



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

**City Council Meeting Agenda
Tuesday, June 11, 2019
6:15 p.m – Executive Session
7:00 p.m. – Regular Council Meeting**

6:15 PM –EXECUTIVE SESSION – CONFERENCE ROOM

1. Call to Order
2. Executive Session: ORS 192.660(2)(f): to consider information or records that are exempt by law from public inspections. The records and information to be reviewed are exempt from public inspection pursuant to ORS 192.501(2) (Trade Secrets) and/or 192.501(5) (Business Records).
3. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PRESENTATIONS
 - a. 2020 US Census
 - b. Oregon Accreditation Alliance
 - c. Recology Rate Review
4. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
5. PUBLIC HEARINGS
 - a. Proposed Fiscal Year 2019-2020 Budget as approved by the Budget Committee.
 - b. Proposed Uses of State Revenue Sharing for Fiscal Year 2019 – 2020 as approved by the Budget Committee.
 - c. Renewal of the Downtown Economic Improvement District.
 - d. Housing Rehabilitation Community Development Block Grant Application.

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 at least 48 hours before the meeting to the City Recorder (503) 435-5702 or melissa.bisset@mcminnvilleoregon.gov.

6. ORDINANCE

- a. Consider first reading with possible second reading of **Ordinance No. 5071**: An Ordinance extending the duration of the McMinnville Downtown Economic Improvement Assessment District.

7. RESOLUTIONS

- a. Consider **Resolution No. 2019-36**: A resolution to submit an application for a McMinnville 2019 Housing Rehabilitation Community Development Block Grant (CDBG) to the Oregon Business Development Department (OBDD), and appointing Planning Director, Heather Richards, as both the project and environmental review certifying officer.
- b. Consider **Resolution No. 2019-37**: A Resolution approving a collection rate adjustment not to exceed 5% for Recology Inc.
- c. Consider **Resolution No. 2019-38**: A Resolution awarding the contract for the 2019 Slurry Seal, Project 2019-5.
- d. Consider **Resolution No. 2019-39**: A Resolution accepting the transfer of jurisdiction of a portion of Old Sheridan Road within the City of McMinnville.

8. ADJOURNMENT

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The Road to 2020 Hard-To-Count Populations McMinnville, Oregon

June 11, 2019

Jim Graham
Partnership Specialist

2020 Census:

Shape America For The Next Ten Years

- State representation in the U.S. Congress is apportioned based on the census.
- Voting districts at all levels of government are based on the census.
- Federal funding - **\$675 Billion every year**, is allocated based on the census:
 - **Transportation** – Roads, Bridges, Waterways, and Rail
 - **Housing** – Affordable Housing; Housing Assistance
 - **Education** – Build Schools; Federal Student Grants and Loans
 - **Healthcare** – Build Hospitals, Clinics, and Facilities; Programs
 - Many other vital services delivered to the American people.

Census outcomes affect every person in the United States.

The Census count must be accurate.

Why Conduct The Decennial Census?

It was written into the United States Constitution in 1787



“Representatives and direct Taxes shall be apportioned among the several States which may be included within this union, according to their respective Numbers ...

*The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and **within every subsequent Term of ten years**, in such Manner as they shall by Law direct.”*

Challenges to an Accurate Census

- Identify, Reach, and Interview Responders:
 - Mobile Population
 - Increasing Diversity
 - Complex Living Arrangements
 - Rapidly changing use of Technology
 - Internet
 - Social Media
 - Disuse of USPS Mail
 - Mobile Phones – Fewer land lines

These factors
describe
**Hard to Count
Populations**

‘Hard to Count’ Populations

Target demographics or Communities for extra focus

- Children under five / Young Families
- Non-English speakers
- Senior Citizens
- Immigrants
- Homeless / Transient / Migrant Workers
- People with Disabilities
- Veterans

Challenges to an Accurate Census

- Persuade – convince people to respond to the Census
 - Polarized Society
 - Distrust of Government
 - Information, Misinformation, and Disinformation explosion
 - Citizenship Question
 - Fear of Retribution
 - Presidential Primaries

Declining Response Rates

Challenges Are Not New To The Census

To convince the American people to participate
has always been a challenge.

To motivate response -

Three simple and unchanged truths:

The Census is **Important**

The Census is **Easy**

The Census is **Safe**

What Do We Ask?

1. Address
2. Phone Number
3. Count of Each Person At That Address
4. Name
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else
10. Relationship
11. Citizenship *



Private and Confidential

- Data reported in aggregate only
- Prohibited by law from releasing personal information to any person or organization

(Title 13 and Title 26) *

- Lifetime oath by all Census Bureau employees
- Penalties for wrongful disclosure: up to 5 years imprisonment and/or a fine of \$250,000



National and Local Partnerships

The Partnership Program will engage with over 300,000 organizations

- **Educate people** about the 2020 Census and foster cooperation with enumerators
- **Encourage partners** to motivate constituents to self-respond
- **Engage grass roots organizations** to reach out to unmotivated and hard-to-count communities to respond to the national campaign

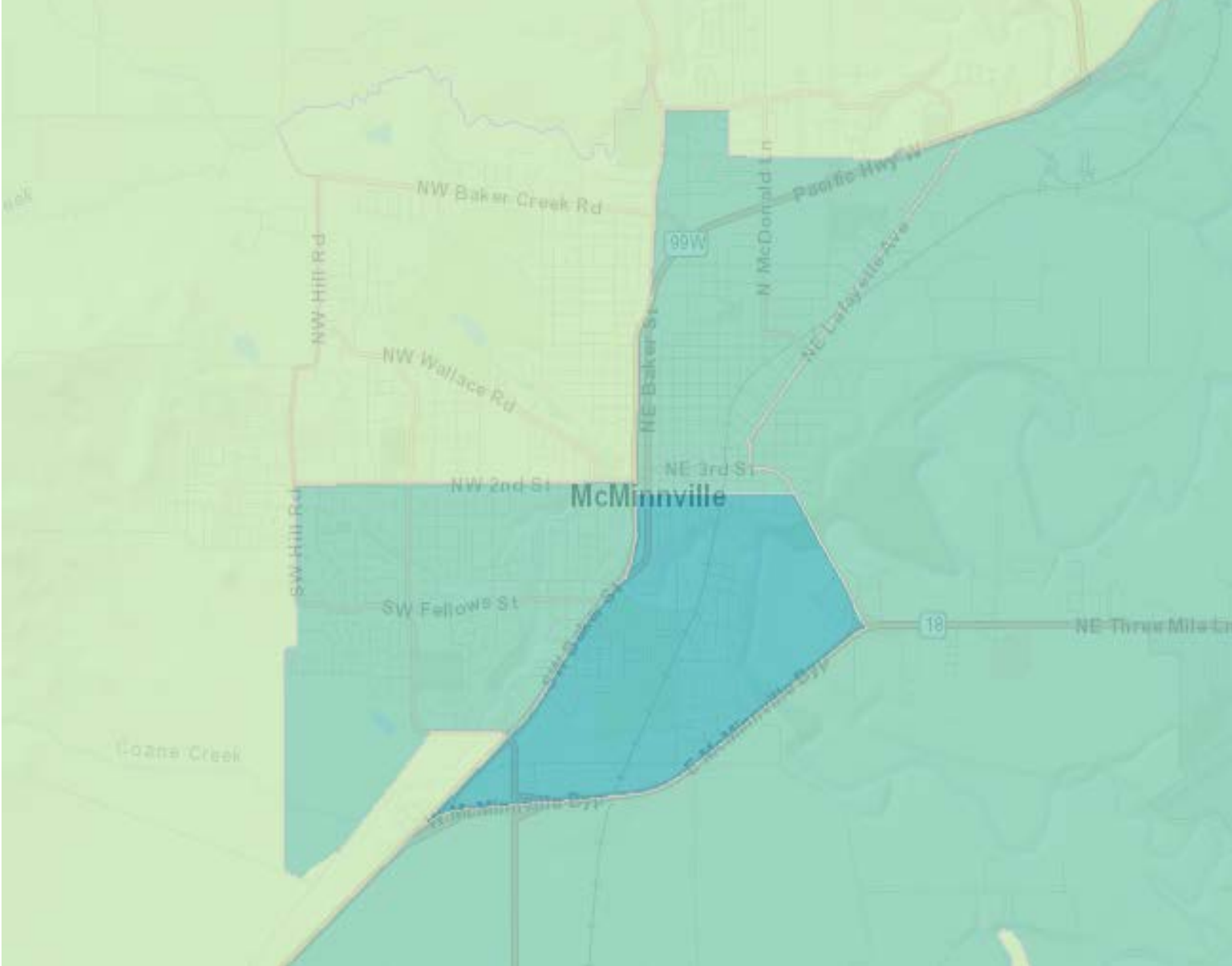
2020 Census Language Options

Internet Self-Response	Paper Form	Questionnaire Help	Enumerators, Mailed Items	Language Card and Guides
English Spanish Chinese (Simp.) Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	English Spanish	13 languages Plus TDD	English Spanish	59 languages Plus ASL Plus Braille Plus Large Print

Response Outreach Area Mapper

Census.gov/ROAM

- Predicted Census Low Response Score (LRS)
- Tan is good, then Green, Blue, Dark Blue
- Based on History and factors known to affect Census response rates: Identify (responders); Reach; Persuade; Interview



ROAM Attributes of McMinnville Census Tracts

	McMv - CNE	McMv - E	McMv - CNW	McMv LC	McMv CSW	McMv W
LRS / Pop	23.9 / 5090	21.3 / 3548	17.5 / 7725	27.5 / 5221	21.7 / 7782	17.1 / 6445
Inc / Pov.	\$36.3 / 20.7	\$37.3 / 15.4	\$52.8 / 19.5	\$45.4 / 29.0	\$45.4 / 21.0	\$78.2 / 13.7
Wht / Hsp	65.8 / 27.5	68.6 / 28.1	84.6 / 13	59.4 / 30.0	73.7 / 19.6	76.3 / 15.7
ESL: 14 / 5	9.3 / 10.2	0 / 9.9	1.0 / 4.8	8.8 / 14.4	6.3 / 10.0	0.9 / 2.0
Rent/ Multi	63.7 / 32.8	28.2 / 5.6	35.2 / 12.5	53.9 / 12.0	44.5 / 10.1	23.1 / 8.1
Under 6	19.7	12.8	23.1	31.9	20.1	25.3
Hsg / Vac	2071 / 6.3	1359 / 7.0	3369 / 5.8	1363 / 10.3	3077 / 6.0	2273 / 3.6
Moved	15.8	10.8	17.4	29.9	18.3	13.5
For. Born	14.0	15.8	10.8	19.6	14.2	3.8

Census Operations

• Where to Count	Address Canvassing	August / September
• Motivate	Partners / Media	Continuing
• Self Response	“The Census”	April 1, 2020
• Group Quarters	Enumeration	April / May
• Non-Response	Follow-up	June – August
• Report Count	President	January 1, 2021
• Apportionment	Congress	March, 2021

We're Hiring

**Supervisory
&
Non-supervisory
positions available in
Yamhill County, OR**

\$17.50 - \$19.50 per hour



JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!
2020census.gov/jobs

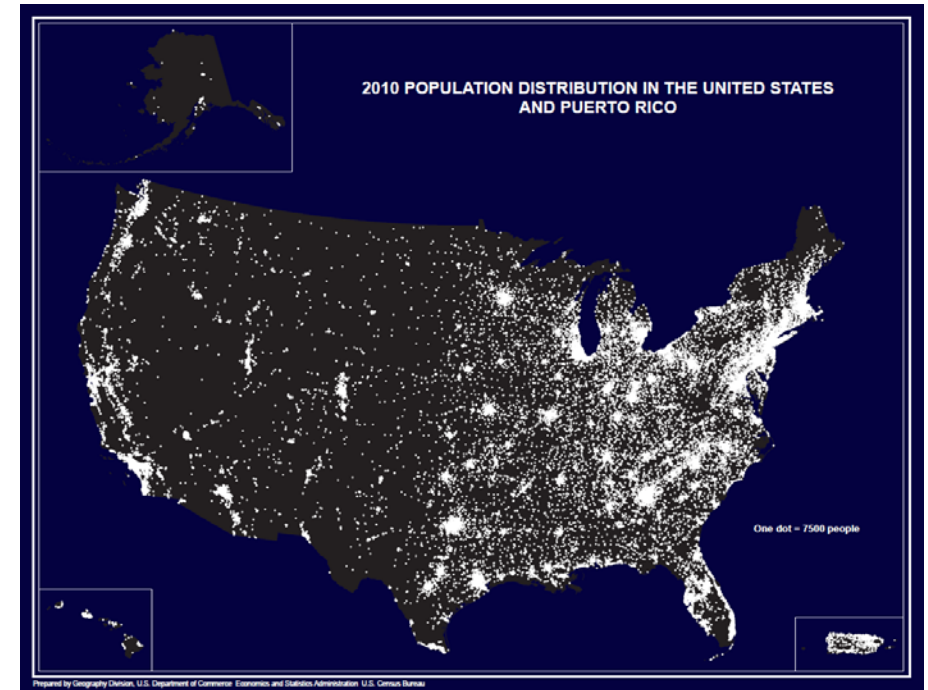
2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training



Help The 2020 Census Accurately Count Our People

- Support an accurate 2020 Census count of all people living in the United States.
- Think strategically: *how can you improve the count among your family, friends, and neighbors?*
- Spread the word: *more than 500,000 temporary census jobs; peak spring of 2020.* <https://2020census.gov/jobs>
- Urge everyone you are connected with: *Please self-respond to the census in late March and April 2020.*
- **Form a local Complete Count Committee:** *lend your expertise; ensure all segments of our community are accurately counted in 2020.* <https://2020census.gov>



How will our country look in 2020?

Connect With Us



Sign up for and manage alerts at
<https://public.govdelivery.com/accounts/USCENSUS/subscriber/new>



facebook.com/uscensusbureau



More information on the 2020 Census Memorandum Series:
<http://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



twitter.com/uscensusbureau



More information on the 2020 Census:
<http://www.census.gov/2020Census>



youtube.com/user/uscensusbureau



More information on the American Community Survey:
<http://www.census.gov/programs-surveys/acs/>



instagram.com/uscensusbureau

Thank You

James S Graham

Partnership Specialist

United States Department of Commerce
U.S. Census Bureau

James.S.Graham@2020Census.gov

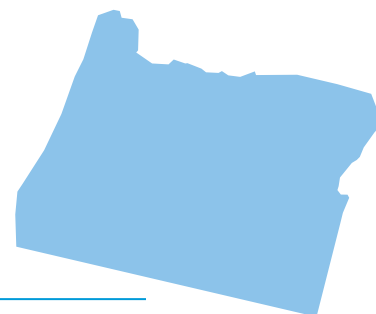
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OREGON

In FY2016, Oregon received

\$13,452,034,877

through 55 federal spending programs
guided by data derived from the 2010 Census.



The **Counting for Dollars 2020 Project** aims to understand 1) the extent to which the federal government will rely on data from the 2020 Census to guide the distribution of federal funding to states, localities, and households across the nation and 2) the impact of the accuracy of the 2020 Census on the fair, equitable distribution of these funds.

The project has analyzed spending by state for 55 federal programs (\$883,094,826,042 in FY2016). Three types of programs are analyzed:

- **Domestic financial assistance programs** provide financial assistance – including direct payments to individuals, grants, loans, and loan guarantees – to non-federal entities within the U.S. – such as individuals and families, state and local governments, companies, and nonprofits – in order to fulfill a public purpose.
- **Tax credit programs** allow a special exclusion, exemption, or deduction from gross income or provide a special credit, a preferential rate of tax, or a deferral of tax liability.
- **Procurement programs** award a portion of Federal prime contract dollars to small businesses located in areas selected on the basis of census-derived data.

The four uses of census-derived datasets to geographically allocate funding are:

- **Define eligibility criteria** – that is, identify which organizations or individuals can receive funds.
- **Compute formulas** that geographically allocate funds to eligible recipients.
- **Rank project applications** based on priorities (e.g., smaller towns, poorer neighborhoods).
- **Set interest rates** for federal loan programs.

The two categories of census-derived datasets are:

- **Geographic classifications** – the characterization (e.g., rural), delineation (e.g., Metropolitan Areas), or designation (e.g., Opportunity Zones) of specific geographic areas.
- **Variable datasets**
 - **Annual updates** of population and housing variables collected in the Decennial Census.
 - **Household surveys** collecting new data elements (e.g., income, occupation) by using the Decennial Census to design representative samples and interpret results.



Reports of the Counting for Dollars 2020 Project:

- **Report #1:** Initial Analysis: 16 Large Census-guided Financial Assistance Programs (August 2017)*
- **Report #2:** Estimating Fiscal Costs of a Census Undercount to States (March 2018)*
- **Report #3:** Role of the Decennial Census in Distributing Federal Funds to Rural America (December 2018)*
- **Report #4:** Census-derived Datasets Used to Distribute Federal Funds (December 2018)
- **Report #5:** Analysis of 55 Large Census-guided Federal Spending Programs (forthcoming)*
- **Report #6:** An Inventory of 320 Census-guided Federal Spending Programs (forthcoming)

* Data available by state

+ Source for this state sheet

Counting for Dollars 2020

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020:

OREGON

**Allocation of Funds from 55 Large Federal Spending Programs
Guided by Data Derived from the 2010 Census (Fiscal Year 2016)**

Total Program Obligations: \$13,452,034,877

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs		\$13,201,492,721			
Medical Assistance Program (Medicaid)	HHS	\$6,686,260,000	Community Facilities Loans/Grants	USDA	\$2,262,022
Federal Direct Student Loans	ED	\$1,297,898,394	Supporting Effective Instruction State Grants	ED	\$21,691,343
Supplemental Nutrition Assistance Program	USDA	\$1,072,982,185	Crime Victim Assistance	DOJ	\$27,651,313
Medicare Suppl. Medical Insurance (Part B)	HHS	\$489,832,396	CDBG Entitlement Grants	HUD	\$19,614,587
Highway Planning and Construction	DOT	\$506,975,879	Public Housing Capital Fund	HUD	\$8,874,000
Federal Pell Grant Program	ED	\$318,600,000	Block Grants for the Prevention and Treatment of Substance Abuse	HHS	\$20,578,346
Section 8 Housing Choice Vouchers	HUD	\$245,500,000	Water and Waste Disposal Systems for Rural Communities	USDA	\$16,551,707
Temporary Assistance for Needy Families	HHS	\$184,305,610	Social Services Block Grant	HHS	\$19,617,883
Very Low to Moderate Income Housing Loans	USDA	\$376,461,086	Rural Rental Assistance Payments	USDA	\$28,022,225
Title I Grants to LEAs	ED	\$145,951,242	Business and Industry Loans	USDA	\$86,287,000
State Children's Health Insurance Program	HHS	\$211,331,000	Career and Technical Education - Basic Grants to States	ED	\$13,546,508
National School Lunch Program	USDA	\$117,760,000	Homeland Security Grant Program	DHS	\$6,799,000
Special Education Grants	ED	\$131,743,911	WIOA Dislocated Worker Grants	DOL	\$13,807,125
Section 8 Housing Assistance Payments Program	HUD	\$60,702,906	HOME	HUD	\$13,984,612
Federal Transit Formula Grants	DOT	\$113,268,000	State CDBG	HUD	\$12,055,779
Head Start	HHS	\$136,355,820	WIOA Youth Activities	DOL	\$11,441,241
WIC	USDA	\$77,785,000	WIOA Adult Activities	DOL	\$10,554,128
Title IV-E Foster Care	HHS	\$119,121,770	Employment Service/Wagner-Peyser	DOL	\$8,717,268
Health Care Centers	HHS	\$87,805,982	Community Services Block Grant	HHS	\$5,700,794
School Breakfast Program	USDA	\$39,415,000	Special Programs for the Aging, Title III, Part C, Nutrition Services	HHS	\$8,760,086
Rural Electrification Loans and Loan Guarantees	USDA	\$0	Cooperative Extension Service	USDA	\$4,795,544
Public and Indian Housing	HUD	\$18,714,000	Native Amer. Employment & Training	DOL	\$428,043
Low Income Home Energy Assistance	HHS	\$35,704,456			
Child and Adult Care Food Program	USDA	\$35,408,000	Federal Tax Expenditures		\$181,555,615
Vocational Rehabilitation Grants to the States	ED	\$51,293,087	Low Income Housing Tax Credit	Treas	\$107,970,134
Child Care Mandatory and Matching Funds	HHS	\$38,761,000	New Markets Tax Credit	Treas	\$73,585,481
Unemployment Insurance Administration	DOL	\$55,779,000			
Federal Transit - Capital Investment Grants	DOT	\$102,064,145	Federal Procurement Programs		\$68,986,542
Child Care and Development Block Grant	HHS	\$30,673,000	HUBZones Program	SBA	\$68,986,542
Adoption Assistance	HHS	\$51,299,298			

Prepared by Andrew Reamer, the George Washington Institute of Public Policy, the George Washington University. Spending data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight. | January 30, 2019

Note: The sequence of the above programs is consistent with U.S. rank order by program expenditures. (See U.S. sheet in series.)

Counting for Dollars 2020 publications and spreadsheet with above data available at <https://gwipp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds>

**GW Institute
of Public Policy**

THE GEORGE WASHINGTON UNIVERSITY

For further information:
Andrew Reamer, Research Professor
The George Washington University
areamer@gwu.edu

The 2020 Census and Confidentiality

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.

Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.



Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.



The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

There are no exceptions.

The law requires the Census Bureau to keep everyone's information confidential. By law, your responses cannot be used against you by any government agency or court in any way. The Census Bureau will not share an individual's responses with immigration enforcement agencies, law enforcement agencies, or allow that information to be used to determine eligibility for government benefits. Title 13 makes it very clear that the data we collect can only be used for statistical purposes—we cannot allow it to be used for anything else, including law enforcement.

It's your choice: you can respond securely online, by mail, or by phone.

You will have the option of responding online, by mail, or by phone. Households that don't respond in one of these ways will be visited by a census taker to collect the information in person. Regardless of how you respond, your personal information is protected by law.

Your online responses are safe from hacking and other cyberthreats.

The Census Bureau takes strong precautions to keep online responses secure. All data submitted online are encrypted to protect personal privacy, and our cybersecurity program meets the highest and most recent standards for protecting personal information. Once the data are received, they are no longer online. From the moment the Census Bureau collects responses, our focus and legal obligation is to keep them safe.

We are committed to confidentiality.

At the U.S. Census Bureau, we are absolutely committed to keeping your responses confidential. This commitment means it is safe to provide your answers and know that they will only be used to paint a statistical portrait of our nation and communities.

Learn more about the Census Bureau's data protection and privacy program at www.census.gov/privacy.



Laws protecting personal census information have withstood challenges.

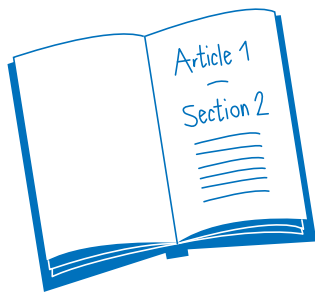
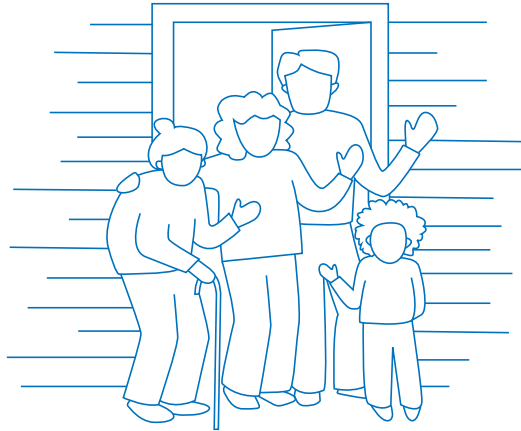
In 1982, the U.S. Supreme Court confirmed that even addresses are confidential and cannot be disclosed through legal discovery or the Freedom of Information Act (FOIA). In 2010, the U.S. Justice Department determined that the Patriot Act does not override the law that protects the confidentiality of individual census responses. No court of law can subpoena census responses.

CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

Everyone counts.

The census counts every person living in the U.S. once, only once, and in the right place.

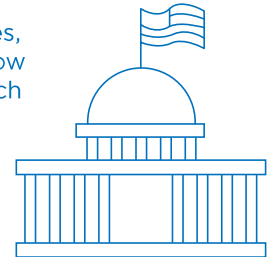


It's in the constitution.

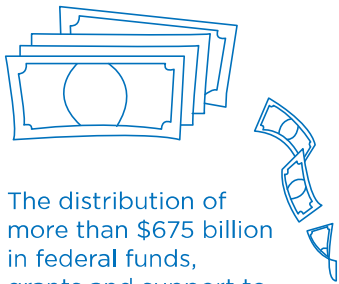
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about fair representation.

Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.

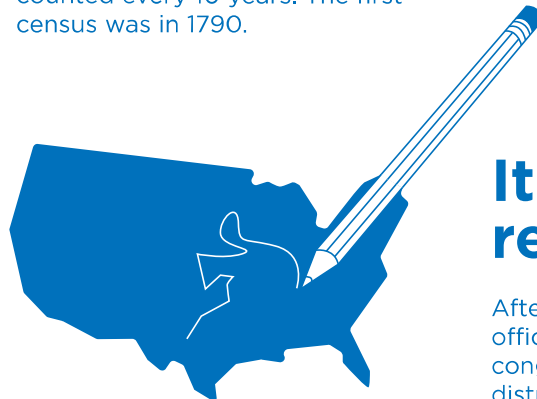


It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants and support to states, counties and communities are based on census data.

That money is spent on schools, hospitals, roads, public works and other vital programs.

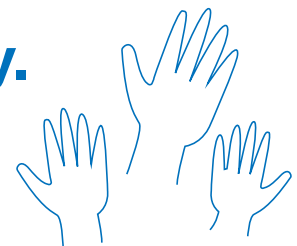


It's about redistricting.

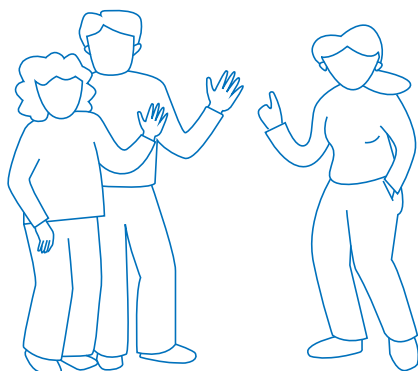
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

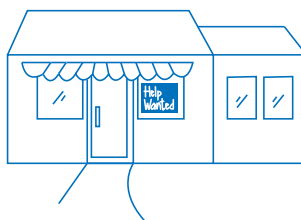
Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



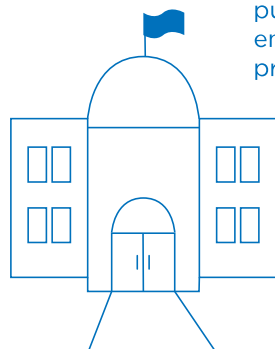
Census data are being used all around you.



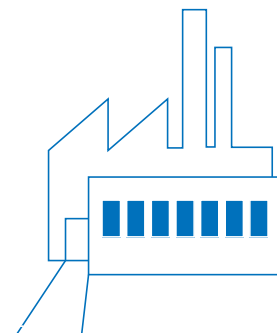
Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



Businesses use census data to decide where to build factories, offices and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



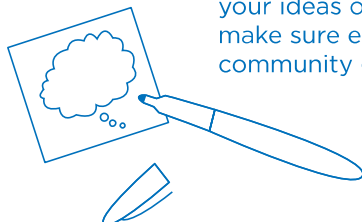
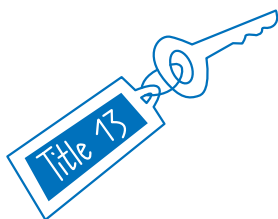
Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.

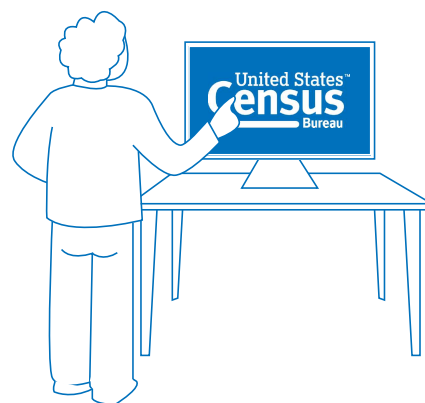


You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.

2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



2020 Census Timeline

Contact Information

For additional information about the Complete Count Committees program, please contact your regional census office.

Complete Count Committees

2018

- Tribal leader, governor, or highest elected local official or community leader determines CCCs structure.
- CCCs receive 2020 Census training.

2019

- Continue establishing CCCs.
- Open field offices.
- CCCs develop strategy and work plan.

2020

- CCCs begin community organization mobilization.
- 2020 Census advertising campaign begins in early 2020.
- CCCs support the 2020 Census.
- CCCs encourage self-response.

April 1, 2020 – CENSUS DAY

- CCCs urge households who do not respond to cooperate with census takers.
- CCCs thank the community for their participation in the 2020 Census.

If you reside in:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina

Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin

Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming

Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico

Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia

Please contact:

ATLANTA
Atlanta.rcc
.partnership
@census.gov

CHICAGO
Chicago.rcc
.partnership
@census.gov

DALLAS
Dallas.rcc
.partnership
@census.gov

LOS ANGELES
Los.Angelos.rcc
.partnership
@census.gov

NEW YORK
New.York.rcc
.partnership
@census.gov

PHILADELPHIA
Philadelphia.rcc
.partnership
@census.gov



The 2020 Census is almost here!

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

The Complete Count Committees (CCC) program are key to creating awareness in communities all across the country.

- CCCs utilize local knowledge, influence, and resources to educate residents and promote the census through locally-based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

Get Started

WHO?

Tribal, state, and local governments work together with partners to form CCCs to promote and encourage response to the 2020 Census in their communities. Community-based organizations also establish CCCs that reach out to their constituents.

WHAT?

A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other community organizations. These trusted voices develop and implement a 2020 Census awareness to encourage a response campaign based upon their knowledge of the local community.

WHEN?

The formation of CCCs is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

WHY?

This primary goal of the 2020 Census is to count everyone once and in the right place.

Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

HOW?

It's up to all of us! CCCs know the best way to reach the community and raise awareness. Some activities could include:

- CCC kickoff meetings with media briefings.
- Census rallies or parades.
- Census unity youth forums.
- Interfaith breakfasts and weekend events.
- Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and Web sites.
- Helping recruit census workers when jobs become available.
- Research has shown that text messages, pop-up boxes, and in-app messages are also cost-effective ways to connect.



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

STAFF REPORT

DATE: June 11, 2019
TO: Mayor and City Councilors
FROM: Matt Scales, Police Chief
SUBJECT: Presentation of Reaccreditation with the OAA by Director Ed Boyd
STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

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

OBJECTIVE/S: Provide exceptional police, municipal court, fire, emergency medical services EMS), utility services and public works

Report in Brief:

The Oregon Accreditation Alliance Executive Director, Ed Boyd, will present the McMinnville Police Department its award of reaccreditation. The Police Department accreditation manager, Captain Tim Symons, did an incredible job of gathering supporting documentation which demonstrated our agency compliance with statewide standards adopted by the Oregon Accreditation Alliance.

The Oregon Accreditation Alliance exists to improve the quality of law enforcement and 911 agencies in the State of Oregon, State of Alaska, and ultimately the quality of services provided to the citizens of both states. The Oregon Accreditation Alliance proudly provides law enforcement and communications/911 accreditation to qualified law enforcement and 911 agencies in Oregon and Alaska.

The Oregon Accreditation Alliance was formed in April 2001. It was created under the direction and authority of the Oregon Association Chiefs of Police, the Oregon State Sheriff's Association, and the Association of Public Safety Communications Officials. The Alliance mutually supports and endorses the continued improvement of law enforcement and emergency communications services by establishing professional standards of accountability, management, and operations.

The McMinnville Police Department joined the Oregon Accreditation Alliance in July 2009 and has previous experience through the CALEA accreditation program. This is the McMinnville Police Departments third reaccreditation under the leadership of Chief of Police Matt Scales.



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
(503) 434-2350
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Presentation – Recology Rate Review

At the April 1, 2019 City Council meeting, Recology requested a rate increase related to an unanticipated increase in the cost of handling recycling materials, in addition to an increase for a cost-of-living adjustment.

At City Council's direction, staff entered into an agreement with Merina+Co to perform an Agreed-Upon Procedures engagement which would to provide additional information related to Recology's request for a rate increase.

Ms. Tonya Moffitt, Merina+Co partner, will present the results of the engagement to the City Council.



City of McMinnville
Finance Department
230 NE Second Street
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(503) 434-2350
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Public Hearing for the City of McMinnville 2019-20 Budget as approved by the Budget Committee

Discussion:

On May 15, 2019, the City's Budget Committee approved the City of McMinnville 2019 – 2020 Budget. ORS 294.453 requires that, after the local government's budget committee has approved the budget, the governing body must hold a budget hearing to take citizen testimony on the approved budget.

Five to 30 days before the scheduled hearing, ORS 294.448 requires that the governing body publish a "Notice of Budget Hearing and Financial Summary." The Notice includes the date, time, and location of the budget hearing and a summary of the 2019 – 2020 Approved Budget. The Notice must appear in a newspaper of general circulation.

The required [Notice and Financial Summary](#) were published in the News Register on May 28, 2019 and have been posted on the City website.

Recommendation: Hold budget hearing as required by ORS 294.453



**City of McMinnville
Administration**
230 NE Second Street
McMinnville, OR 97128
(503) 435-5702

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2019
TO: Mayor and City Councilors
FROM: Jeff Towery, City Manager
SUBJECT: Franchise Fee Use

STRATEGIC PRIORITY & GOAL:



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



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

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

Identify and focus on the City's core services

Report in Brief:

On May 28th, the City Council enacted a franchise fee on municipal wastewater services with the intent to provide stimulus funds to assist with supportive projects and services for people without homes, including potential mitigation of near-term symptoms related to negative conduct. As part of the discussion leading up to the adoption of the FY19-20 Budget, the City Council will consider options for use of the funds.

Background & Discussion:

Strategic Plan Context

Among the Council priorities (mentioned by multiple members) that were discussed in the Council's planning session in February were approaches to address Housing and Homelessness:

- Increasing workforce housing
- Addressing camping within the community's quality of life standards
- Ensuring diverse and affordable housing options

Further, the item relates to multiple goals and priorities in the City's Strategic Plan, including but not limited to the following Council Priority Action Items:

- A-1a. Strategically participate in local and regional partnerships
- A-3e. Right-Size Services: Address insufficient resources by finding new sustainable funding sources
- G-2c. Housing strategy (May 2019) renew every 10 years

Revenue Sources

The Wastewater Franchise Fee will generate approximately \$500,000 in new revenue to the General Fund. The City's Budget Committee approved the proposed budget with the revenue included in anticipation of Council action. In order to balance the budget, the funds were placed in contingency pending Council direction.

The Council has also discussed, in concept, the possibility of dedicating some portion of the City's unrestricted Transient Lodging Tax (TLT), also commonly referred to as the 30%, to support affordable

housing initiatives. The City does not allocate discretionary General Fund revenues to specific departments or uses. The best way to set the context for how dedicating some or all of the TLT could impact current services is to show the proportional share of the General Fund by department. The FY19-20 budget appropriates 36.3% to Police, 16.3% to Fire and 12.7% to Parks and Recreation. The other departments range from 2.4% to 7.5% of the General Fund. Attachment 1 shows that detail for all departments.

While there are other potential revenue streams that have not yet been implemented or fully reviewed, the purpose of this discussion is intended to focus specifically on the Franchise Fee and TLT revenues.

Expenditure Options

The Affordable Housing Task Force has discussed this issue and recommended that the City establish a fund to support several initiatives:

- Land banking
- Leverage for gap financing for affordable housing projects
- Annual Competitive process for affordable housing development projects
- Fund Regional Coordinator
- Support private development of affordable housing

The City has recently taken actions intended to address public safety needs and the negative impacts of camping that may well create added costs. First, additional no parking areas have been designated on portions of Marsh Ln. and Dustin Ct. to ensure emergency access and second, the Council has amended Municipal Code to better regulate camping in the public right of way. Implementing and enforcing these regulations may result in additional costs for:

- Vehicle Towing/Storage
- Facility Costs (i.e. restrooms, garbage, enforcement, clean-up)
- Storage of belongings
- Legal defense

In addition, the Council may want to consider using all or part of these revenues to support or expand existing General Fund Services to assist in stabilizing the General Fund Reserves or to address capital improvement needs identified in the recently completed Facilities Conditions Assessment. General Fund service needs were the primary focus of the proposed FY19-20 budget and are identified here simply as context, not for additional review, discussion and action. Attachment 2 describes likely impact on the General Fund Reserves for a range of spending scenarios. Attachment 3 shows the estimated costs of facility improvements for General Fund supported facilities over the next 20 years. Both attachments will be reviewed in more detail during the presentation of this agenda item.

Attachments:

1. Transient Lodging Tax – Allocation by Department
2. General fund – Ending Fund Balance Scenarios
3. Facility Condition Assessment Summary

Fiscal Impact:

This franchise fee will generate approximately \$500,000 in new revenue to the General Fund. The full fiscal impact will vary based on how the funds are allocated for expenditure.

Recommendation:

Staff recommends that the City Council review and discuss the options presented and direct staff to bring back additional information for further consideration or, if there is consensus, to prepare a budget amendment that reflects the will of the Council.

Transient Lodging Tax				
Transfer to General Fund - 30% discretionary portion				
Allocation to General Fund Departments				
	2018-19 Budget		2018-19 Estimated	2019-20 Budget
TLT Revenue	361,000		361,000	377,200
	FY20 Expenditures		% of total expenditures	Allocate FY20 TLT 30%
Admin	1,429,056		5.77%	21,746
Finance	740,801		2.99%	11,273
Engineering	1,178,759		4.76%	17,938
Planning	1,405,787		5.67%	21,392
Police	9,007,017		36.34%	137,063
Muni Court	601,755		2.43%	9,157
Fire	4,039,487		16.30%	61,470
Park & Rec	3,135,435		12.65%	47,713
Park Maint	1,383,342		5.58%	21,051
Library	1,866,005		7.53%	28,396
	24,787,444		100.00%	377,200

Facilities Condition Assessments (General Fund Supported)
prepared by EMG Corporation

		Short Term	Near Term	Med Term	Long Term		
Facility	Immediate	3 year	5 Year	10 Year	20 Year	TOTAL	Status
Civic/City Hall & Garage	43,600	157,700	487,000	367,300	1,304,300	2,359,900	Final
Chamber House	121,600	127,200	68,400	194,900	127,600	639,700	Final
CDC	5,700	337,300	18,300	385,600	693,000	1,439,900	Final
Fire Hall	140,700	610,100	158,100	1,103,900	1,182,700	3,195,500	Final
Fire Training	-	45,800	-	372,900	177,900	596,600	Final
Public Safety	11,800	55,100	837,900	1,185,300	2,964,500	5,054,600	Final
Library & Carnegie Bldg	45,900	116,300	630,900	383,600	428,400	1,605,100	Final
Comm Center	496,900	1,430,000	1,000,428	2,769,900	1,276,700	6,973,928	Final
Aquatic Center	491,600	668,400	444,900	519,300	1,756,800	3,881,000	Final
Senior Center	15,500	204,800	440,500	298,000	494,300	1,453,100	Final
Discovery Meadows	55,000	69,100	29,500	3,125,500	898,300	4,177,400	Draft
Tice Park	3,200	6,600	3,300	38,200	81,600	132,900	Final
Wortman Park	-	162,900	9,200	129,600	626,300	928,000	Final
City Park	3,900	7,300	-	24,100	46,400	81,700	Final
Chegwyn Farms Park	-	4,200	-	1,700	11,300	17,200	Final
Thompson Park	3,600	-	5,000	3,400	7,400	19,400	Final
Parking Structure	440,700	413,800	-	347,900	238,400	1,440,800	Final
	1,879,700	4,416,600	4,133,428	11,251,100	12,315,900	33,996,728	

General Fund Reserve as Percentage of Annual Expenditures
Scenarios for additional Wastewater franchise fee revenue and spending options

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
(1) Based on 2019-20 Budget approved by Budget Committee 05/15/2019	21.1%	13.6%	9.6%	1.7%
(2) Estimate of 2018-19 ending fund balance (EFB) updated to reflect current information; no other changes	25.3%	16.7%	12.7%	4.6%
(3) Updated 2018-19 EFB with additional \$500,000 revenue from Wastewater franchise fee effective 7/1/19	25.3%	18.5%	16.3%	9.7%
(4) Updated 2018-19 EFB with \$500,000 Wastewater franchise fee revenue and additional expenditures of \$377,200 (30% of TLT transferred to General Fund); assumes \$377,200 additional expenditures in 2019-20, 2020-21 and 2021-22	25.3%	16.9%	13.4%	5.8%
(5) Updated 2018-19 EFB with \$500,000 Wastewater franchise fee revenue and additional expenditures of \$500,000; assumes \$500,000 additional expenditures in 2019-20, 2020-21 and 2021-22	25.3%	16.4%	12.5%	4.5%



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
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STAFF REPORT

DATE: June 11, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Public Hearing on Proposed Uses of State Revenue Sharing for 2019-20

Discussion: ORS 220.771 requires that cities annually pass an ordinance or resolution requesting state revenue sharing money, holding public hearings, and certifying that these hearings were held.

To receive state revenue sharing in 2019 – 2020, the City must have levied property taxes in the preceding year and:

- 1) Pass an ordinance or resolution approving participation in the program and file a copy of that ordinance with the State of Oregon prior to July 31.
- 2) Hold the following hearings on the use of state revenue sharing funds:
 - a) a public hearing before the budget committee to discuss possible uses of the funds.
 - b) a public hearing before the city council on the proposed uses of the funds in relation to the entire budget
- 3) Certify to the State of Oregon prior to July 31 that these hearings have been held.

As required by ORS 221.770, a public hearing on possible uses of state revenue sharing was held before the City of McMinnville Budget Committee on May 15, 2019.

Attachments: City's Proposed Uses of State Revenue Sharing

Recommendation: Hold public hearing as required by ORS 220.771. The City will certify to the State of Oregon prior to July 31 that the public hearings were held.

A resolution approving participation in the program and requesting revenue sharing will be presented to the City Council at the June 25, 2019 meeting.

City of McMinnville
City's Proposed Uses of State Revenue Sharing
2019 - 2020 Proposed Budget

Revenue - State Revenue Sharing **\$ 481,000**

Expenditures - State Revenue Sharing

Administration

- General Fund Building master plan 50,000
- General Fund classification/compensation analysis 25,000

Engineering

- Vehicle 13,000

Planning

- Equal Opportunities Analysis update 40,000

Police

- MDT's for patrol cars 36,900
- Annual payment for patrol car lease 56,100

Fire

- Districting consultant 45,000
- Brush rig vehicle (\$130,000 total, McMinnville Rural Fire District contributing 50% of cost 65,000

Parks & Recreation

- Recreation buildings master plan 100,000

Library

- Smoke alarm system upgrade 50,000

Total Proposed Expenditures **\$ 481,000**



THIS IS A NOTICE ONLY. IT IS NOT A BILL.

**Notice of Public Hearing Regarding Extending the Duration of the
McMinnville Downtown Economic Improvement Assessment District**

Property Owner

RE: **Tax Lot No.** **Square Feet of Property Assessed** **Amt. per Square Foot** **Total Assessment**

At the request of certain property owners in the McMinnville Downtown Economic Improvement Assessment District and the McMinnville Downtown Association, the City of McMinnville is processing a proposal to extend the duration of the District for three (3) years beginning on August 1, 2019.

The current district, which expires July 31, 2019, has two zones. These zones will remain unchanged in the proposed extended district. A map showing the boundaries of the zones is available from the City.

The fee schedule will be as follows:

- Zone 1 – 7.5 cents per square foot of land area
- Zone 2 – 3.75 cents per square foot of land area

These fees will be levied in each year (2019, 2020, and 2021).

A public hearing will be conducted by the City Council at 7:00 p.m. on Tuesday, June 11, 2019 in the McMinnville Civic Hall, 200 NE Second Street, McMinnville, to receive the testimony of the proponents and opponents of the proposed extension of the district.

The Council shall consider objections and may adopt, correct, modify, or revise the proposed three year extension.

The Council will not make the assessments and the economic improvement district will be terminated if written objections are received at the public hearing from owners of property upon which more than thirty-three percent of the total amount of assessments is levied.

Should you have any questions about the hearing, please call Melissa Bisset at (503) 435-5702. Should you have any questions about the district, please call Jeff Towery at (503) 434-7302.

Dated this 1st day of May, 2019.

David R. Koch, City Attorney



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

STAFF REPORT

DATE: June 11, 2019
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: Resolution No. 2019 – 36: Public Hearing and Action Item,
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:

This is a public hearing to consider Resolution No. 2019-36 supporting an application by the Housing Authority of Yamhill County to the State Community Development Block Grant program on behalf of the City of McMinnville for \$500,000 for a McMinnville Housing Rehabilitation Program, and to appoint Heather Richards, Planning Director as both the project and environmental review certifying officer.

The City is required to hold a public hearing to take comments from citizens on both the community development and housing needs in the city and the proposed 2019 McMinnville Housing Rehabilitation Grant project.

Darcy Reynolds, Housing Rehabilitation Specialist for the Housing Authority of Yamhill County, will provide a presentation on the proposal.

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).

Discussion:

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 our 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.

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.

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. It is estimated that the project would benefit at least 120 persons, of whom 100% will be low or moderate income.

The proposed activities of this project is not likely to result in the displacement of any persons or businesses. If Displacement becomes necessary, alternative will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low and moderate income housing which is demolished or converted to another use will be replaced.

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.

Attachments:

Resolution No. 2019-36
Public Notice of Public Hearing

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:

Staff recommends approval of the Resolution.

"I move to approve Resolution No. 2019-36."

RESOLUTION NO. 2019 - 36

A resolution to submit an application for a McMinnville 2019 Housing Rehabilitation Community Development Block Grant (CDBG) to the Oregon Business Development Department (OBDD), and appointing Planning Director, Heather Richards, as both the project and environmental review certifying officer.

RECITALS:

The McMinnville City Council gave its unanimous support at the May 14, 2019 council meeting to move forward with a CDBG application to provide grants to owners of manufactured homes in parks to repair immediate health and safety issues in their homes.

Prior to the submission of the grant application, the City is required to hold a public hearing to take comments from citizens on both the community development and housing needs in the city and the proposed 2019 McMinnville Housing Rehabilitation Grant project.

On June 11, 2019, the McMinnville City Council held a public hearing that covered the items listed in Exhibit "A" regarding the community development and housing needs in the city and the proposed submission of the CDBG application to OBDD. Notice of this public hearing was published in the News Register on May 31, 2019.

Formal approval to submit the grant application and appointment of the certifying officer is required from the City Council.

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

1. The City of McMinnville has a need for funds to assist low and moderate income owners of manufactured homes in parks with the rehabilitation of their homes.
2. The City of McMinnville supports the submission of a 2019 Housing Rehabilitation CDBG application for \$500,000.00 to OBDD in partnership with HAYC, contracting agent for YCAHC.
3. The public hearing requirements and project description, as described by HAYC and YCAHC, is attached as Exhibit "A", which is hereby adopted and by this reference incorporated. In order to fulfill grant requirements, the meeting minutes shall specifically reference the items listed in Exhibit "A" as being covered in the public hearing.
4. The City Council hereby appoints the Planning Director, Heather Richards, as the Certifying Officer for the 2019 McMinnville Housing Rehabilitation Grant Project.

EFFECTIVE DATE

The effective date of this Resolution shall be June 11, 2019.

RESOLUTION NO. 2019 - 36

Approved by the Common Council of the City of McMinnville at a regular meeting held the 11th day of June, 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of June, 2019.

MAYOR

Approved as to form:

CITY ATTORNEY

EXHIBIT “A”

Public Hearing

The City of McMinnville is eligible to apply for a 2019 CDBG from the Oregon Business Development Department. CDBG funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements for persons with low and moderate incomes.

The purpose of this hearing is for the City Council of McMinnville to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with CDBG funds, and the proposed project.

Project Details

1. Approximately \$12 Million in CDBG funds will be awarded to Oregon non-metropolitan cities and counties in 2019. The maximum grant a city or county can receive is \$2,500,000 for infrastructure projects. The maximum amount a city can receive for housing rehabilitation projects is \$500,000. If the City of McMinnville is awarded a 2019 Housing Rehabilitation CDBG, it would make up to \$500,000.00 available during fiscal years 2019 thru 2021.
2. The range of activities that may be carried out with these funds includes but is not limited to:
 - A. Lead and asbestos testing, treatment, and abatement.
 - B. Inspections, assessments, repairs and replacements of: private septic tanks, drain fields, water lines, sewer lines, and wells.
 - C. Improvements necessary to meet the needs of persons with disabilities, or reasonable accommodation requests.
 - D. Improvements to upgrade substandard: electrical, plumbing, roofing, siding, insulation, windows and doors, heating systems, hot water heaters, dry rot repairs, and weatherization.
 - E. Purchase and installation of permanent fixtures such as: light fixtures, and built in appliances.
 - F. Grant Administration and Management.
3. It is estimated that the project would benefit at least 120 persons, of whom 100% will be low or moderate income.
4. The proposed activities of this project is not likely to result in the displacement of any persons or businesses. If Displacement becomes necessary, alternative will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low and moderate income housing which is demolished or converted to another use will be replaced.

Public Notice and Notice of Public Hearing

The City of McMinnville is eligible to apply for a 2019 Community Development Block Grant from the Oregon Business Development Department. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2019. The maximum grant that a city or county can receive is \$2,500,000.

The City of McMinnville is preparing an application for a 2019 Community Development Block Grant from the Oregon Business Development Department for a 2019 McMinnville Housing Rehabilitation Program. It is estimated that the proposed project will benefit at least 120 persons, of whom 100% will be low or moderate income.

A public hearing will be held by the McMinnville City Council at 7:00 PM on June 11, 2019 at the Kent Taylor Civic Hall, 200 NE Second Street, McMinnville, OR 97128. The purpose of this hearing is for the City Council of McMinnville to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by noon on Monday, June, 3 at the McMinnville Planning Department, 231 NE Fifth Street, McMinnville, OR 97128. Both oral and written comments will be considered by the McMinnville City Council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Melissa Bisset, City Recorder, at (503) 434-7405 at least 48 hours prior to the meeting if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City of McMinnville's past use of Community Development Block Grant funds is available for public review at the McMinnville Community Development Center, 231 NE Fifth Street, McMinnville, OR 97128 during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Sarah Sullivan, Planning Analyst, at (503) 434-7311 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing which is demolished or converted to another use will be replaced.

Aviso Público y Noticia de Audiencia Pública

La ciudad de McMinnville es elegible para aplicar a un Subsidio en 2019 del Community Development Block Grant que a su vez viene del Oregon Business Development Department. Los Subsidios del Community Development Block Grant (Bloque Subsidiario para el Desarrollo Comunitario) vienen desde el U.S. Department of Housing and Urban Development (Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos). Los subsidios pueden ser usados para instalaciones públicas y remodelaciones de casas, principalmente para personas con ingresos moderados o bajos.

Aproximadamente \$12 millones serán otorgados en 2019 a ciudades y condados no-metropolitanos de Oregon. El máximo de subsidios que la ciudad o el condado puede recibir es \$2,500,000.

La ciudad de McMinnville está preparando una aplicación en 2019 para el subsidio del Community Development Block Grant que viene del Oregon Business Development Department para un programa de rehabilitación de viviendas. Está estimado que el proyecto propuesto beneficiará a por lo menos 120 personas, de los cuales 100% serán de ingresos moderados o bajos.

Una audiencia pública se llevará a cabo por el consejo de McMinnville a las 7:00 PM Junio 11, 2019 en el Kent Taylor Civic Hall, 200 NE 2nd St. McMinnville, OR, 97128. El propósito de esta audiencia es para que el consejo de la ciudad de McMinnville obtenga puntos de vista de los ciudadanos y para responder preguntas acerca de: Desarrollo comunitario y necesidades de vivienda, especialmente las necesidades de personas con ingresos moderados y bajos, así como también otras necesidades en la comunidad que podrían ser asistidas con un subsidio del proyecto Community Development Block Grant; y el proyecto propuesto.

Los comentarios escritos son también bienvenidos y deben ser recibidos antes del mediodía del 3 de Junio 2019 en City Hall 414 E. First/PO Box 971 McMinnville OR 97128). Ambos comentarios, escritos y orales serán considerados por el consejo de la ciudad de McMinnville en decidir si aplican.

La ubicación de la audiencia es accesible para personas con discapacidades. Por favor de contactar a Melissa Bisset_registro de la ciudad al 503-434-7405 por lo menos 48 horas antes de la reunión para saber si usted necesitará cualquier tipo de acomodación especial para asistir o participar en la reunión.

Más información sobre el Oregon Community Development Block Grants, el proyecto propuesto y los pasados registros sobre la Ciudad de McMinnville en el uso de los subsidios del Community Development Block Grant están disponibles para la revisión pública en McMinnville Community Development Center (Centro de Desarrollo Comunitario) 231 NE 5th St. McMinnville, OR 97128 durante las horas regulares de oficina. Se requiere de aviso previo. Si necesita acomodaciones especiales, por favor notifiqué a Sarah Sullivan Analista de planificación al 503-537-1283 de modo que la asistencia apropiada pueda proveerse.

No se anticipa el desalojamiento involuntario permanente de personas o negocios como resultado del proyecto propuesto. Si el desalojamiento llegara a ser necesario, serán examinadas alternativas para minimizar el desalojamiento y proveer beneficios requeridos/razonables para aquellos removidos. Cualquier casa con ingresos bajos o moderados la cual sea demolida o convertida en otro uso será reemplazada.



City of McMinnville
City Attorney's Office
230 NE Second Street
McMinnville, OR 97128
(503) 434-7303
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2019
TO: Jeff Towery, City Manager
FROM: David Koch, City Attorney
SUBJECT: Downtown Economic Improvement District - Renewal
STRATEGIC PRIORITY & GOAL:



ECONOMIC PROSPERITY

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

OBJECTIVE/S: Be a leader in hospitality and place-based tourism

Report in Brief:

The Downtown Economic Improvement District (District) was formed in 1986 and last renewed for a three-year period from August 1, 2016 through July 31, 2019. The District collected assessments from commercial properties within the boundaries of the district and passes those funds directly through to the McMinnville Downtown Association (MDA). The MDA Board has requested that the City renew the District for another three-year term with no changes to the assessment rate or boundaries of the district.

Background:

The District was formed by the City of McMinnville in 1986, through the adoption of Ordinance 4362. The stated purpose of the district is as follows:

“[T]o promote within the district economic improvement by planning or management of development or improvement activities; by landscaping or other maintenance of public areas; by promotion of commercial activity or public events; by activities in support of business recruitment and development; and by improvements in parking systems or parking enforcement.”

The City accomplishes the purpose of the District by directing 100% of the assessments it receives to the MDA. The MDA is governed by a board of directors that is comprised of downtown business owners, employees and stakeholders.

The initial term of the District was three years, running from August 1, 1986 through July 31, 1989. The duration of the District has been renewed for ten additional terms of three-years each, for a total duration of 33 years. Over that time, the boundaries and assessment rates have changed slightly, but the purpose has remained the same.

Discussion:

The MDA is requesting that the City renew the District with no changes to the boundaries or assessment rates. The District boundaries have not been changed since 2007. In addition, the proposed assessment rates have not been increased since 2007. The total revenues from District assessments is approximately \$58,000, which supports approximately 20% of the MDA's \$280,000 annual budget. If the District is not renewed, the MDA would lose this source of revenue.

Attachments:

Ordinance 5071
District Map

Fiscal Impact:

There will be no change to City revenues or expenses.

Recommendation:

Approval of Ordinance 5071.

ORDINANCE NO. 5071

An Ordinance extending the duration of the McMinnville Downtown Economic Improvement Assessment District.

RECITALS:

Ordinance 4373, enacted on June 24, 1986, created a downtown economic improvement district with duration of three years (commencing August 1, 1986 and expiring July 31, 1989). The duration of the district was extended for an additional three years by Council action taken in Ordinance 4445 (1989). The duration of the district was again extended for an additional three years by Council action taken in Ordinances 4518 (1992), 4595 (1995), 4671 (1998), 4747 (2001), 4808 (2004), 4873 (2007), 4926 (2010), 4967 (2013), and 5005 (2016).

The McMinnville Downtown Association (MDA) has requested that the duration of this district be extended for an additional three years commencing August 1, 2019, and that the assessment zones and rates remain unchanged.

THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

Section 1. That the council makes and enters the following findings of fact based upon the oral and written testimony received at the public hearing:

- (a) Written notices to the affected commercial properties were mailed more than thirty (30) days prior to the scheduled public hearing for renewal and extension of the duration of the district.
- (b) The area within the district is zoned commercial.
- (c) No residential real property will be assessed.
- (d) Written objections to the extension of the duration of the district received at the public hearing are less than 33 percent of the total fee assessments to be collected.

Section 2. That Ordinance 4373, as amended by Ordinance Nos. 4445, 4518, 4595, 4671, 4747, 4808, 4873, 4926, 4967 and 5005, is further amended by extending the duration of the district from August 1, 2019, through July 31, 2022.

Section 3. That the assessment zones for those conduction business activities within the commercial areas are enumerated on the map which is attached hereto and incorporated by this reference. The map also sets forth for rates and means to calculate the assessment of the business activity fee charged for respective entities in the respective zones.

Section 4. That attached hereto and incorporated by this reference is the proposed assessment roll and the fee amount to be assessed against the respective entities for each of the next three years, commencing August 1, 2019, through July 31, 2022.

Section 5. That the City Recorder is hereby directed to give notice that the above fees are to be due and payable within 30 days from the mailing of notice of assessment: and in the event said fees are not so paid, the same shall become delinquent and bear interest at the rate

of nine percent per annum thereafter. The Council may proceed in the manner prescribed by law for the collection of delinquent fees.

Read and passed by the Council on June 11, 2019, by the following votes:

Ayes: _____

Nays: _____

Approved June 11, 2019.

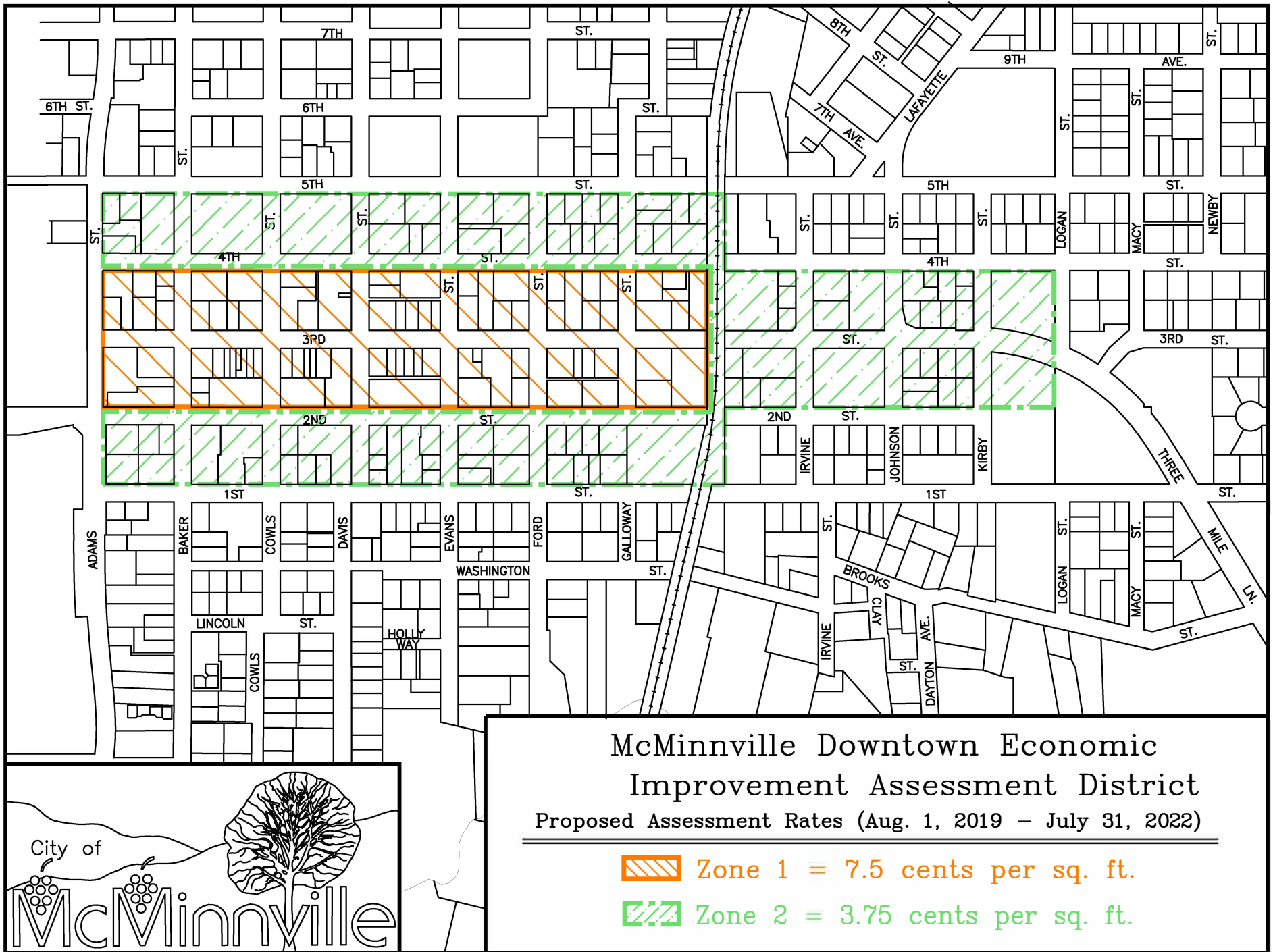
MAYOR

Attest:

CITY RECORDER

Approved as to form:

CITY ATTORNEY





City of McMinnville
City Attorney's Office
230 NE Second Street
McMinnville, OR 97128
(503) 434-7303
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2019
TO: Jeff Towery, City Manager
FROM: David Koch, City Attorney
SUBJECT: Recology Franchise Agreement – 2019 Rate Adjustment

Report in Brief:

Recology, Inc., the City's exclusive franchisee for the collection of Solid Waste, has requested a collection rate adjustment of 5%, effective July 1, 2019. The requested adjustment is allowed under the terms of the City Franchise Agreement with Recology.

Background:

On November 28, 2017, the City Council adopted Resolution No. 2017-69, which authorized Recology Inc., the City's exclusive franchisee for the collection of solid waste, to make an out-of-calendar rate adjustment of 10%, related to the diversion of solid waste away from the Riverbend landfill in Yamhill County. The Resolution included a provision that "no further rate adjustments shall be submitted with an effective date prior to July 1, 2019."

Since the passage of Resolution 2017-69, there have been significant and unforeseen disruptions in the global recycling markets that have substantially increased the costs for Recology to handle and process recycled materials. For example, the value for mixed recycling has transitioned from a positive value of \$10/ton to a negative value of \$70/ton. Although rates have now stabilized, the "new normal" has resulted in rate surcharges in more than 34 surrounding communities in the past year.

On October 8, 2018, Recology submitted a formal request to the City for consideration of an out-of-calendar rate adjustment of 10.47%, to be effective January 1, 2019, which included a 5.70% adjustment related to unanticipated increased costs of handling recycling materials, and a 4.77% rate increase related to cost-of-living increases. Recology's request was presented to the Council during its work session on November 13, 2018.

After reviewing the request, the Council found that a portion of the Recology proposal was reasonable and in the public interest to be effective January 1, 2019, and that the remainder of the request would be considered following an appropriate rate review study.

Discussion:

City staff entered into an agreement with Merina+Co (MCO) to perform and Agreed-Upon Procedures engagement. Based upon procedures performed, MCO determined that Recology's cost of services data for 2018 agreed to its financial statements, that the allocation of management fees and administrative services was consistently applied during the last three years, and that Recology's liquidity and profitability ratios are comparable to industry standards. A copy of MCO's "Independent Accountant's Report on Applying Agreed-Upon Procedures" has been submitted to Council for consideration in advance of the Council meeting.

On April 1, 2019, Recology requested that the remaining rate adjustment of 5% be granted, effective July 1, 2019.

Attachments:

Recology Rate Review Packet and Proposal, dated April 1, 2019.

Fiscal Impact:

The City's Franchise Fee revenue is projected in to increase approximately \$26,215 in FY 2019/20.

Recommendation:

Approve Resolution 2019-37.

RESOLUTION NO. 2019-37

A Resolution approving a collection rate adjustment not to exceed 5% for Recology Inc.

RECITALS:

On October 8, 2018, Recology (the City's exclusive franchisee for the collection of solid waste) submitted a formal request to the City for consideration of an out-of-calendar rate adjustment of 10.47%, to be effective January 1, 2019, which included a 5.7% adjustment related to the increased costs of handling recycling materials. Recology's request was presented to the Council during its work session on November 13, 2018.

After reviewing the request, the Council found that a portion of the Recology proposal was reasonable and in the public interest to be effective January 1, 2019, and that the remainder of the request would be considered following an appropriate rate review study.

The rate review study has been completed and found that the proposed rates from Recology are appropriate and in compliance with the terms of the Franchise Agreement. On April 1, 2019, Recology requested that the remaining rate adjustment of 5% be granted, effective July 1, 2019.

The Council finds that Recology's request is reasonable, consistent with the terms of the Franchise Agreement, and in the public interest.

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

1. Recology, Inc., is permitted to make an adjustment of its collections rates, not to exceed 5%, effective July 1, 2019, as shown in the attached Exhibit A.
2. 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 on June 11, 2019, by the following votes:

Ayes: _____

Nays: _____

Approved June 11, 2019.

MAYOR

Approved as to form:

CITY ATTORNEY



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

STAFF REPORT

DATE: May 31, 2019
TO: Jeff Towery, City Manager
FROM: Roy Markee, Project Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: Bid Award – 2019 Slurry Seal Project

Report in Brief: This action is the consideration of a resolution to award a contract in the amount of \$116,495.22 to Pave NW, Inc. for the 2019 Slurry Seal, Project 2019-5.

Background: The City began utilizing slurry seal as a preventative maintenance strategy in 2008. Slurry seal is an asphalt emulsion with very small aggregate. The aggregate is mixed with the asphalt emulsion in a pug mill mounted on the rear of a modified dump truck. Applied in a slurry form, the material fills the small cracks and seals the pavement, helping to extend useful pavement life. A typical slurry seal adds 7-10 years of pavement life to the roadway.

The 2019 Slurry seal project work includes the application of approximately 56,542 square yards of slurry seal material on 26 streets in two different locations in McMinnville. The attached project vicinity map reflects the work area covered by the contract. The project work is expected to start after July 1 and be completed by August 29, 2019.

Discussion: At 2:00 pm on May 9, 2019, four bids were received, opened, and publicly read for the 2019 Slurry Seal Project, Project 2019-5. The results are tabulated as follows:

Bidder	Total Bid Amount
Pave NW Inc.	\$116,495.22
Blackline Inc,	\$133,018.58
Intermountain	\$138,000.00
VSS	\$167,789.58

The bids were evaluated for completeness, including a review of the following:

- Was the bid submitted, on, time, in a properly sealed and labeled envelope?
- Was the Bid Form properly filled out and executed?
- Was a Bid Bond included?
- Was the First tier subcontractor Form turned in on time?

All four bids met the requirements. A detailed breakdown of the bids received is on file at the Engineering Department.

The bid from Pave NW, Inc. was deemed to be the lowest responsible and responsive bid.

Attachments:

1. Resolution
2. Project vicinity map
3. Alethea area project notice
4. Meadows area project notice

Fiscal Impact: The funds for this project are included in the adopted FY20 Transportation Fund (45) budget. The contract work will commence in July with final completion required by August 29, 2019.

Recommendation: Staff recommends that the City Council award the contract for the 2019 Slurry Seal Project, Project 2019-5, to Pave NW Inc., with a total estimated cost of \$ 116,495.22.

RESOLUTION NO. 2019-38

A Resolution awarding the contract for the 2019 Slurry Seal, Project 2019-5.

RECITALS:

At 2:00pm on May 2, 2019, four bids for the 2019 Slurry Seal, Project 2019-5, were publicly opened and read aloud.

The low bidder, Pave NW Inc., met all of the bid requirements, and should be considered the lowest responsible bidder.

This project is funded by adopted FY20 Transportation Fund (Fund 45) budget.

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

1. That entry into a public improvement contract with Pave NW Inc., in the amount of \$116,495.22, with a substantial completion date of August 29, 2019 for the 2019 Slurry Seal, Project 2019-5, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the public improvement contract.
3. That this resolution shall 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 11th day of June 2019 by the following votes:

Ayes: _____

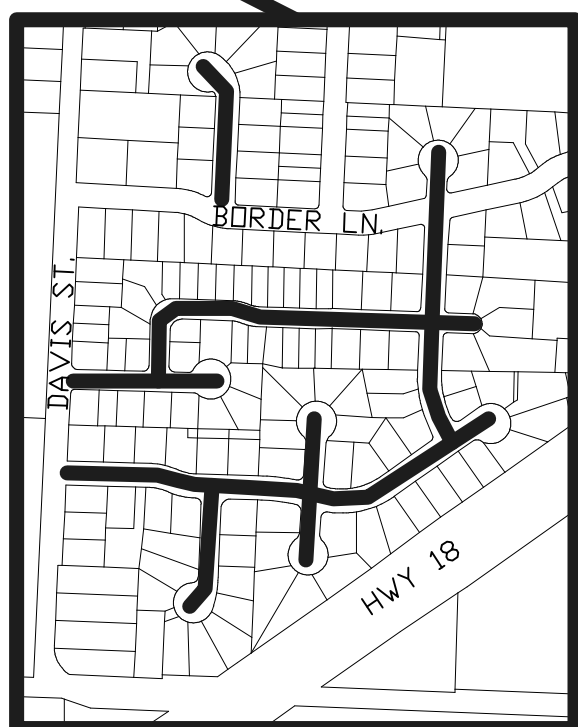
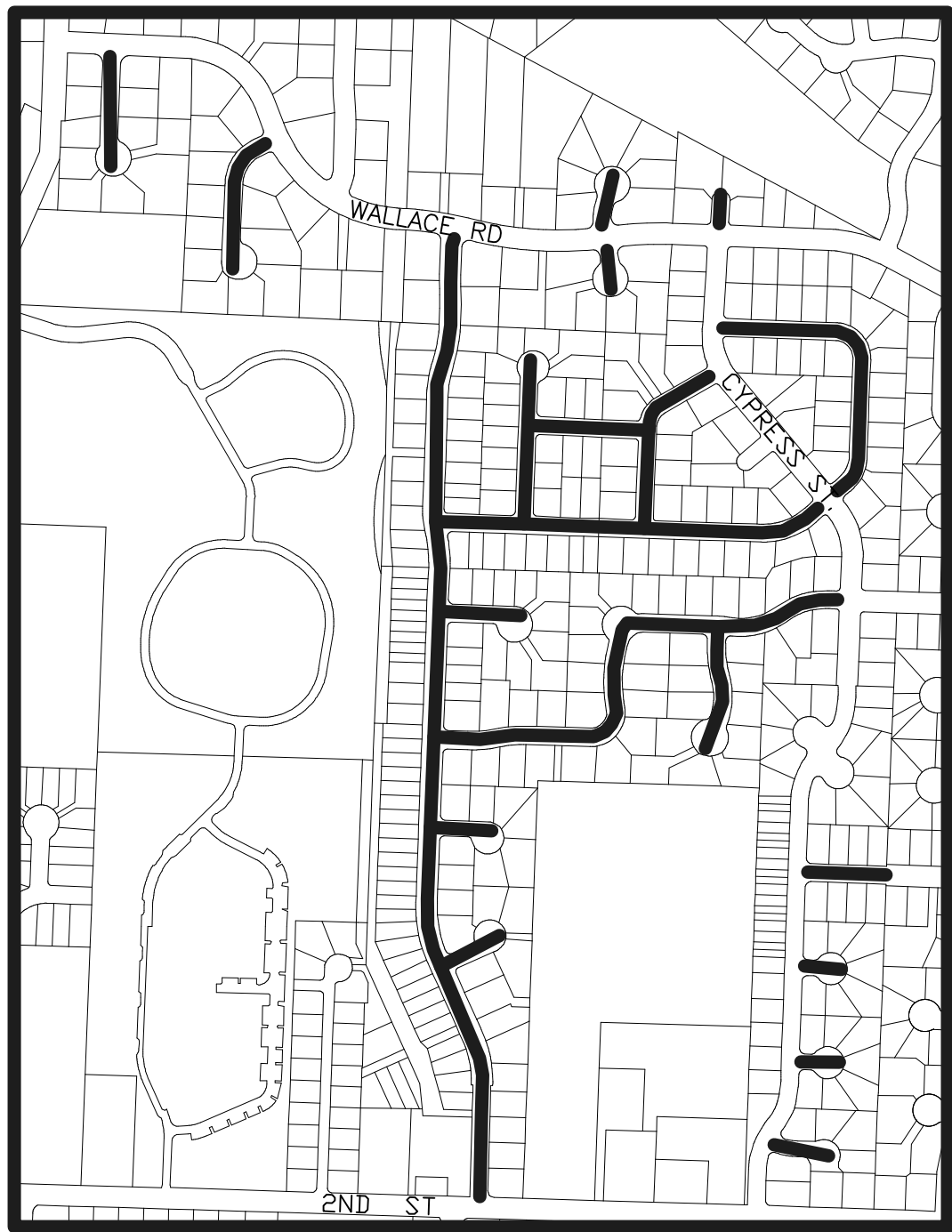
Nays: _____

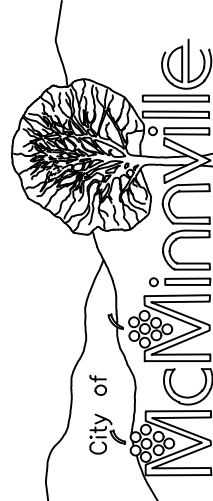
Approved this 11th day of June 2019.

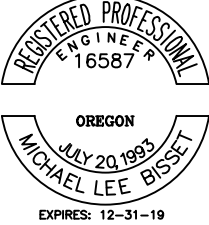
MAYOR

Approved as to form:

CITY ATTORNEY



	<p>CITY OF McMINNVILLE, OREGON ENGINEERING DEPARTMENT</p>	
	<p>2019 SLURRY SEAL VICINITY MAP</p>	
	<p>SCALE: N/A</p>	<p>Drawn: RM</p>
	<p>Checked: BS/LB/MB</p>	<p>Date: APRIL 9, 2019</p>
	<p>Project No. 2019-5</p>	<p>SHEET 1 of 3</p>





City of McMinnville

2019 Pavement Preservation Program

Slurry Seal Project Information

Alethea Slurry Seal Preservation Project

Type II slurry seal application to the streets in the Alethea Way area

Project Location

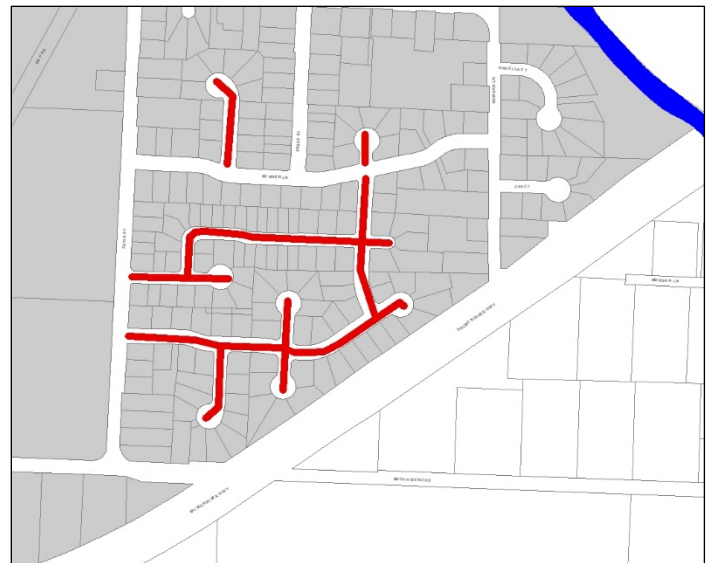
Neighborhood streets in the Alethea Way and Debbie Street area.

Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface, and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.



Construction Schedule

July/August 2019. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

Construction Contractor

Pave Northwest of Eugene, OR. The work will be reviewed and approved by City inspectors.

Project Cost

The City is performing street slurry seal work on approximately 2.3 miles of City streets with a total project cost of approximately \$116,495. There will be no costs related to this work assessed to area residents.

For More Information

Roy Markee, Project Manager

503.434.7312

roy.markee@mcminnvilleregon.gov





City of McMinnville

2019 Pavement Preservation Program

Slurry Seal Project Information

Meadows Slurry Seal Preservation Project

Type II slurry seal application to the streets in the Meadows Street area

Project Location

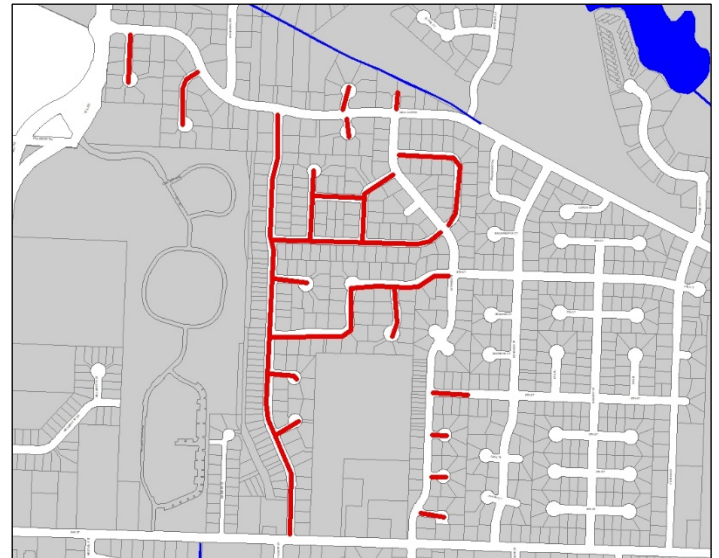
Neighborhood streets in the Meadows Street area between 2nd Street and Wallace Road.

Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface, and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.



Construction Schedule

July/August 2019. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

Construction Contractor

Pave Northwest of Eugene, OR. The work will be reviewed and approved by City inspectors.

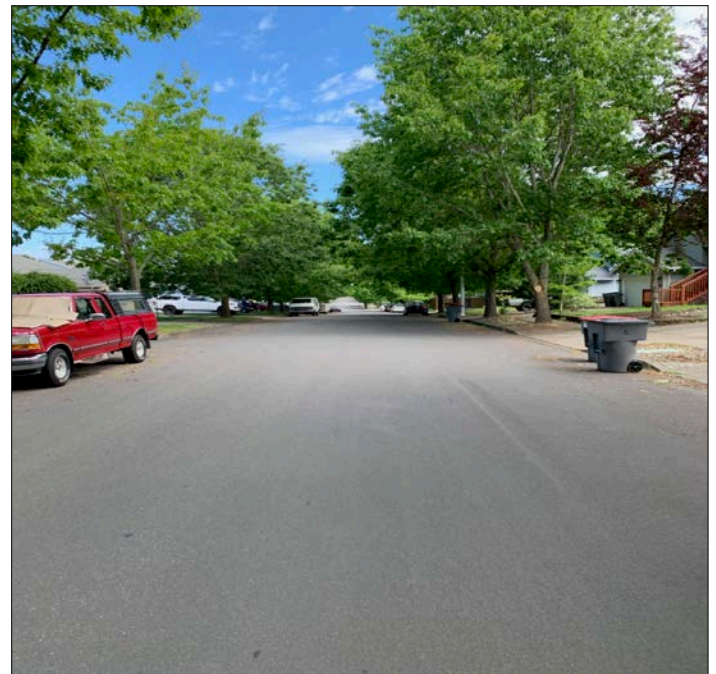
Project Cost

The City is performing street slurry seal work on approximately 2.3 miles of City streets with a total project cost of approximately \$116,495. There will be no costs related to this work assessed to area residents.

For More Information

Roy Markee, Project Manager
503.434.7312

roy.markee@mcminvilleoregon.gov





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

STAFF REPORT

DATE: June 11, 2019
TO: Mayor and City Councilors
FROM: Mike Bisset, Community Development Director
SUBJECT: Transfer of jurisdiction of a portion of Old Sheridan Road
STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

Report in Brief: This item is the consideration of a Resolution accepting the transfer of jurisdiction of a portion of Old Sheridan Road within the City of McMinnville.

Background: The voter approved 2014 Transportation Bond measure included a project to improve the Old Sheridan Road corridor between Highway 99W and Cypress Lane. That section of Old Sheridan Road is currently a county road under the jurisdiction of Yamhill County.

In order to facilitate the improvement of the Old Sheridan corridor to the standards in the City's Transportation System Plan, the City requested that Yamhill County initiate the process to transfer jurisdiction of the roadway to the City.

On May 30, 2019, the Yamhill County Board of Commissioners ("Board") held a duly noticed public hearing to consider the requested transfer. In a unanimous vote, the Board adopted Board Order 19-168 (attached) tendering a formal offer to the City to transfer the noted roadway to the City.

Attachments:

1. Resolution
2. Yamhill County Board Order 19-168

Recommendation: Staff recommends that the City Council adopt the attached resolution accepting the transfer of jurisdiction of a portion of Old Sheridan Road within the City of McMinnville.

RESOLUTION NO. 2019-39

A Resolution accepting the transfer of jurisdiction of a portion of Old Sheridan Road within the City of McMinnville.

RECITALS:

On April 5, 2019, the City of McMinnville indicated its interest in pursuing the transfer of jurisdiction over the following Yamhill County roads or segments of roads located within the City of McMinnville:

1. Old Sheridan Road from Highway 99W to Cypress Lane.

On May 30, 2019, the Yamhill County Board of Commissioners ("Board") held a duly noticed public hearing to consider the requested transfer. In a unanimous vote, the Board adopted Board Order 19-168 (attached) tendering a formal offer to the City to transfer the noted roads to the City.

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

1. That the offer of Yamhill County, Oregon, as contained in Board Order 19-168, dated May 30, 2019 and attached and incorporated into this Resolution as Attachment 1, to surrender and transfer to the City of McMinnville jurisdiction over those portions of the roads listed in the Order, is hereby accepted. The City's acceptance of the offer constitutes acceptance of an offer to transfer jurisdiction under ORS 373.270 with respect to roads inside the city limits.
2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 11th day of June 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of June 2019.

MAYOR

Approved as to form:

CITY ATTORNEY

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

In the Matter of an Order Tendering a Formal)	
Offer Under ORS 373.270 to Transfer to the)	
City of McMinnville Jurisdiction Over the)	BOARD ORDER 19-168
Segment of Old Sheridan Road Between State)	
Highway 99W and Cypress Lane)	

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY, OREGON ("the Board") sat for the transaction of county business in formal session on May 30, 2019 Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla being present.

IT APPEARING TO THE BOARD as follows:

A. On April 5, 2019, the City of McMinnville, through its Community Development Director, indicated its interest in pursuing the transfer of jurisdiction over the following segment of County Road located within the City of McMinnville:

Old Sheridan Road (County Road 19) between State Highway 99W and Cypress Lane

B. The City requested initiation of the transfer process, to facilitate its improvement of the above described road segment with funds included in the City's 2014 Transportation Bond Measure. The proposed limits of the transfer request will allow the City to design, construct and maintain the road segment as a City street.

C. ORS 373.270 provides as follows:

"373.270 Transferring jurisdiction over county roads within cities. (1) Jurisdiction over a county road within a city may be transferred under this section whenever:

(a) The county governing body deems it necessary, expedient or for the best interest of the county to surrender jurisdiction over any county road or portion thereof within the corporate limits of any city; and

(b) The governing body of the city deems it necessary or expedient and for the best interests of the city to acquire jurisdiction over the county road or part thereof to the same extent as it has over other public streets and alleys of the city.

(2) To initiate a proceeding for the transfer of jurisdiction under this section, the county governing body, upon its own motion or upon the request of the city by its governing body, shall give notice by:

- (a) Posting in three public places in the county, one of which shall be within the limits of the city; or
 - (b) Publishing the notice once a week for four successive weeks in some newspaper of general circulation in the county.
- (3) Notice under this section shall give the time and place of hearing and a succinct statement of the proposed action requested and describing the road or portion thereof proposed to be surrendered by the county to the city with convenient certainty.
- (4) At the time and place mentioned in the notice under this section or at such adjournment as it may fix, the county governing body shall hear the matter, consider any objections or testimony offered by any person interested and determine whether it is necessary, expedient or for the best interests of the county to surrender jurisdiction over the county road or portion thereof to the city.
- (5) If a county governing body determines to surrender jurisdiction under this section and initiates action under this section:
- (a) The county governing body shall make an order to that effect and offer to the city to surrender jurisdiction over the county road or portion thereof, and may limit the time for the acceptance of the offer; and
 - (b) The city by appropriate municipal legislation may within the time specified accept the county order and offer to surrender jurisdiction under this section.
- (6) If a city governing body determines to initiate action under this section for the surrender of jurisdiction by a county over a county road:
- (a) The city governing body may initiate the action by passage of appropriate municipal legislation that requests surrender and that may set any time or other limitations upon acceptance by the city of the surrender; and
 - (b) The county governing body may surrender jurisdiction of the county road without further action by the city if the county governing body adopts an order surrendering the county road that meets the limitations established by the city in its legislation.
- (7) When a city adopts appropriate municipal legislation accepting a county governing body's order under subsection (5) of this section or when a county governing body adopts an order meeting city legislation under subsection (6) of this section:
- (a) The jurisdiction of the county over the county road or portion thereof as a county road, or for its improvement, construction or repair shall cease;

(b) The full and absolute jurisdiction over the road for all purposes of repair, construction, improvement and the levying and collection of assessments therefor shall vest in the city; and

(c) The city shall have the same jurisdiction over the road or portion thereof as by its charter and the laws of the state are given or granted it over any of the public streets and alleys of such city.

(8) This section is applicable to all county roads, whether acquired by the county or the public by condemnation, defective condemnation and user, user or prescription or in any manner provided by law or in which the easement for road purposes is in the public.”

D. Once the transfer of jurisdiction over the described segment of road is complete, the City of McMinnville will assume full authority over the road segment, and full responsibility for its improvement and repair.

E. In accordance with the City’s request, the county scheduled, noticed and held a public hearing on May 30, 2019, to consider the transfer of jurisdiction over the segment of County Road identified in Finding A, above. The Board accepted testimony to determine whether the requested transfer of jurisdiction is “necessary, expedient or for the best interests of the county,” as required by ORS 373.270(4).

F. Based upon the record of the public hearing and the request of the City of McMinnville, the Board finds that the transfer of jurisdiction over the above described road segment is in the best interest of the county. This formal offer to transfer jurisdiction is made under ORS 373.270(5). The transfer will be effective upon the City’s adoption of appropriate municipal legislation accepting the Board’s offer. NOW, THEREFORE,

IT IS HEREBY ORDERED BY THE BOARD AS FOLLOWS:

1. Yamhill County hereby offers to transfer to the City of McMinnville, jurisdiction over the following segment of Yamhill County road:

Old Sheridan Road (County Road 19) between State Highway 99W and Cypress Lane

2. Upon the City of McMinnville’s enactment of appropriate municipal legislation accepting the County’s offer to transfer jurisdiction, and in accordance with ORS 373.270(7), the offer shall be deemed accepted with the following effect:

- (a) The jurisdiction of the County over the subject road segment or for its improvement, construction or repair shall cease;
- (b) The full and absolute jurisdiction over the subject road segment for all purposes of repair, construction, improvement and the levying and collection of assessments therefor shall vest in the City of McMinnville; and

- (c) The City of McMinnville shall have the same jurisdiction over the subject road segment as by its charter and the laws of the state are given or granted it over any of the public streets and alleys of the City.

DONE at McMinnville, Oregon on May 30, 2019.

ATTEST

YAMHILL COUNTY BOARD OF COMMISSIONERS

BRIAN VAN BERGEN

County Clerk

Chair

Richard L. "Rick" Olson
RICHARD L. "RICK" OLSON

By: Carolina Rook

Deputy Carolina Rook

Commissioner

Mary Starrett
MARY STARRETT

FORM APPROVED BY:

Commissioner

Casey Kulla
CASEY KULLA

Timothy S. Sadlo

Senior Assistant County Counsel

Accepted by Yamhill County
Board of Commissioners on
5/30/19 by Board Order
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