTIONAL			
d	45	QA05100AA	ENH:STD WARRANTY APPLIES-NO SFS	-	-	
c	45	H842BJ	ADD: SINGLE UNIT PACKAGING	-		
	45	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, USAIA	\$69.25	\$55.40	\$2,493.06
Û.	45	PMMN4084A	PLUS RSM NC IP54 THRD 3.5MM JACK. RX	\$95.00	\$76.00	\$3,420.00
İ	45	RLN5313B	RECEIVE NLY SURV KIT (BLACK) /NOISE	\$55.62	\$44.50	\$2,002.50
2	45	RLN476‡A	RT CSTM EARPC MED USED W/NTN8371A	\$20.50	\$16.40	\$738.00
3	10	FAF5260A	ASSY,ANT,UHF R2 PLUS GPS STUBBY ANT	\$60.00	\$48.00	\$480.00
4	10	PMNN4424AR	BATT IMPRES LIION 2350T	\$117.00	\$93.60	\$936.00
5	2250	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1,00	\$2,250.00

Total Quote in USD \$233,100.00

An additional 48% discount will be offered on equipment if purchase is made before 6/1/19.

A 38% discount will be offered after that time until the WCCCA project "Design Review" is completed.

PO Issued to Motorola Solutions Inc. must:

PO Issued to Motorola Solutions inc, must;

>Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted 
>Have a PO Number/Contract Number & Date
>Identify "Motorola Solutions Inc." as the Vendor
>Have Payment Terms or Contract Number
>Be issued in the Legal Entity's Name
>Include a Bill-To Address with a Contact Name and Phone Number
>Include a Ship-To Address with a Contact Name and Phone Number

<sup>&</sup>gt;Include an Ultimate Address (only if different than the Ship-To)

<sup>&</sup>gt;Be Greater than or Equal to the Value of the Order

<sup>&</sup>gt;Be in a Non-Editable Format

>Identify Tax Exemption Status (where applicable) >Include a Signature (as Required)



May 6, 2019

City of McMinnville Chief Matt Scales 230 NE 2<sup>nd</sup> St McMinnville, OR 97128

**Subject: Day Wireless** 

Dear Chief Scales:

Day Wireless Systems is an authorized Motorola Service Center and Service Elite Specialist. They are currently the only Wireless Systems Integrator in Oregon with this classification and the only firm that is authorized to implement the radio system upgrade project that has locations in Portland and Salem.

The Motorola Service Elite Specialist is the highest level of Motorola service relationship. Motorola Servicers who attain this level have demonstrated consistent capabilities in performance, personnel, and commitment to Motorola products and services. Day Wireless has all technicians complete the Electronic Technicians Association's (ETA) Associate program. All Day Wireless service shops are Certified Service Centers (CSC), also by the ETA.

Sincerely,

Andrew Chyterbok Motorola Solutions Sr Account Manager



## City of McMinnville Finance Department 230 NE Second Street

McMinnville, Oregon 97128 www.mcminnvilleoregon.gov

#### STAFF REPORT

**DATE:** May 14, 2019

**TO:** Jeff Towery, City Manager

FROM: Marcia Baragary, Finance Director

**SUBJECT:** A Resolution authorizing execution of lease-purchase, loan or similar agreements

A Resolution adopting supplemental budget and making supplemental appropriations

(Emergency Communications Fund

#### Report in Brief:

A resolution authorizing execution of a lease-purchase ("financing") agreement and a resolution adopting a supplemental budget related to the acquisition of Police Department vehicles and public safety emergency communications equipment.

#### Discussion:

- 1. A Resolution of the City of McMinnville authorizing the execution and delivery of one or more lease purchase, loan or similar agreements
  - A. This Resolution authorizes the City to enter into a lease-purchase ("financing") agreement for acquisition of three Police Department patrol vehicles. During the budget process for fiscal year 2018-19, the need for Police Department replacement vehicles was identified. Chief Scales recommended that, to maintain the Department fleet and minimize the cost of repairs, two patrol cars and one car with a K9 upfit be acquired. Staff contacted three companies that finance municipal public safety vehicles and determined that Municipal Asset Management offered the best terms.

The principal amount of the financing agreement for the three vehicles, including installation of all necessary equipment, is \$153,497, to be repaid in five annual payments of \$34,364 with an interest rate of 3.88 percent. Total interest for the life of the agreement is \$12,884. The first installment payment on the debt is due upon the City's acceptance of the vehicles and is included in the 2019-20 proposed budget. Debt payments will be made from general operating funds of the City.

Note: Because delivery of the cars to the City has been delayed until July or August, Municipal Asset Management has indicated that the interest rate of 3.88 percent included in their proposal could change. However, 3.88 percent was over 100 basis points lower than the vendor with the next best terms. We expect that, if the rate does change, Municipal Asset Management will still be the most competitive option.

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B. The resolution also authorizes the City to enter into a financing agreement for the acquisition of public safety emergency communications equipment. In 2011 and 2012 the City of McMinnville began the design, purchase and installation of an upgraded three site Motorola Public Safety simulcast radio communication system. This 3 channel analog UHF simulcast system was purchased and installed knowing it had the *ability* to be upgraded to a digital P25 (interoperable) simulcast system. This eventual move to digital would allow for cleaner and clearer voice transmissions, and the ability for our system to integrate with other P25 compliant systems.

At the time of new system installation and "go live" in 2012, the City purchased and installed new mobile radios for our vehicles, as well as portable radios for our officers and staff. When these subscriber units (mobiles and portables) were purchased, the equipment had already been on the market for a number of years, and we have seen this equipment be utilized to its maximum capabilities. In the later part of 2018, we received information that our current selection of mobile and portable radios would no longer be maintained/supported by Motorola, and they were discontinuing the production of parts. In essence, we needed to find a path to update our subscriber units.

Over the course of the last few months, Day Wireless and Motorola have done extensive work to provide information for our consideration. They have been able to provide an avenue to upgrade our communication infrastructure to a digital P25 simulcast system, a crucial part of interoperability in the time of a disaster, either man made or natural. In addition, they have also been able to provide updated subscriber units (mobiles and portables) for everyday deployment.

Motorola has been able to provide a steep price break to the cost of upgrading both the infrastructure and subscriber units by allowing our public safety communication upgrade to "piggyback" on top of a competitive bid that Washington County Consolidated Communication Agency (WCCA) agreed to. This price reduction is upwards of 48% of the total purchase price. The total cost of the project is \$308,068.

There is currently insufficient funds in the Emergency Communications Fund to pay the entire cost of the project. Therefore, this resolution authorizes entering into an agreement to finance the project. The City intends to make a down payment of \$75,000, reducing the principal amount of the financing agreement to \$233,068. The financing agreement includes seven annual payments of \$38,269 with an interest rate of 4.15 percent. Total interest for the life of the agreement is \$34,815. The first installment payment on the debt is included in the 2019-20 proposed budget. Debt payments will be made from general operating funds of the City and Ambulance Fund.

2. A Resolution adopting a supplemental budget and making budgetary transfers in the Emergency Communications Fund

To acquire the communications equipment at the discounted price agreed to by the vendor, the City must make a \$75,000 down payment, due no later than June 1, 2019. It was determined that it is appropriate to use the surplus reserve in the Emergency Communications Fund to make the down payment. Therefore, it is necessary to adopt a supplemental budget and transfer \$75,000 from the Emergency Communications Fund reserve (contingency appropriation) to an Equipment, Capital Outlay appropriation to allow for disbursement of the \$75,000 down payment.

ORS 294.471 allows a local government to adopt a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations. Because the supplemental budget creates a Capital Outlay appropriation category, which does not currently exist in the Emergency Communications Fund's adopted budget, a public hearing must be held and the Council must take any public comment prior to adoption of the supplemental budget. A public hearing will be held at the May 14, 2019 Council meeting.

This resolution adopts a supplemental budget, creates a Capital Outlay appropriation category, makes appropriations of \$75,000 in the Capital Outlay category, and decreases the Emergency Communications Fund contingency by \$75,000.

#### **Attachments:**

- 1. A Resolution authorizing execution and delivery of one or more lease purchase, loan or similar agreements
- 2. A Resolution adopting a supplemental budget and making appropriations in the Emergency Communications Fund

#### Recommendation:

Staff recommends that the City Council adopt the attached resolutions

#### RESOLUTION NO. 2019-32

A RESOLUTION OF THE CITY OF MCMINNVILLE, OREGON AUTHORIZING THE EXECUTION AND DELIVERY OF ONE OR MORE LEASE PURCHASE, LOAN OR SIMILAR AGREEMENTS.

WHEREAS, the City Council (the "City Council") of the City of McMinnville, located in Yamhill County, Oregon (the "City") has deemed it advisable to finance the costs of certain vehicles and emergency communications equipment (collectively, the "Project") through one or more lease purchase, loan or similar agreements (collectively, the "Agreement"); and

WHEREAS, the City desires to enter into the Agreement in a principal amount not to exceed \$390,000.00; and

WHEREAS, the City is authorized pursuant to the Constitution and laws of the State of Oregon, namely Oregon Revised Statutes Section 271.390, to enter into such agreements to finance real and personal property projects so long as the estimated weighted average life of the Agreement does not exceed the dollar weighted average life of the Project being financed with the Agreement; and

WHEREAS, the City anticipates incurring expenditures (the "Expenditures") to finance the costs of the Project, described herein, and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its available funds on the Project from the proceeds of the Agreement, the interest on which shall be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, the City Council has determined that those moneys advanced to pay the Expenditures prior to the issuance of the Agreement are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Agreement.

NOW, THEREFORE, BE IT RESOLVED, as follows:

- 1. Determination of Need. The City hereby determines that the Project is needed.
- 2. <u>Authorization</u>. The City hereby authorizes the City Manager (an "Authorized Representative"), on behalf of the City and without further action by the City Council, to negotiate the terms of the Agreement, in an aggregate principal amount not to exceed \$390,000.00, with one or more banks or other financial institutions or vendors, to further select and delineate the particulars of the Project, to secure the borrowing as provided in the Agreement, including provision of a security interest in the Project and any amounts appropriated to pay the Agreement, and to execute and deliver the Agreement and any related documentation necessary to carry out this Resolution to complete the financing.
- 3. <u>Compliance with Section 64 of the City Charter</u>. So long as the Agreement is outstanding, the City will to maintain sufficient unrestricted funds at all times to pay the outstanding principal amount of the Agreement, plus accrued interest on the Agreement.
- 4. <u>Declaring Intent to Reimburse Expenditures</u>. The City hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself for Expenditures of the Project paid prior to the issuance of the Agreement with proceeds of the Agreement.

ADOPTED by the Common Council of the held the 14th day of May, 2019 by the following volume to the second s	he City of McMinnville at the regular meeting otes:
Ayes:	
Nays:	
Approved this 14 <sup>th</sup> day of May, 2019.	
	MAYOR
Approved as to form:	
CITY ATTORNEY	

4. <u>Effective Date</u>. This resolution is effective immediately upon adoption.

#### RESOLUTION NO. 2019-33

A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations in the Emergency Communications Fund

#### RECITAL:

This resolution proposes a supplemental budget for the Emergency Communications Fund due to the unanticipated need to finance the acquisition of public safety emergency communications equipment and to make a down payment upon execution of the financing agreement.

In 2012, the City upgraded their public safety radio communication system to a digital interoperable simulcast system. At that time, the City also purchased mobile radios for public safety vehicles, as well as portable radios for police officers and staff.

However, the mobile and portable radios purchased in 2012 have now been utilized to their maximum capabilities. In addition, in late 2018, the City was informed that the radios would no longer be maintained/supported by the vendor and production of parts was being discontinued.

Working with Day Wireless and Motorola, the City has identified an avenue for upgrading the communication system to a digital P25 simulcast system, a crucial part of interoperability, and also for updating mobile and portable radios for everyday deployment.

The total cost of the project is \$308,068. To acquire the communications equipment at the discounted price agreed to by the vendor, the City must make a \$75,000 down payment, due no later than June 1, 2019. It was determined that it is appropriate to use the accumulated reserve in the Emergency Communications Fund to make the down payment. Therefore, it is necessary to adopt a supplemental budget and transfer \$75,000 from the Emergency Communications Fund reserve (contingency appropriation) to an Equipment, Capital Outlay appropriation to allow for disbursement of the \$75,000 down payment.

ORS 294.471 allows a local government to adopt a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations. Because the supplemental budget creates a Capital Outlay appropriation category, which does not currently exist in the Emergency Communications Fund's adopted budget, a public hearing must be held and the Council must take any public comment prior to adoption of the supplemental budget. A public hearing will be held at the May 14, 2019 Council meeting.

This resolution adopts a supplemental budget in the Emergency Communications Fund, creates a capital outlay appropriation category, and makes supplemental appropriations to allow for disbursement of the \$75,000 down payment. The capital outlay appropriation category is increased to \$75,000 and contingency is decreased by \$75,000.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, as follows:

- 1. Adopt the following Supplemental Budget: The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2018-2019 in the Emergency Communications Fund.
- 2. Create an appropriation category: Create a capital outlay appropriation category.
- 3. Make Supplemental Appropriations: The additional appropriations for fiscal year 2018-2019 are hereby appropriated as follows:

In the Emergency Communications Fund, the appropriation category of Capital Outlay is created and \$75,000 is appropriated in that category, and Emergency Communications Fund contingency is reduced by \$75,000 for fiscal year 2018-2019.

Emergency Communications Fund:		Amended Budget		Budget Adjustment		Amended Budget
Resources:		Buuget		Aujustilient		<u> Buuget</u>
Beginning fund balance	\$	150,512			\$	150,512
Licenses and permits	·	30,000			·	30,000
Intergovernmental		7,500				7,500
Charges for services		15,990				15,990
Miscellaneous		1,600				1,600
Transfers in from other funds	_	817,100	_			817,100
Total Resources	\$	1,022,702	\$_		\$	1,022,702
Requirements:						
Materials and services	\$	863,916				\$ 863,916
Capital Outlay		, 		75,000		75,000
Operating Contingencies		75,000		(75,000)		
Ending Fund Balance	_	83,786			_	83,786
Total Requirements	\$	1,022,702	\$		\$	1,022,702

This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of May 2019 by the following votes:

Ayes:			
Nayes:			
Approved this 14th day of May 2019.			
Approved as to form:		MAYOR	
CITY ATTORNEY			
Resolution No. 2019-33	2		



City of McMinnville
Administration
230 NE Second Street
McMinnville, OR 97128
(503) 435-5702
www.mcminnvilleoregon.gov

# STAFF REPORT

DATE: May 14, 2019

TO: Mayor and City Councilors FROM: Jeff Towery, City Manager

**SUBJECT:** Continuum of Care for the Mid-Willamette Region

STRATEGIC PRIORITY & GOAL:



## HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

### Report in Brief:

The impact of people without homes is a critical issue in the Mid-Willamette region, in Oregon, and across the nation. Last year, more than 650 individuals without homes in Yamhill County were identified in through the Point-in-Time Count, made up of families with children, veterans, victims of domestic violence, and chronically homeless individuals experiencing mental illness and addictions

## **Background and Discussion:**

The Mid-Willamette Homeless Initiative has been exploring a regional effort to reconstitute a two or three county Continuum of Care with the goal of reducing homelessness in our region. The effort would be greatly aided by having our region's local governments adopt a resolution expressing support.

Attached is an analysis document that describes the issues in more detail. Janet Carlson, former Marion Co. Commissioner and consultant for Mid-Willamette Valley Council of Governments (MWVCOG) and Sean O'Day MWVCOG Executive Director have been making presentations to the governing boards of cities and counties, and have held a conversation with nonprofit organizations in the region. Recently, Mayor Hill, Council President Menke and I attended a presentation at a work session of the Yamhill Co. Board of Commissioners.

A regional Continuum of Care consisting of Marion, Polk, and possibly Yamhill counties offers the potential for improved planning, coordination, and outcomes for homeless individuals and families.

## **Attachments:**

Resolution 2019-34 Mid-Willamette Homeless Initiative – Continuum of Care Analysis

## **Fiscal Impact:**

No cost to the City of McMinnville. Over time, federal allocations to the region would likely increase, leading to more regional and local support for projects and services.

# **Recommendation:**

Adopt the attached resolution.

#### RESOLUTION NO. 2019-34

A Resolution supporting establishment of a Continuum of Care for the Mid-Willamette region.

#### RECITALS:

Homelessness is a critical issue in the Mid-Willamette region, in Oregon, and across the nation; and

More than 2,600 homeless individuals in Marion and Polk counties were identified through evidence-based assessments between October 2016 and January 2019; and

Children, families, veterans, and chronically homeless individuals experiencing mental illness and addictions comprise a large portion of the region's homeless population; and

The Mid-Willamette Homeless Initiative was established in 2016 "to identify and launch proven strategies to reduce homelessness" in the region; and

The Mid-Willamette Homeless Initiative's strategic plan recommended that the region "assess local inclusion in the Rural Oregon Continuum of Care to understand how best to address the problems of homelessness and needs of people experiencing homelessness;" and

The U.S. Department of Housing and Urban Development created the Continuum of Care program in 1994 as a means for communities across the nation to "engage in multi-year strategic planning for homeless programs and services that are well integrated with planning for mainstream services;" mainstream services denoting public housing, Section 8 housing choice vouchers, and services for runaway and homeless youth, victims of domestic violence, veterans, seniors, and people experiencing addictions and/or mental illness; and

In 2011, the Marion-Polk Continuum of Care joined 26 Oregon counties in the "balance of state" Rural Oregon Continuum of Care; and

The Mid-Willamette Homeless Initiative Steering Committee carefully considered relevant factors and determined that the region could benefit from creating its own Continuum of Care, with enhanced service coordination, local autonomy, and alignment of goals to more effectively reduce homelessness in the region;

NOW THEREFORE, BE IT RESOLVED that the City of McMinnville supports establishing a Continuum of Care for the Mid-Willamette region and supports the new Continuum of Care registering with the U.S. Department of Housing and Urban Development in 2020.

Ayes:	
Nays:	
Approved this day of May, 2019.	
Approved as to form:	MAYOR

Adopted by the Common Council of the City of McMinnville at a regular meeting held the  $\underline{14^{th}}$  day of May, 2019 by the following votes:

CITY ATTORNEY

#### MID-WILLAMETTE HOMELESS INITIATIVE

#### **CONTINUUM OF CARE ANALYSIS**

### March 28, 2019

#### **EXECUTIVE SUMMARY**

Since 1994, the U.S. Department of Housing and Urban Development, Office of Special Needs Assistance Programs, has required communities to form a Continuum of Care to receive federal funds under the McKinney-Vento Homeless Assistance Act.

Marion and Polk counties originally formed a regional Continuum of Care, administered by the Mid-Willamette Valley Community Action Agency. In July 2011, members of the Mid-Valley Housing and Services Collaborative, the steering committee for the Salem/Marion/Polk Continuum of Care, voted unanimously to join the Rural Oregon Continuum of Care, a "balance of state" model.

Homelessness has become a more prominent community issue in recent years, with increasing numbers of visible homeless people and expectations from constituents that cities and counties take action. The Mid-Willamette Homeless Initiative Task Force discussed the region's membership in the Rural Oregon Continuum of Care in 2016 and recommended that the participating jurisdictions look at the issue.

This analysis considers four policy questions:

- 1. Should the region establish its own Continuum of Care?
- 2. What organizational structure is recommended for a new Continuum of Care?
- 3. What changes would need to occur from current and past practices?
- 4. What is the change process?

From this analysis, staff derives the following conclusions.

- a. **Outcomes.** A regional Continuum of Care consisting of Marion, Polk, and possibly Yamhill counties offers the potential for improved planning, coordination, and outcomes for homeless individuals and families.
- b. **Funding.** While there is no guarantee that federal funding will increase, and some speculation that funding could decrease in the short-term, there is a potential for increased funding over time. It will be necessary for the governmental jurisdictions to continue contributing to staffing costs and to assist currently-funded programs, if needed, so programs remain whole during the transition.
- c. **Systems Approach.** A comprehensive systems approach is more likely to achieve the desired outcomes for homeless individuals and families than a programmatic approach. A systems approach requires cooperation and long-term commitment from the participating governmental jurisdictions.
- d. *Intergovernmental Relations*. Governmental jurisdictions can play an important role in promoting intergovernmental relations and communication with HUD, Oregon Housing and Community Services, the Congressional delegation, state legislators, and other relevant federal and state agencies.
- e. *Models to Emulate*. The new Continuum of Care can look to tested models that have demonstrated success in prioritizing services based on community needs, used data to better understand the homeless population and drive service delivery, and held service providers accountable. Lane and Clackamas counties are two Oregon examples of successful continuums of care.

- f. **MWHI Foundational Work.** The Mid-Willamette Homeless Initiative provides a solid foundation for the Continuum of Care transition. To date, the initiative has produced a Money Map financial analysis to demonstrate state and local leverage; a Resource Inventory mapping more than 500 programs as a basis for demonstrating strengths, gaps, and needs; a comprehensive strategic plan, created by a process that included hundreds of providers, advocates, community members, and homeless or formerly homeless individuals; an adopted list of metrics to measure success; and experience developing intergovernmental agreements outlining areas for cooperation. These products will be valuable resources, should the region decide to establish a new Continuum of Care.
- g. *Collaboration*. Inclusivity is a critical element of any governance structure. There are many nonprofits and existing collaborative groups that can add value and maximize coordination. This region has a strong track record of working together towards common goals, which can only benefit opportunities for success in creating a new Continuum of Care.

Staff recommends that the Marion-Polk or Marion-Polk-Yamhill region establish its own Continuum of Care beginning in 2020. To affirm this recommendation, staff recommends that each affected jurisdiction adopt a resolution that formalizes this direction, based on a template recommended by the Mid-Willamette Homeless Initiative Steering Committee.

#### **CONTINUUM OF CARE ANALYSIS**

#### March 28, 2019

#### I. Introduction

Since 1994, the U.S. Department of Housing and Urban Development, Office of Special Needs Assistance Programs, has required communities to form a Continuum of Care to receive federal funds under the McKinney-Vento Homeless Assistance Act.

Marion and Polk counties originally formed a regional Continuum of Care, administered by the Mid-Willamette Valley Community Action Agency. In July 2011, members of the Mid-Valley Housing and Services Collaborative, the steering committee for the Salem/Marion/Polk Continuum of Care, voted unanimously to join the Rural Oregon Continuum of Care, a "balance of state" model, now comprised of 28 counties including Marion, Polk, and Yamhill. The Rural Oregon Continuum of Care is administered by Community Action Partners of Oregon.

The issue was placed on the homeless initiative coordinator's work plan and was discussed at the October 2018 Steering Committee meeting in conjunction with a resource inventory and gaps analysis presentation. The Steering Committee reviewed the issue again in greater depth at the February 2019 meeting and, at this writing, presentations have been made to Marion and Polk county commissioners and to administrators representing Marion, Polk, and Yamhill counties and cities within the three counties.

The following analysis lays out federal expectations for a Continuum of Care and then considers the following four policy questions:

- 1. Should the region establish its own Continuum of Care?
- 2. What organizational structure is recommended for a new Continuum of Care?
- 3. What changes would need to occur from current and past practices?
- 4. What is the change process?

## II. Background

#### a. What is a Continuum of Care?

The U.S. Department of Housing and Urban Development (HUD) stated that the purpose of the Continuum of Care program is to "promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness." HUD's interim rule further defined a Continuum of Care as "the group organized to carry out the responsibilities required under this part [Part 578] and that is composed of representatives of organizations, including nonprofit homeless

<sup>&</sup>lt;sup>1</sup> 24 CFR Part 578 Interim Rule: Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, Office of the Assistant Secretary for Community Planning and Development, p. 4. <a href="https://www.hudexchange.info/resources/documents/CoCProgramInterimRule">https://www.hudexchange.info/resources/documents/CoCProgramInterimRule</a> FormattedVersion.pdf

providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate."<sup>2</sup>

In short, the intent of the Continuum of Care program is to stimulate communitywide planning and coordination to improve outcomes for individuals and families who are homeless, while involving the many sectors that affect this population.

There are five ways that HUD allows communities to define the geographic reach for a Continuum of Care: (1) urban city boundaries (9% of the nation's continuums were defined by cities in 2009); (2) single county boundaries (52%); (3) regional continuums comprised of at least two counties (30%); balance of state continuums, intended for large areas not covered by regional, county, or city continuums (7%); and statewide continuums in six states with relatively small populations: Delaware, Rhode Island, Montana, Wyoming, North Dakota, and South Dakota (2%).

In Oregon, Multnomah, Washington, Clackamas, Lane, and Jackson counties each are defined by single county continuums of care. Oregon now has one regional continuum of care in Central Oregon that includes Deschutes, Jefferson, and Crook counties. The remaining 28 Oregon counties form the "balance of state" continuum known as the Rural Oregon Continuum of Care, or ROCC. These 28 counties are: Baker, Benton, Clatsop, Columbia, Coos, Curry, Douglas, Gilliam, Grant, Harney, Hood River, Josephine, Klamath, Lake, Lincoln, Linn, Malheur, Marion, Morrow, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Wheeler, and Yamhill.

HUD describes the advantages of a regional or balance of state approach as:

- Increases visibility of homeless persons' needs and ensures critical coverage in rural communities;
- Creates a "critical mass" that boosts funding prospects;
- Leverages additional assistance from state governments; and
- Facilitates communities with more experience sharing their expertise with less experienced communities.

Disadvantages of a regional or balance of state approach include:

- States, counties, and participating localities coming up with efficient organizational structures
  that allow participatory involvement in all aspects of the continuum of care process, from
  forming local planning groups to setting priorities; and
- Challenges with assembling meaningful data in a large geographic area that is often noncontiguous.<sup>3</sup>

https://www.hudexchange.info/resource/1187/continuum-of-care-101/

<sup>&</sup>lt;sup>2</sup> 24 CFR Part 578 Interim Rule: Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, Office of the Assistant Secretary for Community Planning and Development, p. 54. https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\_FormattedVersion.pdf

<sup>&</sup>lt;sup>3</sup> U.S. Department of Housing and Urban Development, Office of Community Planning and Development: *Continuum of Care 101*. HUD: Washington, D.C., pp. 47-49.

#### b. Why is a Continuum of Care important?

In addition to preparing an annual application for McKinney-Vento funds, continuums of care play an important role in bringing stakeholders together to identify community needs and gaps around homelessness, in setting priorities for multiple funding sources (federal, state, local), coordinating diverse services for homeless individuals and families, collecting and interpreting data, and assuring that programs and services are performing well.

Federal Continuum of Care funds include Supportive Housing, Shelter Plus Care, and Section 8 Single Room Occupancy programs.<sup>4</sup> For Marion and Polk counties, the 2018 preliminary pro rata need was calculated at almost \$946,000.<sup>5</sup> HUD described the planning process envisioned for Continuum of Care as "strategic" and "year-round," so that services funded with Continuum of Care funds meet identified community needs and are "well integrated" with mainstream services, such as public housing; Section 8 housing choice vouchers; programs funded by HOME, Community Development Block Grant; Social Services Block Grant; Workforce Investment and Opportunity Act; Community Mental Health Services Block Grant; and Substance Abuse Prevention and Treatment Block Grant, among others. In addition, HUD anticipated Continuum of Care planning would coordinate with programs for runaway and homeless youth, veterans, and victims of domestic violence.<sup>6</sup>

A *Money Map* compiled by the Mid-Willamette Homeless Initiative coordinator identified more than \$107 million in federal, state, county, and local funds targeted at addressing and preventing homelessness in Marion and Polk counties alone. An inventory of related programs and services identified 550 programs that touch this population.<sup>7</sup>

Continuums of care create opportunities to bring stakeholders together to work on housing supply for low-income individuals and families. In fact, in *Continuum of Care 101*, HUD explained that the original intent for homeless assistance funding was to support permanent housing projects. In 1999, Congress began requiring HUD to spend at least 30% of McKinney-Vento homeless assistance funds on permanent housing. Then in 2002, HUD began offering a bonus to applications that ranked a new permanent housing project as a first priority for funding and awarding points to requests for higher percentages of funds for housing-related activities, rather than service activities.

The Continuum of Care Program funds two types of permanent housing: permanent supportive housing and rapid re-housing. Permanent supportive housing is permanent housing paired with supportive services to help homeless persons with a disability achieve housing stability. Families with an adult or child member with a disability also qualify. Rapid re-housing moves homeless individuals and families into permanent housing as rapidly as possible through housing search, relocation, and rental assistance.

HUD went on to say, "With the emphasis placed on permanent housing, less funding is available under HUD's annual CoC competition to fund other components of the CoC system. ... As a result, it is *critical* 

https://www.hudexchange.info/resources/documents/FY-2018-Geographic-Codes-with-PPRN.pdf

<sup>&</sup>lt;sup>4</sup> U.S. Department of Housing and Urban Development, Office of Community Planning and Development: *Continuum of Care 101*. HUD: Washington, D.C., pp. 24-28.

<sup>&</sup>lt;sup>5</sup> FY 2018 Continuum of Care (CoC) Preliminary Pro Rata Need (PPRN) Report.

<sup>&</sup>lt;sup>6</sup> U.S. Department of Housing and Urban Development, Office of Community Planning and Development: *Continuum of Care 101*. HUD: Washington, D.C., pp. 28-43.

https://www.hudexchange.info/resource/1187/continuum-of-care-101/

<sup>&</sup>lt;sup>7</sup> Documents can be found at <a href="https://www.mwvcog.org/programs/homeless-initiative/">https://www.mwvcog.org/programs/homeless-initiative/</a>

that continuums seek out other resources to ensure that adequate housing and supportive services can be provided at every stage in the homeless service system and beyond."8

#### c. What is the history of the Continuum of Care in the mid-Willamette region?

Marion and Polk counties formed one of Oregon's continuums of care (Oregon 504) that operated with staff support from Mid-Willamette Valley Community Action Agency until 2011. The continuum operated as a consortium model, with representation from many area nonprofit organizations. In 2011, the Rural Oregon Continuum of Care approached the Marion-Polk continuum about merging efforts.

The rationale offered for joining the balance of state continuum included concerns by Oregon 504 partner organizations about increasing federal expectations, particularly around data collection, and the capacity of Community Action to continue to provide staff support, given those expectations; a belief that the Marion-Polk region would become more successful to compete for bonus dollars in a continuum of care with greater overall population; and assurances by Rural Oregon Continuum of Care representatives that the Marion-Polk region's projects would be held harmless in the first year and would be supported to be successful in future years. Consortium partners voted unanimously to move the entity to ROCC in July 2011.

In reviewing the meeting minutes, it is apparent that governmental jurisdictions were not active participants in this decision. Only City of Salem had a representative at the table at the meeting. Neither Marion nor Polk County, nor any other cities in the two counties were involved in the decision, and the decision was not communicated to governmental leadership, including elected officials or senior staff at the City of Salem.

#### d. Why the impetus to consider changing structures?

In 2016, the issue of Rural Oregon Continuum of Care membership was raised at subcommittee meetings of the Mid-Willamette Homeless Initiative Task Force. As a result, the initiative's strategic plan included the following objective: "Examine ways to best position the region for future funding, including but not limited to a) Examining HMIS participation rates to determine the degree of community coordination in future cooperative applications; and b) Assessing local inclusion in the Rural Oregon Continuum of Care (ROCC) to understand how best to address the problems of homelessness and needs of people experiencing homelessness."9 Other task force recommendations pointed to the need for enhanced service coordination.

This analysis begins to respond to these strategic plan objectives. Since 2011, homelessness has become a more prominent community issue, with increasing numbers of homeless people and homelessness becoming more visible to area residents. In conducting standardized assessments of nearly 6,000 individuals between October 2016 and January 2019 in Marion and Polk counties, Community Action identified 2,628 homeless individuals, with significant numbers of children, chronically homeless individuals, families, and veterans. "Chronically homeless" is defined as an individual who (i) is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) has been homeless and living in said conditions for at least one year or on at least four separate occasions in the last three years; and (iii) can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder,

<sup>&</sup>lt;sup>8</sup> Ibid., pp. 17-18.

<sup>9</sup> https://www.co.marion.or.us/BOC/MWHI/Documents/MWHI%20Strategic%20Plan%20FINAL%202.8.17JC-JC%20FINAL.pdf

cognitive impairments resulting from brain injury, or chronic physical illness or disability." <sup>10</sup> In 2018, Oregon's balance of state continuum had the tenth highest number of chronically homeless individuals in the nation. <sup>11</sup>

DHM Research conducted a Residential Satisfaction Survey for the City of Salem in September 2018. The methodology was a statistical sample of 450 residents contacted by telephone. The survey found that action around homelessness was the top priority for Salem residents and the percentage of residents listing it as such increased dramatically from the two prior years. The city's recently-published policy agenda stated: "While homelessness was a top concern in both 2017 (26%) and 2016 (17%), more residents (33%) list it as the most important issue for Salem to do something about in 2018." 12

The numbers of homeless individuals and families continue to rise, along with a growing public awareness and expectations that governments act. Yet there is no designated entity that is viewed as having the lead responsibility to address the problem. Multiple task forces and studies have been done. Networking groups continue to meet. For Salem's homeless population, Marion and Polk counties provide mental health services; three housing authorities operate within the two counties; and homeless individuals move back and forth from downtown Salem to unincorporated East Salem and across the Willamette River to Polk County. It is also important to recognize that homelessness is not exclusively a Salem concern. Smaller cities and unincorporated areas in the region have also seen increases in homeless individuals and are seeking solutions.

The Rural Oregon Continuum of Care has struggled to meet HUD performance expectations. The continuum is currently recruiting for two staff positions and has been receiving assistance from Oregon Housing and Community Services. Finally, while regional stakeholders have acknowledged that money cannot be the sole driver for change, and that building regional continuum capacity is a long-term endeavor, an analysis of funding finds that Marion and Polk counties have been receiving diminishing amounts of funding, even though the overall Rural Oregon Continuum of Care allocation has steadily increased.

The following chart illustrates what HUD calls the "preliminary pro rata need" for Salem, Marion County, and Polk County that serves as the basis for Continuum of Care allocations.

## **HUD Preliminary Pro Rata Need Calculation (FY 2018)**<sup>13</sup>

Geo Code	Name	FY 2017	
		<b>Preliminary Pro Rata Need</b>	
411200	Salem	\$357,682	
419047	Marion County	\$470,239	
419053	Polk County	\$117,681	
	REGION TOTAL	\$945,602	

<sup>&</sup>lt;sup>10</sup> 24 CFR Part 578 Interim Rule: Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, Office of the Assistant Secretary for Community Planning and Development, pp.53-54.
<a href="https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\_FormattedVersion.pdf">https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\_FormattedVersion.pdf</a>
<sup>11</sup> HUD Homeless Annual Assessment Report, 2018. <a href="https://www.hudexchange.info/resources/documents/2018-">https://www.hudexchange.info/resources/documents/2018-</a>

<sup>&</sup>lt;sup>11</sup> HUD Homeless Annual Assessment Report, 2018. <a href="https://www.hudexchange.info/resources/documents/2018-AHAR-Part-1.pdf">https://www.hudexchange.info/resources/documents/2018-AHAR-Part-1.pdf</a>

<sup>12</sup> https://www.cityofsalem.net/Pages/survey-says-salem-residents-remain-satisfied-with-city-services.aspx

<sup>&</sup>lt;sup>13</sup> FY 2018 Continuum of Care (CoC) Preliminary Pro Rata Need (PPRN) Report. https://www.hudexchange.info/resources/documents/FY-2018-Geographic-Codes-with-PPRN.pdf

This chart illustrates how Marion and Polk counties have fared prior to and after the Rural Oregon Continuum of Care merger in 2011.

## Marion-Polk Continuum of Care Funding: 2005-2018<sup>14</sup>

#### Marion-Polk CoC

#### Marion-Polk Within Balance of State CoC

2005	\$ 726,979	2011	\$ 920,350	\$2,654,586
2006	\$ 726,978	2012	\$1,059,253	\$2,873,713
2007	\$ 726,978	2013	\$ 953,529	\$2,750,204
2008	\$ 886,927	2014	\$ 668,126	\$3,164,408
2009	\$ 953,574	2015	\$ 643,989	\$3,081,444
2010	\$ 954,195	2016	\$ 615,384	\$3,134,740
		2017	\$ 779,982	\$3,165,384
		2018	\$ 696,819	\$3,233,919

By comparison, Eugene, Springfield, and Lane County's preliminary pro rata need for 2018 was \$769,403, \$177,199 less than Marion-Polk's allocation. Lane County's overall population and homeless population is very similar to that of Marion and Polk counties. However, through adopting a systems approach, with strong coordination among the county and its major cities, Lane County has been able to grow its Continuum of Care funding allocation to significantly more than that of the Rural Oregon Continuum of Care encompassing Marion, Polk, and Yamhill counties and 25 more. In 2016, a homeless person in Lane County was allocated \$2,398 in continuum dollars, while a homeless person in a Rural Oregon Continuum of Care county was allocated received \$549.15

## e. What are the opportunities and risks for changing the current structure?

Any change brings potential opportunities and risks. Creating a new Continuum of Care offers the following opportunities for this region:

- 1. Improves the Continuum of Care's capacity to identify regional and local needs and gaps and to prioritize and coordinate services for homeless individuals and families;
- 2. Identifies and leverages state, county, and local dollars already being invested to impact homelessness (i.e., funds listed in the Money Map and programs considered in the Resource Inventory<sup>16</sup>);
- 3. Better connects the Continuum of Care planning and prioritization with mainstream federal housing and homelessness programs;
- 4. Engages and expands local partnerships around the Continuum of Care table, including existing collaborations on health and mental health care, workforce development, economic development, addictions, service integration, public safety, and early learning;
- 5. Collects and reports local data to better understand the homeless population and to improve provider performance;

8

<sup>&</sup>lt;sup>14</sup> Figures provided by Mid-Willamette Valley Community Action Agency. Calculations are based on the 2016 Point-in-Time County. See page 8 of this document for further detail.

<sup>&</sup>lt;sup>15</sup> Figures provided by Mid-Willamette Valley Community Action Agency.

<sup>16</sup> http://www.mwvcog.org/programs/homeless-initiative/

- 6. Gains autonomy for local governmental and nonprofit leaders to make decisions affecting homeless people within the region; and
- 7. Creates a greater likelihood that outcomes intended by HUD through the Continuum of Care program are achieved.

Potential risks associated with changing the current structure include the following:

- 1. If funds decrease, local programs relying on Continuum of Care funds may experience lose program capacity;
- Governmental leadership may disagree, change direction, or disengage from the Continuum of Care, leaving the governance model to be carried out by nonprofit organizations without adequate support;
- 3. Rural Oregon Continuum of Care may become even less stable without this region's dollars, creating a situation where HUD and Oregon Housing and Community Services Department are not inclined to look favorably upon the change; or
- 4. The newly-created Continuum of Care may fail to change from a programmatic approach to a systemic approach and the status quo would continue, albeit in a smaller footprint.

Each of these risks underscores the imperative nature of regional collaboration before, during, and after the transition. Should any of these risks occur, the jurisdictions will need to work closely together to mitigate potential harm to existing programs, the governance structure, partnerships, and state and federal relationships.

## III. Policy Question 1. Should the region establish its own Continuum of Care?

This is the preeminent question that this analysis must explore. In conducting the analysis, staff considered the following factors: (1) funding, (2) planning and coordination, and (3) autonomy or local control.

### a. Funding

As outlined on page 8 above, a review of Continuum of Care allocations over more than a decade found that the region initially benefited from joining the Rural Oregon Continuum of Care, but that funds allocated to programs serving the Marion-Polk region steadily declined since 2013. Additionally, the dollars per homeless person in the balance of state Continuum of Care at \$549 per homeless individual are significantly lower than per person allocations in other large Oregon counties, including Lane County at \$2,398 per homeless individual.

The following chart illustrates the divergence between the Rural Oregon Continuum of Care funding per homeless person, based on the 2016 Point-in-Time Count, and the funding per homeless person in other Oregon continuums of care.

Where We Stand: Continuum of Care Dollars Per Person based on 2016 Point-in-Time Count<sup>17</sup>

1.	OR-506 Washington	\$5,897	5. OR-500 Lane	\$2,398
2.	OR-501 Multnomah	\$5,531	6. OR-503 Central OR	\$ 993
3.	OR-507 Clackamas		7. OR-505 Balance of	\$ 549
		\$4,956	State/ROCC	
4.	WA-508 Vancouver	\$2,527	8. OR-502 Jackson	\$ 502

If the region establishes its own Continuum of Care, participating governments and nonprofits cannot expect an immediate, significant increase in federal funds. It took Lane County's Continuum of Care almost two decades to build its current allocation level, with strong collaboration among Lane County, Eugene, and Springfield.

That said, there is a likelihood that funds for this region will grow over time, through allocated funds, competitive grants and bonus funds. This potential for growth assumes that the new regional Continuum of Care has strong staff support so that it is well managed. It also assumes that the new Continuum of Care views its role broadly in addressing homelessness across the region, leveraging not only federal, but also state and local dollars in planning for increased housing supply and supports for homeless individuals and families.

#### b. Planning and Coordination

When the Marion-Polk Continuum of Care merged into the Rural Oregon Continuum of Care, the region lost a central planning entity for issues surrounding housing and homelessness. Many groups attempted to fill the void. These included the Mid-Willamette Homeless Initiative Task Force, city-led task forces and, to an extent, the Emergency Housing Network and the Health and Housing Committees that continue to meet as networking groups.

A regional Continuum of Care for Marion, Polk, and possibly Yamhill counties presents an opportunity to again create a central entity tasked with coordinated, strategic planning. It would allow other planning and networking groups, such as Salem's Emergency Housing Network and the Health and Housing Committee, to examine their roles and functions vis a vis the central planning entity. It would reduce duplication of effort and align resources across cities and counties within the region, and among private, nonprofit, and public stakeholders.

However, to achieve its full potential, the new Continuum of Care will need to align funding beyond CoC Program dollars. This will require governmental jurisdictions to work closely together on an ongoing basis. It will also require greater connections among homeless services, the region's coordinated care organizations, housing authorities, behavioral health organizations, workforce development councils, public safety councils, education organizations, and social services, regardless of whether or not an organization receives Continuum of Care or other federal funding.

## c. Autonomy/Local Control

A new Continuum of Care will allow this region to focus on its own unique circumstances, rather than be constrained by the needs of 25 or 26 other counties. A two or three-county region could make decisions

<sup>&</sup>lt;sup>17</sup> Figures provided by Mid-Willamette Valley Community Action Agency.

to apply for competitive grants from HUD or to seek private or foundation resources without negotiating with 25 or 26 other counties. The balance of state structure has created a situation where smaller counties across Oregon have become reliant on the larger county dollars for financial stability. While efforts have been made locally to create a sub-regional coordinating structure, and while Rural Oregon Continuum of Care staff made efforts in the past year to assist Marion County with youth homelessness, these efforts still did not mitigate the fundamental barriers of operating within a 28-county region, with counties spread across the state.

## IV. Policy Question 2. What organizational structure is recommended for a new Continuum of

Should the governmental jurisdictions signal that the region create its own Continuum of Care, the next step is to select an organizational structure or lead organization, create a governance structure, and appoint staff.

#### a. **Organizational Structure**

HUD described three preferred organizational structures to lead a continuum of care. These are: (a) a coalition, (b) a governmental entity, and (c) a nonprofit organization. HUD laid out the pros and cons for each of these organizational structures. 18 HUD noted that "a lead organization that has strong leadership, access to resources, and high visibility in the community can provide a continuum with the credibility needed to attract broad-based participation in the community."19 Each organizational structure has advantages and disadvantages.

- Coalition. Coalitions can promote broad-based participation and buy-in by relevant organizations. However, capacity and accountability can be compromised in this model. Without dedicated staff, continuum members must share the workload. Without prominent community members acting as champions, the coalition may not have the clout needed to achieve outcomes. And there is no mechanism in a coalition-led model that ensures accountability. The former Marion-Polk Continuum of Care was governed by the Mid-Valley Housing and Services Collaborative, a coalition that experienced some of these challenges.
- 2. **Government**. Governments, such as cities and counties or intergovernmental organizations, usually have greater capacity to provide staff support, hold entities accountable, gather and interpret data, and conduct planning, and write grants. Conversely, governments can be subject to political agendas and can also stifle innovation if they create rigid process requirements.
- 3. Nonprofit. Nonprofit organizations are very sensitive to community needs and, depending on the nonprofit organization's size and financial position, can dedicate staff and resources to the planning effort. Disadvantages of this model include the burden that can be placed on a single nonprofit organization responsible for administering a continuum of care, as was experienced by Community Action in leading the former Marion-Polk Continuum of Care. A nonprofit leadership model can also result in bias, as those steering the initiative are often also those that are receiving Continuum of Care dollars.

11

<sup>&</sup>lt;sup>18</sup> U.S. Department of Housing and Urban Development, Office of Community Planning and Development: Continuum of Care 101. HUD: Washington, D.C., pp. 49-51. https://www.hudexchange.info/resource/1187/continuum-of-care-101/

<sup>&</sup>lt;sup>19</sup> Ibid., p. 49.

If the lead agency applies as a Unified Funding Agency, then HUD funds will be disbursed to the lead agency, which then contracts with program providers as sub-recipients of the federal funds. This process will enhance the Continuum of Care's capacity to hold service providers accountable.

#### b. Governance

In addition to selecting a lead organization, the region will determine which geographic footprint is included in the region (Marion-Polk? Or Marion-Polk-Yamhill?) and create a governance structure. The lead agency and governance structure need the capacity to execute federal planning requirements, assure service delivery achieves outcomes, and holds service providers accountable. Federal expectations include outreach, engagement, and assessment; supportive services; prevention strategies; a Point-in-Time Count, conducted biennially at a minimum; gaps analysis; consolidated plan; performance targets; centralized or coordinated assessment system, including a system for individuals and families fleeing domestic violence; and operation of a single Homeless Management Information System, or HMIS.<sup>20</sup>

HUD established expectations for Continuum of Care boards, including a written process to establish the board; conflict of interest requirements that board members not participate in or influence discussions or decisions concerning grant awards; at least semi-annual meetings; appointed committees and workgroups; and a governance charter. HUD also has a long list of sectors that need to be represented in the Continuum of Care process.<sup>21</sup>

Lane County<sup>22</sup> achieved these requirements by merging its Community Action program with the county's Human Services Commission to create a Poverty and Homeless Board. The board oversees issues related to homelessness, including the county's Continuum of Care, and adopted a charter that designates dollars that each governmental jurisdiction delegates to the board.

Charter language declares that Lane County's board seeks "action-oriented" people to serve. Voting positions on the board represent business, direct services, education, faith-based organizations, homeless or formerly homeless consumers, health care, mental health, philanthropic interests, homeless youth, and victim services. Voting members may not be recipients of funds overseen by the board. Non-voting positions include representatives from public housing, veterans, training and employment, Oregon Department of Human Services, grant co-applicants, emergency shelter services, and the county's coordinated care organization.<sup>23</sup>

Eight workgroups or committees engage multiple stakeholders in various aspects of the work. These workgroups focus on the topics of youth, employment, shelter and supportive housing, evaluation, strategic planning, lived experience, health care, and membership.

In Clackamas County, the governance structure consists of a Steering Committee that serves as the Continuum of Care's governing board. A Continuum of Care/Homeless Council, comprised of experts

<sup>&</sup>lt;sup>20</sup> <sup>20</sup> U.S. Department of Housing and Urban Development, Office of Community Planning and Development: *Continuum of Care 101*. HUD: Washington, D.C., pp. 9-13.

https://www.hudexchange.info/resource/1187/continuum-of-care-101/

<sup>&</sup>lt;sup>21</sup> See pages 2-3 of this document for a list of required participants.

<sup>&</sup>lt;sup>22</sup> Interview with Steve Manela, Lane County, February 14, 2019.

https://www.lanecounty.org/government/county\_departments/health\_and\_human\_services/ policy\_advisory\_boards/poverty\_homelessness\_board/poverty\_homelessness\_board\_resources

providing services, meets often to coordinate programs, operations, and activities addressing homelessness, identify unmet needs, recommend bonus projects, and strengthen best practices and data-driven responses. A Homeless Policy Committee was formed to raise awareness of homelessness, advocate for funding, coordinate the community response, and expand the system outside of traditional providers. Each of the three bodies interacts with or feeds into the other bodies.<sup>24</sup>

A regional governance structure created for a new Continuum of Care must be inclusive of leadership from the two (or three) participating counties. Yet the governance structures should also be sized to efficiently manage prioritization and decision making. Should the jurisdictions decide to move forward, staff will develop governance structure options for consideration.

#### c. Staff

To effectively administer the new Continuum of Care organization, participating jurisdictions and the lead organization would be best served by three staff positions: (1) a staff leader position; (2) a technical staff position; and (3) a Homeless Management Information System (HMIS) data entry position.

The staff leader position will require a person with passion for the issue of homelessness and excellent communication skills to convene partners, develop community relationships, promote excellence in services that support homeless individuals and families; leverage resources, and supervise the technical staff. The technical staff position will bring analytical and numerical skills to monitor and evaluate programs, review and analyze data, conduct gaps analyses, and write applications. The HMIS data entry position is a key position and the incumbent must be proficient in accurately entering and accessing data in the system to create meaningful reports. Community Action employs staff that currently performs the HMIS data entry function.

The Rural Oregon Continuum of Care employs two staff positions. The first position is a combination of staff leader and technical position; the second, an assistant that conducts data entry. However, while its staffing model is smaller and therefore a lower cost than the three positions proposed here for the new Continuum of Care, it is important to understand that the Rural Oregon Continuum of Care has struggled with performance and has not had strong capacity with its staffing model.

Assuming that Community Action continues to contribute the HMIS data entry function during the transition, estimated overall costs for the senior level and technical positions range from \$208,500 to \$261,700 per year. This assumes an annual salary for the senior level position of \$68-78,000, \$57,000 for the technical position, and full family medical benefits, along with materials and services and indirect costs. If the technical position were contracted, rather than a full-time employee, the cost for the technical staff would be reduced.<sup>25</sup>

HUD allows continuums of care to apply ten percent of an annual allocation to administration and an additional three percent to planning. HUD also allows the lead agency to include federally-approved indirect costs to be included as administrative costs.<sup>26</sup>

<sup>&</sup>lt;sup>24</sup> https://www.clackamas.us/communitydevelopment/cchp.html

<sup>&</sup>lt;sup>25</sup> Salary estimates were compared with similar positions at Marion County. Personnel and agency costs were obtained from COG. Contracting for technical support at \$85 per hour for an average of 48 hours a month is \$69,815 per year, or \$53,000 less annually than employing a full-time technical staff position. This cost estimate includes agency indirect costs and materials and services.

<sup>&</sup>lt;sup>26</sup> 24 CFR Part 578 Interim Rule: Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, Office of the Assistant Secretary for Community Planning and Development, p. 75-76, 87-89. <a href="https://www.hudexchange.info/resources/documents/CoCProgramInterimRule FormattedVersion.pdf">https://www.hudexchange.info/resources/documents/CoCProgramInterimRule FormattedVersion.pdf</a>

## V. Policy Question 3. What changes would need to occur from current and past practices?

The former Marion-Polk Continuum of Care had a strong program focus, as was customary during the 1990s and early 2000s. Many of the programs addressing homelessness that are operating today in the region were generated from early Continuum of Care planning and grant awards. However, over the past decade, HUD has become much more focused on comprehensive and systemic approaches. Yet it appears that the approach within the Rural Oregon Continuum of Care continues to be program-focused. Furthermore, people representing Marion and Polk counties on the Rural Oregon Continuum of Care committee that prioritizes the federal funds represent local organizations that also receive Continuum of Care funding.

A new Continuum of Care for the region would benefit from a systems approach to homelessness. The Mid-Willamette Homeless Initiative Strategic Plan could offer a springboard for this approach, with identified recommendations about increasing housing supply, expanding shelter and transitional housing resources, better coordinating education and social services, and developing strategies that respond to the characteristics of unique target populations; e.g., veterans, youth, seniors, and domestic violence victims. The new Continuum of Care would also benefit from forging strong connections with other coalitions that plan and coordinate around issues related to homelessness.

With this systems approach, the Continuum of Care could be viewed by governmental jurisdictions and nonprofit partners as the legitimate, "go to" organization for issues related to homelessness. In this role, the new Continuum of Care could also serve as a neutral convener and coordinator of local and regional homeless strategies.

Even within a smaller geographic footprint, participating counties and encompassed cities face unique needs and resource issues. Issues facing Salem are not the same as those facing the Santiam Canyon, or McMinnville, or Independence. The new Continuum of Care will need to build the capacity to address HUD requirements for the region, while retaining a laser focus on diverse local issues within that regional context.

#### VI. Policy Question 4. What is the change process?

The next opportunity to submit a Continuum of Care application to HUD is in the spring of 2020. Once the jurisdictions formally express a willingness to move forward, staff will draft a preliminary Memorandum of Understanding where the jurisdictions designate a geographic footprint, a lead organization to develop and submit the application, and a governance structure that assures inclusivity and engages partners in the Continuum of Care's work.

A conference call with HUD officials William Snow, Sid Nilakanta, Brian Fitzmaurice, and James Akin on March 22 explored HUD's process steps and criteria. Prior to the 2020 registration, HUD will require that the region provide five items for HUD review. If approved, HUD then will establish the region's new Continuum of Care and generate a new CoC number. The five items are as follows.

- a. Evidence the region has acquired a Homeless Management Information System (HMIS) that covers the region's geographic footprint and has the staff capacity to run the system.
- b. Evidence that the region has notified the Rural Oregon Continuum of Care of the region's intent to establish a new Continuum of Care, with the notice including denoting which jurisdictions are included in the new structure.
- c. Evidence, such as meeting minutes, of a local stakeholder vote approving the formation of a new Continuum of Care. The vote need not be unanimous but should demonstrate a

- preponderance of support. The concept of voting presumes an initial governance structure has been created for the region.
- d. An approved governance charter that demonstrates the region can meet Continuum of Care responsibilities, and that names proposed Continuum of Care committees.
- e. Documentation that a Coordinated Entry process has been implemented for the region. If a Coordinated Entry committee is listed in the new governance charter, the charter can serve as evidence of this item.

HUD officials recommended that these five items be submitted before December 2019. In the application, the region will also need to demonstrate capacity to measure system performance and to submit a Longitudinal System Analysis. It was also recommended that the region prepare for these two items early on.

With regard to funding, HUD officials clarified several issues. First, if the new Continuum of Care registers in the spring of 2020, Continuum of Care dollars will likely not arrive until sometime between late February and April of 2021. However, because program awards are currently being sent from HUD directly to service providers in our region, the transition will likely not involve a handoff from the Rural Oregon Continuum of Care to the new Continuum of Care. Rather, once the 2020 dollars are received by the new Continuum of Care, then the agency will need to be prepared to enter into contracts with service providers awarded through the Continuum of Care's prioritization process that will be reflected in the 2020 collaborative application for funds.

Second, while HUD continues to publish the preliminary pro rata need by formula, pro rata need has been less influential in determining a region's allocation than performance since 2012. The preliminary pro rata need formula includes factors such as population, poverty, and overcrowding, and is based on the Community Development Block Grant formula.<sup>27</sup> If the calculated pro rata need is higher than the region's current allocation, HUD may consider a review. However, HUD officials noted that there are many regions across the nation that receive less than their pro rata need, and the amount of funds available for continuums of care largely depends on Congressional appropriations.

Third, the allocation amount that the new region would receive for 2020 will, in large part, be determined through a negotiation with the Rural Oregon Continuum of Care. The negotiation will focus on the programs that currently serve Marion, Polk, and Yamhill counties. HUD assumes that the dollars currently allocated to programs serving this region will transfer to the new region. If there are difficulties that cannot be resolved in the negotiations, HUD will conduct a historical look and help resolve disputes. Planning funds can also be part of negotiation discussions.

HUD officials offered to provide technical assistance to the new region during this transition process.

Since Oregon Housing and Community Services will also play a role in supporting the Rural Oregon Continuum of Care through this transition, the state agency will need to be communicated with in the upcoming months.

## VII. Conclusions

From this analysis, staff derives the following conclusions.

<sup>&</sup>lt;sup>27</sup> The July 25, 2016 Federal Register describes in detail how the formula is developed and proposals for adjusting the formula factors. See <a href="https://www.hudexchange.info/resource/5092/coc-program-notice-for-further-comment-on-the-pprn-formula/">https://www.hudexchange.info/resource/5092/coc-program-notice-for-further-comment-on-the-pprn-formula/</a>.

- a. **Outcomes.** A regional Continuum of Care consisting of Marion, Polk, and possibly Yamhill counties offers the potential for improved planning, coordination, and outcomes for homeless individuals and families.
- b. **Funding.** While there is no guarantee that federal funding will increase, and some speculation that funding could decrease in the short-term, there is a potential for increased funding over time. It will be necessary for the governmental jurisdictions to continue contributing to staffing costs and to assist currently-funded programs, if needed, so programs remain whole during the transition.
- c. **Systems Approach.** A comprehensive systems approach is more likely to achieve the desired outcomes for homeless individuals and families than a programmatic approach. A systems approach requires cooperation and long-term commitment from the participating governmental jurisdictions.
- d. *Intergovernmental Relations*. Governmental jurisdictions can play an important role in promoting intergovernmental relations and communication with HUD, Oregon Housing and Community Services, the Congressional delegation, state legislators, and other relevant federal and state agencies.
- e. *Models to Emulate*. The new Continuum of Care can look to tested models that have demonstrated success in prioritizing services based on community needs, used data to better understand the homeless population and drive service delivery, and held service providers accountable. Lane and Clackamas counties are two Oregon examples of successful continuums of care.
- f. **MWHI Foundational Work.** The Mid-Willamette Homeless Initiative provides a solid foundation for the Continuum of Care transition. To date, the initiative has produced a Money Map financial analysis to demonstrate state and local leverage; a Resource Inventory mapping more than 500 programs as a basis for demonstrating strengths, gaps, and needs; a comprehensive strategic plan, created by a process that included hundreds of providers, advocates, community members, and homeless or formerly homeless individuals; an adopted list of metrics to measure success; and experience developing intergovernmental agreements outlining areas for cooperation. These products will be valuable resources, should the region decide to establish a new Continuum of Care.
- g. *Collaboration*. Inclusivity is a critical element of any governance structure. There are many nonprofits and existing collaborative groups that can add value and maximize coordination. This region has a strong track record of working together towards common goals, which can only benefit opportunities for success in creating a new Continuum of Care.

Staff recommends that the Marion-Polk or Marion-Polk-Yamhill region establish its own Continuum of Care beginning in 2020. To affirm this recommendation, staff recommends that each affected jurisdiction adopt a resolution that formalizes this direction, based on a template recommended by the Mid-Willamette Homeless Initiative Steering Committee.



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# STAFF REPORT

DATE: May 14, 2019

TO: Mayor and City Councilors FROM: Jeff Towery, City Manager SUBJECT: City Council Agreements

## **Background:**

City Council met on January 25, 2019 and discussed Council's Group and Working Agreements, as well as the Roles & Responsibilities description. These documents were last updated in the early 1990s. Council met again on April 17, 2019 and further discussed proposed changes to the documents. Based on the discussions facilitated by Erik Jensen of Jensen Strategies, the documents were revised and are included in the meeting materials for approval by the Council.

## **Attachments:**

Revised Council Group Agreement Revised Roles and Responsibilities of Mayor, Council, and City Manager

## **Recommended Action:**

Motion to approve the City Council Group Agreement and Roles and Responsibilities of Mayor, Council, and City Manager



## **CITY COUNCIL GROUP AGREEMENT**

- 1. I will individually support the collective decision-making of the Council. If I disagree with the decision made by the council, I will exercise my convictions without personalizing the issue and without eroding the collective reputation of the council. Once the decision is made, I will respect that decision.
- 2. I will respect other members of the Council, even if we disagree philosophically, by articulating my view, listening openly to their perspectives and rationale, sharing my position and intended actions with the Council in a timely manner
- 3. I will present my rationale for my points of view and when asked for a rationale, I will act positively and offer my data for my conclusion.
- 4. If I am asked to respond or give my rationale to an issue and I am unready, I will say so, but will provide an approximate time when I will be.
- 5. I will say what I mean with no underlying messages in a positive manner.
- 6. I will not personalize issues or decisions.
- 7. If I have a concern or issue with another Council member or Mayor, I will go to that person first and in a positive, private, and timely manner, and share that concern. I will present my feelings and how those feelings affect me.
- 8. I will focus on the present and the future and use the past only as data for the present and the future.
- 9. If I am approached by someone, I will be open and positive and do my best to respond to his/her concerns.
- 10. I will not blame others for situations that I have opportunity to resolve.
- 11. I will recognize that the Council's role is to set policy and not to be administrators.
- 12. I will give other Council members and the Mayor advance notice through the City Manager of significant matters to be introduced at Council meetings so as to preclude stressful surprises at Council meetings. "Advance" means at least time to review the data.
- 13. I will engage in a robust dialogue with the community in a constructive and inclusive manner.
- 14. I will follow the intention and the law concerning doing Council business outside of Council meetings.

## **City of McMinnville**

## **ROLES & RESPONSIBILITIES**

of Mayor, Council, and City Manager
April 17, 2019

## Mayor

- No-voter
- Catalyst for Council
- Council leader
- Spokesperson for City and Council
- Influences Council agenda
- Performs ceremonial duties as head of the City
- Represents the City
- Can call Council meetings
- Presides over Council meetings

## **Council Members**

- Voters
- Decision makers
- Establish City policy
- Represent ward constituency in specific problems
- Approve and monitor budget
- · Listen to citizens, other City Council members, staff input
- Give feedback and evaluate the City Manager
- Approve any policy changes
- Set policies
- Communicate questions, opinions, etc., to other City Council persons, City Manager, and staff as appropriate
- Respect staff's role as member of the team
- Set the example for staff, public
- Positive, constructive tone
- Are democratic in process
- Participate in discussion

## City Manager

- · City chief of staff
- Spokesperson/advocate for City departments
- Liaison with departments and Council
- Serves at pleasure of Council
- Administers Council decisions

- Manages City's budget
- Presents relevant City issues to the Council
- Keeps Council informed of new issues
- Makes recommendations to Council as requested
- Carries out City Council policy directives, goals, and objectives
- Provides information and makes recommendations to City Council
- Leads the management team and other employees
- Is the "link" between Mayor, City Council, and staff
- Communicates; keeps Mayor and City Council informed
- Sets the tone and standard for employees by personal and professional example
- Represents the City