



City Council Meeting Agenda

Tuesday, November 09, 2021

6:00 p.m. – City Council Work Session

7:00 p.m. – City Council Regular Meeting

EXECUTIVE SESSION – to immediately follow the Regular City Council Meeting (CLOSED TO THE PUBLIC)

REVISED 11/03/2021

Welcome! Civic Hall will be closed to the public. Until improvements of COVID cases in Yamhill County improve meetings will be held via Zoom and live broadcast ONLY.

The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:

- *Email at any time up to 12 p.m. the day of the meeting to Claudia.Cisneros@mcminnvilleoregon.gov;*
- *If appearing via telephone only please sign up prior to the meeting by emailing the City Recorder at Claudia.Cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;*
- *Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, contact information (email or phone) to the City Recorder. You do not need to state your address for the record when called to speak.***

*You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331,
Frontier 29 or webstream here:*

www.mcm11.org/live

CIT COUNCIL WORK SESSION AND CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/88186029879?pwd=OUF5TnhCajFHTFdWZVVEV0txTDVhdz09>

Zoom ID: 881 8602 9879

Zoom Password: 646115

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 881 8602 9879

6:00 PM – COUNCIL WORK SESSION – VIA ZOOM AND LIVE BROADCAST ONLY

1. CALL TO ORDER & ROLL CALL
2. PROACTIVE RENTAL INSPECTION PROGRAM PRESENTATION
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND LIVE BROADCAST ONLY

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*
4. PRESENTATIONS
 - a. Unidos Bridging Community Presentation
5. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
 1. Consider Approval of Fire Department Staff Funding Strategy - Fire Chief Leipfert Memo (in packet) (Added on 11/03/2021)
 - c. August & September 2021 Cash and Investment Report (in packet)
6. CONSENT AGENDA
 - a. Consider the Minutes of the July 28, 2020 City Council Regular Meeting.
7. RESOLUTION
 - a. Consider **Resolution No. 2021-54**: A Resolution of the Common Council of the City of McMinnville approving allocation of American Rescue Plan Act (ARPA) Funds.
 - b. Consider **Resolution No. 2021-55**: A Resolution of the Common Council of the City of McMinnville preliminarily adopting certain sustainable funding sources.
8. ADJOURNMENT OF REGULAR MEETING

EXECUTIVE SESSION – IMMEDIATELY FOLLOW THE CITY COUNCIL REGULAR MEETING - VIA ZOOM (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER
2. **Executive Session pursuant to ORS 192.660(2)(d)**: To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
3. **Executive Session pursuant to ORS 192.660(2)(h)**: To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
4. ADJOURNMENT

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or Claudia.Cisneros@mcminnvilleoregon.gov.

STAFF REPORT

DATE: November 9, 2021
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director, and
Claudia Martinez, Code Compliance Officer
SUBJECT: Work Session – Proactive Rental Inspection Program

STRATEGIC PRIORITY & GOAL:



ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

OBJECTIVE/S: Actively protect people from discrimination and harassment

Report in Brief:

This is a work session to consider a recommendation for a Proactive Rental Inspection Pilot Program in McMinnville.

Background:

On July 28, 2020, the McMinnville City Council adopted Ordinance No. 5093, amending the McMinnville Municipal Code, Title 15, “Buildings and Construction”, to add Section 15.02.020(H) adopting the International Property Maintenance Code, as published by the International Code Council (IPMC). This allowed the City of McMinnville to establish a minimum standard of safety for habitability of residential and commercial structures in McMinnville.

At the same time, Code Compliance Officers took a course on how to implement the IPMC and received certifications for implementing it.

With the adoption of the IPMC, City staff could respond to complaints of unsafe living situations for rentals within the community.

However, what the adoption of the IPMC code did not do is provide the City with a means of establishing a proactive Rental Housing Inspection Program to ensure that all residential rentals were maintained to the minimum standard of safety and livability prescribed in the IPMC.

On August 19, 2020, staff conducted a work session with the City Council on Proactive Rental Inspection Housing Programs, describing the different components of the program, what other cities were doing, and how one could be implemented in McMinnville.



RENTAL INSPECTION PROGRAM - Structure

PROACTIVE VERSUS REACTIVE

	PROACTIVE	REACTIVE
INITIATED	Permit/Licensing	Complaint Basis
INSPECTIONS	Annual Random Inspections, Routine	Inspections only with a complaint
FEES	Yes	No
ADMINISTRATION	More Workload	Same Workload
PROS	Comprehensive	Spotty
CONS	More Process	Retaliation Potential
EFFECTIVENESS	More effective, Protects all tenants	Limited

CITY COUNCIL WORK SESSION, AUGUST 19, 2020

The premise behind a proactive rental housing inspection program is that some tenants, especially those who are marginalized due to income, language barriers, accessibility, familial status, etc., may not feel comfortable complaining about the condition of their rental if they fear eviction as retaliation in a constrained housing market. By implementing a proactive rental housing inspection program, the City is making a commitment to inspect a certain number of rental housing units annually in a random fashion in order to proactively ensure that residents were living in a dwelling unit meeting a minimum standard of safety and livability.

Due to heightened concerns in the community about a “rental housing tax” needed to support the program, staff suggested that if the City Council was interested in evaluating a proactive rental housing inspection program for McMinnville, that they authorize a committee of volunteers to evaluate a program and make a recommendation to the City Council for consideration. It was anticipated that this committee would meet for a year and then bring their recommendations back to City Council in November 2021, so that if a program was recommended it could be implemented in early 2022.

A call for volunteers was sent out via the newspaper, social media and the Housing Authority of Yamhill County's newsletter, and the following members were chosen for a committee:

Rental Housing Inspection Committee Members:

- Andrew Burton
- Joan Drabkin
- Diane Longaker
- Katherine Martin
- Sal Peralta – City Council Liaison
- Mary Piper
- Vickie Ybarguen

The committee was comprised of housing providers and tenants and met regularly over the course of 8 months to discuss options for the City Council to consider. At their last meeting on October 26, 2021, they voted to recommend a five-year pilot program to the City Council.

Discussion:

Establish a Pilot Program to Ascertain if a Problem Exists: The committee elected to recommend a five-year pilot program to the City Council to ascertain whether the assumed problem (people were paying to rent housing units that did not meet the minimum standards of safety and livability and thus were being exploited) existed in McMinnville. (Please see Attachment – Program Brief Sheet).

Do Not Establish a Fee: The committee was also concerned that the City not institute a fee to support the program while it was being conducted as a pilot program so they are recommending that 50 – 100 residential housing units be inspected annually, chosen by a random lottery out of a rental housing database (there are approximately 5500 rental housing units in McMinnville) with the understanding that this number of inspections could be absorbed within existing staff capacity in the city's Code Compliance program. The database of rental housing would be developed through a partnership with the Yamhill County Assessor's office.

Notification and Due Process: The committee was concerned about the process of notification and inspection for the tenant and the landlord wanting to ensure that civil rights and due process were maintained. The recommendation is that the Code Compliance program follow the same 21-day program that is in place for Property Nuisances. Both the Tenant and the Landlord will be notified 21 days in advance of an

inspection of the intent to inspect the housing unit. Both the Tenant and the Landlord will have the opportunity to either agree to the inspection or deny the inspection by returning a consent form in a pre-addressed and stamped envelope that will be provide with the notification. 10 days in advance of the inspection, the tenant and landlord will be notified again of the inspection. The tenant will be asked to provide someone over the age of 18 years old to be present during the inspection. After the inspection, if there are any violations found, both the tenant and the landlord will be apprised of the violations. It will be the landlord's responsibility to fix the violations within a specific timeframe (established by code). (Please see attached Notification Flowchart and Rights and Responsibilities of Tenants and Landlords).

Inspection Checklist: The committee wanted to ensure that the inspection was clear and objective, so the inspection checklist is derived from the IPMC and is similar to what other cities are using as well. (Please see attached Rental Housing Inspection Checklist).

Next Steps: If the City Council wants to move forward with the recommendation of the Rental Housing Inspection Committee, city staff will draft proposed amendments to the McMinnville Municipal Code to enable the program and will start to work with the Yamhill County Assessor's office to develop a database. Prior to bringing the recommended code amendments to the City Council, city staff will advertise the intention of the proposed amendments through social media and news releases with the date and time of the City Council meeting to consider them. And then if the proposed amendments are adopted by the City Council, staff will send out a mailing to all properties on the database created in partnership with the Yamhill County Assessor's Office to apprise them of the program with an anticipated start date of July 1, 2021, for implementation.

Attachments:

- Program Brief Sheet
- Notification Flowchart
- Rights and Responsibilities of Tenants and Landlords
- Rental Housing Inspection Checklist

Fiscal Impact:

The fiscal impact of administering this program will be absorbed into the existing Code Compliance fund.

Recommendation:

Staff is seeking direction on whether to move forward with the necessary code amendments to support a Proactive Rental Housing Inspection Program.



City of McMinnville

PROGRAM SUMMARY

The McMinnville City Council believes everyone has the right to healthy and safe housing.

This is a rental housing inspection program that is both complaint-based and proactive to ensure that residents are living in safe, habitable conditions.

The Program:

- ❖ Establishes minimum requirements and standards for interior conditions of including:
 - Health Hazards
 - Fire and Life Safety
 - Protection from the Elements
- ❖ Governed by the International Property Maintenance Code (IPMC) and adopted by the McMinnville City Council per Section 15.20.020(C) of the McMinnville Municipal Code.
- ❖ A standard inspection checklist is used during inspections to address code violations and compliance with City and IPMC habitability standards.

What Will Be Inspected:

- Presence of insect and/or rodent infestation
- Surfaces significantly decayed, defective or in damaged condition
- Visible significant presence of mold and water damage
- Operating smoke detectors of carbon monoxide detectors
- Obstructed Emergency Exits
- Interior Stairs, Handrails and Guardrails in disrepair
- Inoperable Front and Back Doors
- Inoperable Windows
- Inadequate Heating and Ventilation Systems
- Inoperable Plumbing Systems
- Unsafe Electrical Systems
- Property Nuisances

PROGRAM COMPONENTS

Complaint Based (Citizen Initiated)

Tenants may initiate an inspection by contacting the City's Code Compliance team and letting them know what they think is non code compliant.

- By Phone: 503-434-7305
- By Email: RentalInspection@mcminnvilleoregon.gov
- Online: <https://www.mcminnvilleoregon.gov/planning/webform/online-code-complaint-form>

An inspection will take place and the property owner and tenant will be notified of any violations and the need for correction.

The City of McMinnville and Oregon Landlord/Tenant Laws prohibit retaliatory conduct against tenants for asserting their rights under the code and state law. Therefore, the city will provide the highest-possible protections permitted by law for those reporting violations.

Proactive Inspections (City Initiated)

Utilizing a list of all rental properties in the city, properties and units will be randomly identified for an annual proactive inspection using a computer program.

Property owners and tenants will be notified 21 days in advance of a scheduled inspection.

Tenant and landlord consent is obtained prior to inspection. Property owners are responsible for posting their own 24 hour notice if they wish to accompany the inspector.

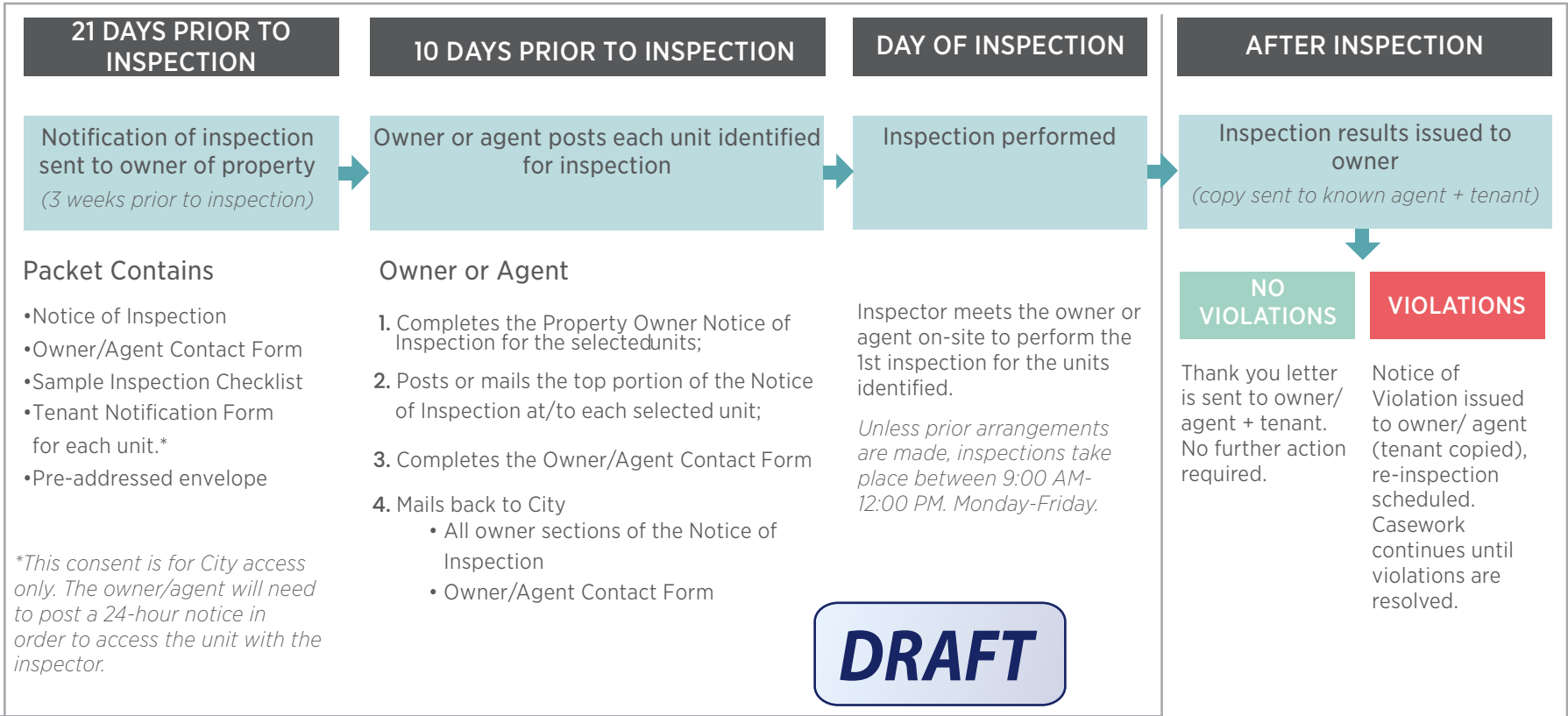
The property owner and tenant will be notified of the results of the inspection.

The Proactive Rental Housing Inspection Program will be a pilot program for five years to ascertain whether or not the need exists for such a program in McMinnville. The City of McMinnville expects to inspect between 50 – 100 rental units per year.



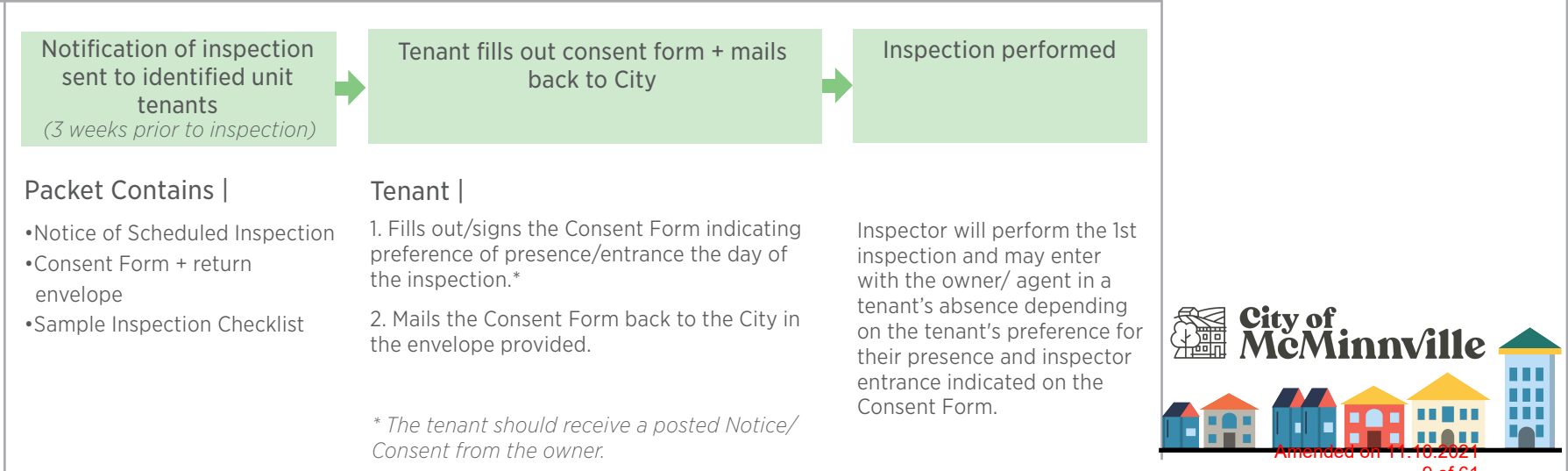
Proactive Inspection Notification Process Timeline

OWNER/AGENT



DRAFT

TENANT





City of McMinnville

Rights and Responsibilities of Tenants and Landlords

The McMinnville City Council believes everyone has the right to healthy and safe housing.

The Landlord has the responsibility to their tenants to maintain rental units in a habitable condition. This is accomplished by ensuring rental units are livable, safe, and healthy for the tenant and following applicable City and state codes.

The Tenant has the responsibility of using the rental unit in an appropriate manner and alerting the landlord to health or safety issues in a timely manner. This includes allowing timely access to the unit to make inspections and any necessary repairs to comply with applicable City and state codes.

Landlord-Tenant Laws

Laws Protect the Condition and Maintenance of the Rental Property

Before renting, landlords and renters may want to become familiar with the state and local laws. Both state and local laws protect renters and landlords in McMinnville. These laws are designed to prevent deterioration of the quality of the rental property and to promote the health and safety of tenants in the home.

One of Oregon's most significant laws regulating rental properties is the Residential Landlord and Tenant Act (ORS 90.100-90.875). More information: Oregon State Bar at osbar.org/public/legalinfo/landlordtenant.html

McMinnville also has specific property maintenance requirements in the McMinnville Municipal Code Section "XX", " _____ " and Section 15.02.020(C), "Building Codes".

Retaliation is Against the Law

Both Oregon and McMinnville prohibit retaliation by a landlord. Retaliation may include increasing rent or decreasing services, serving a notice to terminate the tenancy or bringing or threatening to bring an action for possession if a tenant lodges reasonable complaints with the landlord or City about the rental unit, testifies against the landlord in court or otherwise attempts to assert their legal rights as a tenant. More information: Oregon Revised Statute 90.385 at osbar.org/public/legalinfo/1247_RightsDutiesLandlords.htm

In addition to Oregon law, McMinnville has City code addressing retaliatory conduct by a landlord. Landlords that retaliate may be issued a fine or penalty. More information: **Chapter 15.** of the McMinnville Municipal Code.

No-Cause Evictions and Rent Increases:

The Oregon Legislature passed Oregon Senate Bill 608 in 2019, restricting no-cause evictions and rent increases. More information: Oregon State Bar, osbar.org/public/legalinfo/landlordtenant.html

If you have legal questions, contact an attorney. If you need assistance in finding an attorney to help you, contact the Oregon State Bar's Lawyer Referral Service at 503-684-3763 or Yamhill County Legal Aid at 503-472-9561.

DRAFT





RENTAL INSPECTION PROGRAM CHECKLIST

The City of McMinnville believes everyone has the right to healthy and safe housing. As such, the City of McMinnville has implemented a rental housing inspection program that is both complaint-based and proactive to ensure that residents are living in safe, habitable conditions.

The Program:

- ❖ Establishes minimum requirements and standards for interior conditions of including:
 - Health Hazards
 - Fire and Life Safety
 - Protection from the Elements
- ❖ Is governed by the International Property Maintenance Code (IPMC) and adopted by the McMinnville City Council per Section 15.20.020(C) of the McMinnville Municipal Code.
- ❖ Includes a standard inspection checklist used during inspections to address code violations and compliance with City and IPMC habitability standards.

The following checklist is a guide to the types of items that Housing Inspectors will evaluate.

INTERIOR

- Smoke/Carbon Monoxide detectors: not operational, battery taken out, not enough detectors/wrong location (IPMC 704.1 & 704.2)
- Exists/Hallways, blocked pathways and/or obstructed path to the right of way (IPMC 702.1)
- Surface: windows, doors & walls being kept in an unsanitary manner, peeling, chipping or abraded paint (IPMC 305.3)
- Stairs and walking surfaces: uneven spaced, no handrails if stairs have more than 4 risers, stairs not securely attached, flooring covering not secured to floor. (IPMC 305.4)
- Handrails/Guardrails: in disrepair/not firmly fastened, not capable of supporting normally imposed loads (IPMC 305.5), handrail measured height <30' or > 42", guardrails measured height <30" (IPMC 306.1)

- Doors: not operational/not in sound condition/in need of repair no deadbolt lock installed / lock installed improperly double-keyed deadbolt / improper lock present (IPMC 304.15, 304.13, 304.18 & 702.3)
- Windows: broken glass, unable to lock, not easily openable and/or not capable of being held in position (IPMC 304.13)

- Heating/Ventilation System: heat source inadequate of maintaining year-round temperature of 68°, illegal heat source, inadequate bathroom, or laundry room exhaust fan ventilation inadequate kitchen exhaust fan ventilation (IPMC 403.2, 403.4, 602.2)

- Plumbing System:
 - Water heater inoperable or improperly installed (IPMC 505.4)
 - Water heater incapable of delivering at 120° F (IPMC 505.4)
 - Required plumbing fixture(s) missing (IPMC 502.1)
 - Missing/Inoperable temperature pressure relief valve (IPMC 505.4)
 - Missing/Improperly installed water heater discharge pipe (IPMC 505.4)
 - System obstructions, leaks and/or defects (IPMC 504.1 & IPMC 506.2)
 - Plumbing system presents hazard(s) to occupants (IPMC 504.3)
 - Required fixture(s) not in good working condition (IPMC 504.1)

- Electrical Systems:
 - Exposed wiring present (IPMC 604.3)
 - Cover plate(s) damaged or missing (IPMC 604.3)
 - Receptacle(s) damaged, will not hold plug, and warrant replacement (IPMC 604.3) (Must be replaced with GFCI if required per IPMC 605.2)
 - Electrical system poses hazard to occupants or structure (IPMC 604.3)
 - Dwelling unit has inadequate electrical service (IPMC 604.2)
 - Light fixture(s) inoperable, missing, or damaged (IPMC 604.3)

EXTERIOR

- Sidewalk: proper state of repair, free of hazardous conditions (IPMC 302.3)

- House numbers: missing house number (no smaller than 4 inches in height & not visible from public way (IPMC 304.3)

- Siding: missing, in significant disrepair, or signs of dry rot (IPMC 304.2)

- Gutters/downspouts: full of debris, not working, or missing (IPMC 304.7)

- Foundation: wall in disrepair, allowing the entry of rodents and other pests, proper grading (IPMC 304.5)

- Gutters/downspouts: not properly attached, does not drain water away from structure (IPMC 304.7)

- Roof: leaks, not structurally sound (IPMC 304.7)
- Stairs/Handrails: in disrepair, without proper anchorage, not capable of supporting normally imposed loads. (IMPC 305.5) Handrails measured height <30” or >42” (IPMC 306.1)
- Porch/Decks: Not structurally sound (IPMC 304.10), in disrepair (IPMC 304.10), incapable of supporting normally imposed loads (IPMC 304.10)
- Detached Garage/Accessory Structure: leaning and in significant disrepair (IPMC 302.7) roof deteriorated or significant repair needed (IPMC 302.7) fencing leaning and in significant disrepair (IPMC 304.2)
- Chimneys/Towers: exposed faces of metal or wood, not structurally safe and sound. (IPMC 304.11)
- Tall grass/vegetation: tall grass over 10” high and noxious vegetation (IMPC302.4 & MMC 8.10.230)
- Garbage: Insufficient number of containers, or accumulation of rubbish/garbage. (IMPC 308 & MMC 8.10.190)
- Lighting: No lighting fixture(s) in public hallways, stairways, laundry facilities, furnace, or boiler rooms insufficient lighting in common hallways/corridors, insufficient lighting in common stairways that serve as means of egress, exposed wiring, Light fixture(s) inoperable, missing or damaged, Receptacles not GFCI protected/will not hold plug (IPMC 402.2, 604.2,604.3,605.1, 605.2)
- Motor Vehicle: inoperable, unlicensed, dismantled (IMPC 302.8 & MMC 8.10.250)

RAT HARBORAGE/PEST ELIMINATION

Structures and exterior property shall be kept free from rodent/pest harborage and infestation. Where rodents/pest are found, they shall be property exterminated by approved process that will not be injurious to human health. After pest eliminate rodent harborage and prevent reinfestation. (IPMC 309.1 & MMC 8.10.290)



From: [Mark Davis](#)
To: [Claudia Cisneros](#)
Cc: [Jeff Towery](#)
Subject: Communication for the City Council
Date: Friday, October 29, 2021 3:19:05 PM
Attachments: [We sent you safe versions of your files.msg](#)
[CityCouncilreARPAFunding1021.pdf](#)

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

Claudia,

I would appreciate you passing along the attached letter to the Mayor and members of the City Council. I would like to address the Council at their next meeting, but will wait to make my formal request after the agenda for the next meeting comes out. Thank you.

Mark Davis

Mark Davis

McMinnville, OR 97128

October 29, 2021

McMinnville City Council
230 NE Second Street
McMinnville, OR 97128

Dear Mayor Hill and Members of the Council:

Having looked at the agenda a couple days before the last City Council meeting, I was surprised to hear that the agenda had been changed to include a vote on the ARPA funding. I would like to thank Councilors Garvin and Chenoweth for requesting a delay in the vote to allow the public an opportunity to comment on ARPA funding and appreciate the willingness of the rest of the Council to go along with that request.

I spoke at your August 24th meeting during the public comment period and expressed my dismay that the Council was meeting in work sessions without allowing public comment about how ARPA funds were being allocated. The Mayor stated in reply to my comments: "I'll just have staff under Jeff's direction to reach out to Mark on answering our approach that we're going to make for public hearings on those monies."

I did not hear from anyone, which in retrospect is not so surprising since it appears there was never any intent to hold hearings to get public input on how this \$7 million would be spent.

While I have some thoughts on the ARPA funding that I would like to share, I generally think the discussion and decision on how to allocate the funds was good. My real concern on this matter is the accelerating trend of the Council's decision-making process being held in work sessions without public input, so that when you reach a point of bringing an item onto the formal Council agenda, public input (if it is even allowed) is essentially meaningless because the decision has already been made.

I found it especially ironic that you tried to push through the ARPA funding plan without listening to the public after you devoted time during your level 10 meeting learning how to listen carefully to what you were saying to each other. It would be nice if you extended the same courtesy to the general public.

It is my opinion that while you are considering important public decisions that you should be willing to take public comment during that process that everyone can hear. If the only way to address you is with private conversations between meetings, you can control who you listen to and there is no public record of the information provided. I know that is a legal and political reality of how decisions are made, but that is no excuse for avoiding general public comment altogether.

The current pandemic has made political discourse difficult since we cannot gather to discuss important public matters. It has also become elitist in that only those with electronic equipment that can access Zoom are even allowed to address you in a live format. It seems to me in this unprecedented environment that the City should be bending over backwards to try and really listen to what the citizens have to say.

Thank you for considering my viewpoint on these matters.

Sincerely,

//S//

Mark Davis

From: [Linda Hays](#)
To: [Remy Drabkin](#); [Scott Hill](#); "Sal.Peralta@mcminnvilleoregon.gov"; [Zack Geary](#); [Adam Garvin](#); [Jeff Towery](#); [Claudia Cisneros](#); [Chris Chenoweth](#); [Kellie Menke](#)
Subject: Business License
Date: Monday, November 1, 2021 1:35:51 PM

This message originated outside of the City of McMinnville.

To McMinnville City Council Members, City Manager Towery, and Mayor Hill,

I am writing you in support of having a business license for businesses in McMinnville.

We are living more and more in a data driven world. Having a registration process for businesses in our city that compiles information from these businesses would allow us to see many things more clearly - among them, our need for employees in different industries, what types of businesses we have, what the average lifespan of these businesses are, etc. It could allow us to get out ahead of needs as a community, and help us as individual business owners to make more informed decisions when we look to grow or fill the needs of our community.

Currently the data we have has mainly been gathered by the Chamber, the Downtown Association, the MEDP, and all of the other groups I am forgetting - in a piece meal fashion. Not that Survey Monkey isn't wonderful but I think we can do more for our businesses if we have a process that gathers this information from all of our business owners, not only those who are engaged with groups and take the time to fill out polls.

I would also like to take this opportunity to thank you all so much for your service to our community.

Best Regards,
Linda Hays
hopscotch toys
438 NE 3rd Street
McMinnville OR 97128
hopscotch at Salishan Marketplace
GlenEden Beach, OR
503-472-3702
Proud Member of ASTRA

From: [Kevin Chambers](#)
To: [Claudia Cisneros](#)
Subject: Submitting a letter for public comment
Date: Friday, November 5, 2021 3:43:27 PM
Attachments: [We sent you safe versions of your files.msg](#)
[Mac Pac Letter of Support.pdf](#)

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

Hello Claudia.

Please accept this letter on behalf of member of the MacPAC committee in support of the revenue resolution on the docket for city council on November 9th. Please let me know if you have any questions.

Regards,
Kevin Chambers, MBA
Managing Partner

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All emails sent to or from this address are subject to electronic archival and review by compliance personnel.

On November 9th 2021, the McMinnville City Council will vote on a revenue package resolution adding new sustainable revenue sources for the City of McMinnville. The McMinnville Programming Advisory Committee (Mac Pac) is writing to support the effort to create and maintain those new revenue sources.

At the beginning of this process, we challenged ourselves to ‘dream high.’ We envisioned a state-of-the-art recreation center, a beautiful new library building, and a refurbished senior center. Our discussions eventually led to a consideration of funding the construction and the ongoing service of these new facilities. Financial constraints pushed us to prioritizing the needs and wants of our community. One thing was for certain, the facilities we created for the community's future could not be sustainably operated on the city's current service levels. We are in the process of finalizing our final report to council, which will lay out the facilities in varying levels of service and investment.

Hopefully, in a few years we will get to construct great new facilities for our community. But just building it won't be enough. We have listened to the city staff members reporting to us and we've learned the importance of programming within these spaces, to have staff and funds to create a vibrant community alive with enrichment and activities which utilize the full potential of the buildings. A portion of these funds will need to come from the city budget. Sustainable funding of our city budget is critical for us to have a successful programs to fill our new facilities.

At the beginning of this process, we were asked to view our charge through a diversity, equity, and inclusion lens. To think about our whole community, now and in the future. We believe that these new facilities and the programming they contain will make our city better. They will drive business to McMinnville, create community, and provide a much-demanded service. But only if we can afford to have them and only if we continue to invest in them.

Therefore, the below members of the Mac Pac committee support the resolution to add sustainable funding sources for the City of McMinnville and continue to fund higher levels of service for the future of McMinnville:

Anna Barsotti

Martin Purdy

Duane Bond

Ken Rolfe

Kevin Chambers

Dianne Shea

Andrew Jones

Sara Tucholsky

Rony Lucas

Miriam Vargas Corona

Lisa Macy-Baker

Kitri McGuire

Ryan McIrvin

From: [Kellie Menke](#)
To: [Claudia Cisneros](#)
Subject: Fwd: ARPA funds
Date: Tuesday, November 9, 2021 8:58:04 AM

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From: sfeston <sfeston@frontier.com>
Sent: Monday, November 8, 2021 11:54:03 PM
To: Adam Garvin <Adam.Garvin@mcminnvilleoregon.gov>; Remy Drabkin <Remy.Drabkin@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Kellie Menke <Kellie.Menke@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Scott Hill <Scott.Hill@mcminnvilleoregon.gov>
Subject: ARPA funds

This message originated outside of the City of McMinnville.

Sandra Feston

[REDACTED]

McMinnville, OR 97128

Nov.8,2021

City Council Members and Mayor Hill,

I attended the City Council Meeting via zoom on Oct.26, 2021. I looked at the packet considered for allocating the funds McMinnville will receive from the American Rescue Plan Act. I have a few concerns about the recommendations I read.

First, it is a little concerning that all of the recommendations are in a "packet". They seem to be bundled together and cannot be voted on individually by council members.

I also have concerns about the proposed Navigation Center. I do not see a building site for this facility and I'm wondering how this will impact the neighborhood where it is placed. I understand the \$400,000-500,000 allocated is for the first year operating costs but what about the following years? Will future costs involve possible tax increase?

I do not feel that an electric vehicle for library home delivery is a good use of funds. McMinnville has access to Yamhill County Transit for any transportation needs for citizens. For the library HVAC replacement, did the city get an actual estimate for the replacement cost of \$80,000-150,000? And is this for replacing the HVAC system or just upgrading the HVAC filter system? Both are listed in the description.

The ADA Transition Plan mentions contracting with a consultant and lists an estimated cost of

\$250,000-300,000. Is this only the consultant fee or does this estimate include any costs to make such changes?

I appreciate the Council members agreeing to delay voting on the ARPA funds to allow time for City Council members and citizens to review the spending recommendations. These are important decisions that affect our community. Thank you for taking time to listen to my concerns and hear my opinion.

Sincerely,
Sandra Feston

Sent from [Mail](#) for Windows

From: [Board of Directors](#)
To: [Claudia Cisneros](#)
Subject: Comments for City Council Packet
Date: Tuesday, November 9, 2021 10:41:13 AM

This message originated outside of the City of McMinnville.

Hi Mayor Hill and Councilors,

I am writing today to relay information gathered by the McMinnville Downtown Association in regards to the proposed business license program. We asked our members to select ALL options that they would be comfortable with, results are below. We also collected comments and questions, those are below as well. Thank you for the opportunity to gather feedback prior to making your decision.

Options:

A. Continue with no business license or business registry, maintaining specialty licenses for particular types of business in current code (ex. stage terminals, circuses). - **50% of responders were comfortable with this option.**

B. Create a business registry for communications and health/safety inspection purposes (Sliding scale in range of \$35-\$100 in annual license fees) - **28% of responders comfortable with this option.**

C. Create business registry noted in B and fund 0.5 FTE for "Welcome to McMinnville", and economic development programming. (Sliding scale in range of \$50-\$150 in annual license fees) - **33% of responders were comfortable with this option.**

D. Create business registry noted in B and fund 1.0 FTE for "Welcome to McMinnville" and economic development programming (Sliding scale in range of \$75-\$200 in annual license fees) - **22% of responders were comfortable with this option.**

Comments from responders:

We are still struggling to overcome the pandemic, find products for resale in the face of a supply chain breakdown plus an employee issues. Let's find another solution!

I support a business license program.

Would like full transparency on where & to whom funds will be distributed and how paying this fee will impact my business.

If we implement, I would want funds to be focused on supporting businesses paying this fee (cleaning, downtown services, arborists, wayfinding, etc).

No more fees or taxes. Visit McMinnville is already receiving tax money and sharing that with the city. There is no need to tax businesses again for Welcome to McMinnville. Health and safety inspections will eventually end up in sanctions and fines for businesses. I am okay with a business license for \$25 - \$35 per year just to keep a record of what businesses are operating in our community that can be used by MEDP but not for the other reasons.

When we moved out business to Mac earlier this year I thought it was odd that there was not a city business license.

I like the last two options, but would want part of the funding to support existing ED programming (MDA, MEDP, etc) - no need to reinvent the wheel...

Thank you,

Heather Miller
President
Board of Directors
McMinnville Downtown Association



Miriam Vargas Corona (She/Hers/Ella)

Executive Director

About Us

- 501(c)3 Nonprofit Organization
- Located in McMinnville
- Serving Yamhill County since 2012
- Latinx & Latinx immigrants
- 7 staff persons



Mission:

- * To promote the integration, participation, representation, and success of Latino individuals and families
- * To build bridges of support and understanding between Latinos and non-Latinos

Programming

- COVID-19 Outreach and Engagement
- Agriculture Worker Outreach and Education
- Oregon Health Plan Enrollment and System Navigation
- Oregon Worker Relief Fund Coalition
- Latino Advocacy Coalition
- Citizenship Classes

COVID-19 Community Outreach and Engagement



COVID-19 testing event - St. James Church, McMinnville

5 of 15



COVID-19 vaccination event - Dayton City Park

Amended on 11.10.2021
29 of 81

COVID-19 Agriculture Worker Outreach and Education



Resource and service navigations



Educational presentations and PPE

Community Outreach and Engagement



Low-income housing apartments and manufactured home parks

Amended on 11.10.2021
31 of 61

Community Outreach and Engagement

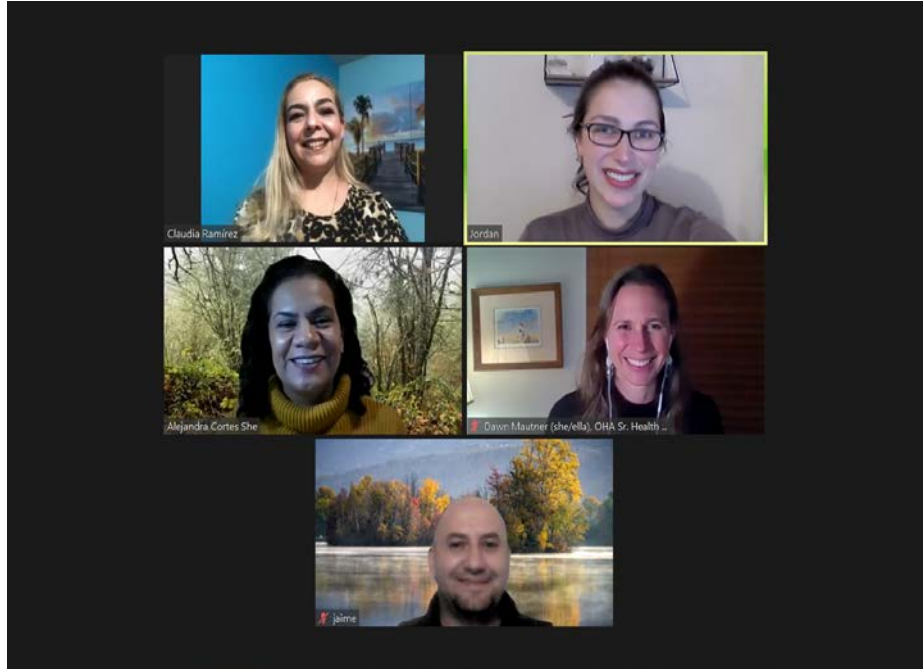


Churches, schools, and culturally-specific stores

8 of 15

Amended on 11.10.2021
32 of 61

Community Outreach and Engagement



Facebook live video interviews and radio talk shows

Oregon Health Plan



- OHP benefits navigation support
- Navigations for social determinants of health
- Enrollment assistance
- Referrals

Virtual Citizenship Classes



Oregon Worker Relief Fund Coalition

**OREGON WORKERS
QUARANTINE FUND**

You may be eligible to receive up to **\$1,290** depending on your particular situation.

Who is eligible to apply for this fund?

All Oregon agricultural workers who must remain in quarantine for 14 days due to any of the following reasons:

- Exposure to COVID-19 at work or at home.
- Testing positive for COVID-19.
- Seeking health care assistance during the period of self-quarantine.

The graphic features a central illustration of a smiling man in a blue cap and white shirt standing in a green field. In the background, there is a tractor, a barn, and a snow-capped mountain under a blue sky with clouds. To the right, there are red virus icons.

Contact us
today at
or visit:

1-888-274-7292
workerrelief.org for more information

Remember, the application is completely free. If someone asks you for money, it's a scam!
Report it at: info@workerrelief.org



Latinx Advocacy Coalition



Get Involved!

- Donate
- Volunteer
- Network with us
 - Bilingual healthcare providers, agricultural & manufacturing employers
- Serve on our Board



info@unidosyamhillcounty.org

(503)

447-





STAFF REPORT

DATE: November 3, 2021
 TO: Mayor and City Councilors
 FROM: Rich Leipfert, Fire Chief
 SUBJECT: Department Head Report: Staffing Funding Strategy
 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 Fire Department Core Services work has identified below base level services for the Fire Department. Council requested information on potential staffing increases, costs, and revenues for those service improvements.

Background: The City Council and Budget Committee have been working through work sessions and joint meetings to discuss use of ARPA funds and new or enhanced revenue options for the City. These discussions were occurring at the same time the Core Services work was being accomplished by the City Staff. City Council requested additional information regarding the Fire Department priorities as outlined in the Core Services. Council authorized the application for a SAFER grant last grant cycle to fill 5 plus the over hire position for a total of 6 positions. Upon receiving the denial for the grant we initiated expense and revenue issues that led us to the recommendations below.

Discussion: Currently the EMS operation is rated at below base level of service. In order to increase the level to mid-level it would require the addition of one 24-hour medic in addition to the existing three 24 hour medics and 1 peak medic unit (M-F 8-5). The improvement to this level would reduce the number of times we use other departments to respond to calls in our response area by an estimated 400 times. This will provide a marked improvement in our service to our community by reducing the number of delayed responses. It also will provide a reduction in stress to our system by reducing the number of calls each medic unit responds to. This will reduce the work stress that our employees are feeling as a result of the increased call volume we are experiencing. The Emergency Services Consulting International (ESCI) consolidation consultants identified that our ambulances were working over the recommended unit hour utilization of 20% and one was over level of 25%, which is identified as "stressed". The addition of this medic would reduce the unit hour utilization of all medics to an acceptable range.

The addition of the medic to our system comes with specific costs.

Six Full time Paramedic Firefighters Personnel costs with roll ups,	\$810,000
Six sets of uniforms and turnouts	<u>\$30,000</u>
Personnel Costs	\$840,000
1 Refurbished ambulance	\$180,000

There are three revenues that will be able to help offset the costs of the additional medic.

1. Recent Council direction on revenue recovery made it clear that we are to attempt full cost recovery for our services. Currently the City has given the McMinnville Rural Fire Protection District (MRFPD) formal notice, according to the IGA, of our intent to use a revised or new cost allocation method for the IGA. The current tax rate for the MRFPD is .9576 per \$1000. The current years contract is for \$410,226.00. If the intent of the City Council in the dialogue around full recovery is to charge the same \$1.50 per \$1000 that the City Residents pay for Fire and EMS services, then that increase the contract to \$881,408 for an increase of \$471,182. This is a potential revenue since the agreement has not been negotiated.
2. Revenue recaptures due to increased number of ambulances available to serve those currently being served by other departments due to our calls exceeding our medic capacity. There are 2 types of calls that revenue would recover revenue. Interfacility transfers, hospital to hospital, that are currently taken by our partners equate to an estimated 100 transports per year which equates to \$100,000 in revenue. The second call type is 911 service which we currently have 120 patients being transported by other agencies. These calls would recover an estimated \$60,000 in calls. The difference in return is based on miles transported and 83% of 911 calls are Medicare or Medicaid which places a maximum rate of reimbursement on EMS transports. Total revenue increase from the additional ambulance is \$160,000 of current call volume. I am not estimating increased revenue based on projected increased call volume.
3. The City has been an active participant in the Ground Emergency Medical Transport program. There are two divisions of this program.
 - a. The Fee for Service program is a formula-based program that provides reimbursement for costs per call for fee for service Medicaid patients. Last year's reimbursement for these calls was just under \$500 per call but there were only This program is running and budgeted in our current budget. It only pays for Federal Fee for Service Medicaid clients not for those who are managed by a Medicaid Coordinated Care Office (CCO), last year we had just over 200 Fee for Service Medicaid.
 - b. The new program for GEMT is called the Supplemental Payment Program. This will be run independently from the Fee for Service program. It is specific for the Coordinated Care clients. Annually we run close to 1000 CCO calls. We are currently enrolled in this program and will receive retro payments for



City of McMinnville

FIRE DEPARTMENT

the calendar year of 2021. Unfortunately, we have not received notice of what the amount per billable call will be. While we do not expect the supplement to be the same as our actual cost's reimbursement in the other program there is \$18.9 million in the program for this program. One example of the recovery potential is: If we were to receive \$200 per transport for the 100 calls, we would recover \$200,000.

4. Timelines for service improvement. Currently we have exhausted our most recent hiring list to fill Firefighter/Paramedic vacancies. There are a significant number of hiring processes going on in Oregon currently and that combined with the reduction in EMS classes due to COVID the applicant pool is lower than normal. We have just readvertised for our Paramedic Firefighter positions to fill our final vacancy. The hiring timeline traditionally takes about 140 days from start of advertising to employee's start date. Currently the Psychologist we use for our pre-hire evaluations is 2 months out in appointments due to the amount of hiring being done in the area. This may add another month to our timeline. We are booking slots without a name to try and mitigate this delay.
5. The ambulance in the cost portion of the report is to refurbish a current medic that was eliminated from the budget last year to update a unit approaching end of life of 200,000 miles. The ambulance in the ARPA funds is a new one to replace the broken one that could not be refurbished. Both ambulance timelines are estimated at a year from order to completion due to supply chain issues with vehicle chassis. We do have enough vehicles available to initiate service but there would not be a reserve apparatus for out of service time.

Attachments: None

Fiscal Impact:

Project Costs:	Personnel/M&S	\$840,000
	Vehicle/Capital	\$180,000
Total:		\$1,020,000
Potential Revenue:	IGA	\$471,000
	Revenue Recapture	\$160,000
	GEMT Supplemental Payment	\$100,000-\$300,000
	Discretionary General Fund	\$89,000-\$289,000

Recommendation: Council Authorize Staff to move forward on adding personnel and equipment to add 24-hour medic to the system.

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
August 2021

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$1,739,030.35	\$2,127,344.31	\$3,866,374.66
05	Special Assessment	\$907.18	\$5,508,001.81	\$5,508,908.99
07	Transient Lodging Tax	\$645.69	\$4,000.00	\$4,645.69
10	Telecommunications	\$926.26	\$1,030.00	\$1,956.26
15	Emergency Communications	\$492.77	\$120,094.81	\$120,587.58
20	Street (State Tax)	\$250.93	\$2,137,981.74	\$2,138,232.67
25	Airport Maintenance	\$332.66	\$546,749.03	\$547,081.69
45	Transportation	\$385.70	\$3,102,494.92	\$3,102,880.62
50	Park Development	\$977.26	\$1,816,441.49	\$1,817,418.75
58	Urban Renewal	\$717.99	\$204,759.58	\$205,477.57
59	Urban Renewal Debt Service	\$509.82	\$172,413.58	\$172,923.40
60	Debt Service	\$665.55	\$212,104.60	\$212,770.15
70	Building	\$863.43	\$1,763,240.37	\$1,764,103.80
75	Wastewater Services	\$430.10	\$2,408,772.89	\$2,409,202.99
77	Wastewater Capital	\$72.28	\$37,358,103.65	\$37,358,175.93
80	Information Systems & Services	\$592.40	\$180,742.38	\$181,334.78
85	Insurance Reserve	\$896.58	\$583,290.54	\$584,187.12
CITY TOTALS		1,748,696.95	58,247,565.70	59,996,262.65

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,748,696.95
N/A	Key Bank of Oregon	Money Market Savings Account	0.01%	\$ 9,536,197.86
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.60%	\$ 47,667,614.69
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	0.60%	\$ 210,328.42
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 833,424.73
				<u>\$ 59,996,262.65</u>
				\$ -

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
September 2021

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$1,854,346.36	\$766,736.78	\$2,621,083.14
05	Special Assessment	\$923.20	\$5,612,939.81	\$5,613,863.01
07	Transient Lodging Tax	\$577.50	\$3,000.00	\$3,577.50
10	Telecommunications	\$926.95	\$1,030.00	\$1,956.95
15	Emergency Communications	\$222.27	\$19,094.81	\$19,317.08
20	Street (State Tax)	\$490.78	\$2,196,237.49	\$2,196,728.27
25	Airport Maintenance	\$114.74	\$451,749.03	\$451,863.77
45	Transportation	\$479.55	\$3,170,494.92	\$3,170,974.47
50	Park Development	\$697.54	\$1,838,441.49	\$1,839,139.03
58	Urban Renewal	\$717.99	\$204,854.66	\$205,572.65
59	Urban Renewal Debt Service	\$920.95	\$173,254.49	\$174,175.44
60	Debt Service	\$740.81	\$221,092.62	\$221,833.43
70	Building	\$279.81	\$1,786,240.37	\$1,786,520.18
75	Wastewater Services	\$140.99	\$2,446,744.78	\$2,446,885.77
77	Wastewater Capital	\$376.54	\$37,813,103.65	\$37,813,480.19
80	Information Systems & Services	\$606.42	\$188,742.38	\$189,348.80
85	Insurance Reserve	\$914.05	\$587,290.54	\$588,204.59
CITY TOTALS		1,863,476.45	57,481,047.82	59,344,524.27

MATURITY			INTEREST	
DATE	INSTITUTION	TYPE OF INVESTMENT	RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,863,476.45
N/A	Key Bank of Oregon	Money Market Savings Account	0.01%	\$ 9,536,276.24
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.55%	\$ 46,901,835.35
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	0.55%	\$ 210,423.50
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 832,512.73
				<u>\$ 59,344,524.27</u>
				\$ -

CITY OF McMinnville
MINUTES OF CITY COUNCIL MEETING
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, July 28, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent
Remy Drabkin
Adam Garvin
Kellie Menke, Council President
Wendy Stassens
Zack Geary
Sal Peralta

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Planning Director Heather Richards, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Information Technology Director Scott Burke, Fire Marshal Debbie McDermott, Code Compliance Officer Nic Miles, Building Official Stuart Ramsing, Code Compliance Officer Claudia Martinez, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:08 p.m. and welcomed all in attendance in person and via Zoom.
2. PROCLAMATION
 - 2.a. National Health Center Week

Mayor Hill read the proclamation declaring August 9-15, 2020 as National Health Center Week.

Serena Cruz, Executive Director of the Virginia Garcia Memorial Foundation, discussed their work with underserved populations during the Covid-19 crisis.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

None
4. ADVICE/ INFORMATION ITEMS

4.a. Reports from Councilors on Committee & Board Assignments

Council President Menke reported on Visit McMinnville and travel statistics, contract with the City, and DEI training. She also attended a Middle Modern Housing webinar. She discussed YCAP's moteling project, rental relief funds, and OHA grant. She and Planning Director Richards met to discuss housing equity.

Councilor Drabkin said the Affordable Housing Task Force would meet tomorrow to discuss housing equity as well.

Councilor Geary said the Landscape Review Committee was meeting next week to review landscape code. McMinnville Community TV had put together a video for high school graduation. Mac Pac would be discussing facility space.

Councilor Stassens said MURAC would meet next week and Level 10 meetings would begin next month.

Councilor Peralta said the Mid Willamette Valley Council of Governments established the Mid Willamette Homeless Alliance. They were also starting to advertise for the Executive Director position.

Councilor Garvin said Century West Engineering had started repaving work at the airport.

Mayor Hill reported on the McMinnville Water & Light Commission meeting where cyber risk and increase in water rates was discussed. The water main project on Lafayette was completed. Water manhole covers on 99W would be coordinated with ODOT. The hospital was in good shape with PPE and capacity. McMinnville leadership met twice per month and Yamhill County leadership met twice per week. The Governor's recent address dealt with school closures.

Council President Menke encouraged the Council to attend the League of Oregon Cities zoom conference.

4.b. Department Head Reports

Planning Director Richards said the City received funds from Business Oregon for emergency business assistance grants.

Finance Director Cuellar said another Audit Committee meeting would be held next week to continue to discuss the City's reserves. She was working to close the fiscal year and getting started on the audit process. Remote court continued to roll along.

Parks and Recreation Director Muir said they were wrapping up Parks and Recreation Month. They had a few weeks of the Stars program left. They would also be discussing fall programs with the School District.

City Manager Towery was planning to take some time off.

5. CONSENT AGENDA

a. Consider the Minutes of the December 10, 2019 City Council Work Session and Regular City Council Meeting and Consider the Minutes of the January 14, 2020 City Council Regular Meeting.

b. Consider Resolution No. 2020-48: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18, Resolution 2020-28 and Resolution 2020-43.

Councilor Geary MOVED to adopt the consent agenda as presented; SECONDED by Councilor Stassens. Motion PASSED unanimously.

6. ORDINANCES

6.a. Consider second reading of **Ordinance No. 5093**: An Ordinance Repealing And Replacing Title 15 Of The McMinnville City Code, Specific To Buildings And Construction, Amending Section 2.50.510, Specific To Code Compliance - Applicability, And Sections 8,10.250, Health And Safety – Motor Vehicles, And Section 8.10.035, Health And Safety – Storage.

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

City Manager Towery read by title only Ordinance No. 5093, An Ordinance Repealing And Replacing Title 15 Of The McMinnville City Code, Specific To Buildings And Construction, Amending Section 2.50.510, Specific To Code Compliance - Applicability, And Sections 8.10.250, Health And Safety – Motor Vehicles, and Section 8.10.035, Health And Safety – Storage.

Planning Director Richards said after the last meeting, there was an article in the paper that generated a lot of social media discussion and comments about the code changes. One of the concerns raised was a misunderstanding about the right of entry. This was for the Building Official to access a building when there were no permits and there were life safety issues. The property owner was notified before entry. There was also a misunderstanding that code compliance officers had right of entry onto private property, which this code did not do. They could only view property from the public right-of-way and gain entry if invited by a property owner or through a court administered warrant. Another issue had to do with the public nuisance code and screening discarded motor vehicles. She recommended an amendment, to allow screened discarded motor vehicles in a yard, and delete the word “backyard.”

There was some confusion about the storage provisions and what was considered junk and debris. She clarified what would be allowed.

Councilor Peralta asked when a code requirement was triggered. Right now it happened with a change of use, was that still the same? Building Official Ramsing said yes, that would remain the same.

Councilor Peralta asked if these changes had any effect on how non-compliance was enforced. Planning Director Richards said they would not have an effect on that.

Councilor Geary clarified these changes looped everything in the zoning code into the purview of code compliance. Planning Director Richards said that was correct.

Councilor Garvin was not in favor of Section 305. He thought it was overreaching and made code compliance more like HOA officers. Planning Director Richards thought it clarified things for code compliance in terms of what wasn't junk or debris.

Councilor Peralta thought this section would reduce the risk of arbitrary enforcement.

Councilor Peralta MOVED to approve the second reading of Ordinance No. 5093, repealing and replacing Title 15 of the McMinnville City Code, specific to buildings and construction, amending Section 2.50.510, specific to Code Compliance - Applicability, and Sections 8.10.250, Health And Safety – Motor Vehicles, and Section 8.10.035, Health And Safety – Storage as amended; SECONDED by Council President Menke. Motion PASSED 5-1 by the following vote:

*Aye – Councilors Drabkin, Geary, Stassens, Peralta, and Menke
Nay – Councilor Garvin*

- 6.b. Consider first with possible second reading of **Ordinance No. 5094:** Ordinance Amending Section 17.03 Of The McMinnville Municipal Code, Zoning Ordinance, General Provisions.

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

City Manager Towery read by title only Ordinance No. 5094, An Ordinance Amending Section 17.03 Of The McMinnville Municipal Code, Zoning Ordinance, General Provisions.

Planning Director Richards said this was housekeeping in Section 17 to make it correlate with the new Chapter 2.50, code compliance administrative process. There was clean up of the general provisions and new violation language was added. She suggested removing subsection E in 17.03.090.

Councilor Drabkin MOVED to pass Ordinance No. 5094 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Manager Towery read by title only for a second time Ordinance No. 5094.

Councilor Stassens MOVED to approve the second reading of Ordinance No. 5094, amending Section 17.03 of the McMinnville Municipal Code, Zoning Ordinance, General Provisions as amended; SECONDED by Council President Menke. Motion PASSED 6-0 by the following vote:

*Aye – Councilors Drabkin, Garvin, Geary, Stassens, Peralta, and Menke
Nay – None*

7. ADJOURNMENT: Mayor Hill adjourned the meeting at 8:08 p.m.

Claudia Cisneros, City Recorder

STAFF REPORT

DATE: October 22, 2021
TO: City Council
FROM: Jeff Towery, City Manager
SUBJECT: Resolution No. 2021-54: Approving Allocation of ARPA-SLFRF

Report in Brief:

A. Project Overview

This Staff Report provides an overview and staff analysis regarding possible investment opportunities of the approximately \$7.7 million in state and local fiscal recovery funds (SLFRF) the City is set to receive through the American Rescue Plan Act (ARPA). The Budget Committee, at its October 20, 2021 meeting, recommended for Council to approve a list of high priority and medium priority projects. That list is attached as Exhibit 1 to Resolution No. 2021-54.

Background:

A. ARPA

In March 2021, the American Rescue Plan Act (ARPA) was signed into law. ARPA represents a \$1.9 trillion funding package to respond to the negative impacts of the coronavirus pandemic. A portion of ARPA funding consists of state and local fiscal recovery funds (SLFRF). These funds go to state and local governments to assist in their response to and recovery from the coronavirus pandemic. The City may use ARPA-SLFRF to:

- Support public health expenditures for, by example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.

- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors.
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

B. Recap of Prior Budget Committee/City Council Work Sessions

The initial work session to discuss the ARPA-SLFRF occurred on July 13, 2021. That work session introduced the Budget Committee/Council to the ARPA funding package generally; laid out a timeframe for discussion, approvals, and implementation; and reviewed proposed guiding principles for investments made with ARPA funds.

On August 16, 2021, the Budget Committee and City Council held another work session to discuss possible investments of the ARPA-SLFRF. Ahead of that work session, staff had provided an initial list of approximately 40 opportunities for possible investment and asked the Budget Committee/Council for feedback on the list during the work session.

The Budget Committee held work sessions on October 12, 2021 and October 20, 2021 to further review more detailed information and a prioritized project list provided by staff. On October 20, 2021, the Budget Committee amended that list and recommended the Council approve the amended project priority list.

Discussion:

The resulting Exhibit 1 to the attached Resolution represents the Budget Committee's recommended prioritization of the top 28 projects.

A. High Priority Projects

The Budget Committee identified 18 high priority projects, with an estimated cost range of \$3,580,100 to \$4,686,750. The Budget Committee decided to remove from the list the Facilities Manager and the replacement of a 16" water transmission main, which lowered the overall projected costs of the high priority projects. Of the 18 high priority projects, 3 are innovative, high impact projects; 10 are immediate impact community projects; and 5 are internal efficiency effectiveness projects.

B. Medium Priority Projects

The Budget Committee also identified 10 medium priority projects, with an estimated cost range of \$1,248,000 to \$2,029,000. Of the 10 medium priority projects, 2 are innovative, high impact projects; 4 are immediate impact community projects; and 4 are internal efficiency effectiveness projects.

If all high priority and medium priority projects are funded at the low-end of their cost range, the total is \$4,828,100. The high-end cost for all high priority and medium priority projects is \$6,715,750, which is more than the City's allocated ARPA-SLFRF.

Attachments:

Attachment: Resolution No. 2021-54
Exhibit 1 to Resolution No. 2021-54

Fiscal Impact:

These discussions will ultimately determine how the City utilizes the one-time funding from now through December 2024 (obligated) and December 2026 (expensed).

Recommendation:

Council pass Resolution No. 2021-54.

RESOLUTION NO. 2021 - 54

A Resolution of the Common Council of the City of McMinnville approving allocation of American Rescue Plan Act (ARPA) Funds.

RECITALS:

Whereas, the United States federal government adopted the American Rescue Plan Act of 2021 (ARPA); and

Whereas, a component of ARPA allocates Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to state and local governments; and

Whereas, the City of McMinnville (City) will receive a total of approximately \$7.7 million in SLFRF in two payments, one of which the City has already received; and

Whereas, the City's Budget Committee has had several work sessions to discuss how the City may utilize the SLFRF; and

Whereas, these discussions resulted in the Budget Committee recommending a prioritized list of projects to be funded with SLFRF, which list is attached hereto as Exhibit 1.

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

1. The Council hereby approves allocation of ARPA-SLFRF based on the prioritized list of projects that are provided in Exhibit 1 attached hereto and incorporated by reference herein.
2. To the extent a budget supplemental is necessary, staff are directed to undertake the necessary process for Council adoption of said budget supplemental.
3. 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 9th day of November, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 9th day of November 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

Exhibits:

- Exhibit 1: Staff Recommendation on ARPA Investments – High Priority Projects List

Exhibit 1

3,580,100 4,686,750

Staff Recommendation on ARPA

Investments - High Priority Projects

Priority Ranking	Category	Project # (from complete list)	Project Name	Description	Beneficiaries	SLFRF Eligibility Criteria					Investment Principles				City Values				Total Cost		
						Public Recovery	Water, Sewer, BIF	Prem Pay	Office Lost Rev	Address Disparities	Resiliency	A better way	Work with partners	Steward-ship	Equity	Courage Future	Account-ability	Low	High		
1	Internal Efficiency Effectiveness	5	ARPA Grant Staffer	Hire a full time grant professional for the term of the grant (3 yrs) to work on financial, compliance, program management and community engagement activities associated with the portfolio of SLFRF-ARPA grants	Grant Beneficiaries	x					x	x	x	x	x	x	x	x	290,000	397,000	
2	Innovative, High Impact Project	49	Third Street Improvement Project	This is the development of construction documents for the public infrastructure improvements needed on Third Street to support the recovery and future resiliency of McMinnville's local business community downtown. The development of these construction documents will allow McMinnville to proactively apply for federal infrastructure funds with the Federal Infrastructure Stimulus package to construct the project. Third Street is McMinnville's "Living Room". It is the heart of our business community, serving both local residents and tourists. However, it is also where recent the recent COVID pandemic had the most impact on restaurant and service businesses in McMinnville. This is the development of schematic design and construction documents for a Third Street Improvement project in downtown McMinnville, as well as the development of a business resiliency and recovery program for businesses impacted by COVID. The project area is approximately nine linear blocks. The McMinnville Urban Renewal Agency currently has \$200,000 allocated towards the design costs of this project. Total estimated design costs are approximately \$650,000 - \$800,000. The McMinnville Urban Renewal Agency has committed approximately \$3,000,000 to the future construction project. Total estimated construction costs are \$8,000,000. If the City is able to develop shovel ready construction documents it would be competitive for the future infrastructure bill for construction dollars. This is a priority project in terms of timeliness and the ability for McMinnville to leverage its ARPA funds for larger impact. The design process will be approximately nine months. The Federal Infrastructure Bill will be approved soon. A \$500,000 ARPA investment project in project design could be leveraged towards \$5,000,000 in federal infrastructure dollars.	Local businesses, workforce, tourism industry, community.	x	x				x	x	x	x	x	x	x	x	450,000	600,000	
3	Immediate Impact Community Project	32	Navigation Center - Operating Funds	This is a request for one year's worth of operating funds for the new McMinnville Navigation Center (a low barrier shelter with wrap around services per HB 2006). In 2021, the Oregon Legislature passed HB 2006 in order to support emergency housing for homeless populations. One aspect of that bill was the definition of a Navigation Center (low barrier shelter with on-site services to help homeless individuals achieve stability and long-term housing) and a funding mechanism for cities in order to do so. As part of the bill, Representative Noble was able to secure a \$1.5 million grant for the development and operation of a Navigation Center. City staff has been working with the Yamhill County Action Partnership on what that facility would look like, where it would be sited and how it would be managed. HB 2006 is very specific about the type of entity that needs to manage a funded Navigation Center, namely an entity with experience managing homeless shelters and authority to do so. Since the \$1.5 million grant is for development and operations, YCAP is concerned about sustained operational costs of the facility in the first couple of years as they work with state funding partners on long-term operational costs for the facility. It is estimated that the annual operational costs will be approximately \$400,000 - \$500,000.	Homeless residents of McMinnville	x					x	x	x	x	x	x	x	x	400,000	500,000	
4	Internal Efficiency Effectiveness	15	Financial Forecasting Software	invest in software for financial forecasting software.	City departments, council, citizens.	x						x	x				x	x	17,000	26,000	
5	Immediate Impact Community Project	48	Stratus Village - Affordable Housing Project Serving Households of 80% AMI or Less.	Stratus Village is a planned 200 unit affordable housing multifamily complex to be developed on seven acres of land off of Stratus Avenue. This project is intended to serve households of 80% area median income or less and will be comprised of studios, and a range of one-bedroom to four-bedroom apartments. The Housing Authority has already achieved their land-use needed to support the project and has designed a project that is compliant with McMinnville's Great Neighborhood Principles. The Housing Authority is partnering with Unidos, Virginia Garcia, Chemeketa Community College, Willamette Valley Medical Center, Department of Human Services, Worksystems, Inc., Yamhill Community Care (YCCO) and the Confederated Tribes of the Grand Ronde on their project. On February 23, 2021, the McMinnville City Council approved Resolution No. 2021-09 supporting the Housing Authority's Stratus Village project and their application to Oregon Housing and Community Services (OHCS) for funding. When the Housing Authority applied to OHCS for funding they were denied in the competitive process. One of the reasons for the state denying their application was the lack of local supportive dollars in the project. The Housing Authority would like to construct the project in two phases. The first phase of the project is approximately \$30.4 million dollars. Right of way improvements required for the project is approximately \$250,000 and infrastructure to serve the project is approximately \$5,000,000. The Housing Authority would like to request \$300,000 to help offset the right-of-way improvements and infrastructure costs of the project and to show local financial support of the project.	This investment will directly benefit the residents of Stratus Village, an affordable housing project for lower-income workforce and families in McMinnville and Yamhill County. This investment will also benefit the community of McMinnville by building a 200 unit affordable housing complex that will remain affordable housing for at least fifty years. And lastly this investment will benefit local businesses as it will provide much needed affordable housing for workforce to live locally.	x	x				x	x	x	x	x	x	x	x	x	200,000	300,000
6	Immediate Impact Community Project	34	Park Maintenance Fleet and Equipment Upgrades	This project is to fund needed fleet and equipment replacements for Park Maintenance operations to equip staff to adequately maintain increased acreage in the park system and to improve maintenance levels in established parks. These units have all reached the end of useful life.	Park visitors, staff							x						x	370,000	400,000	
7	Immediate Impact Community Project	4	Ambulance Replacement	Purchase a replacement ambulance that was not funded due to budgetary constraints. Two ambulances are being surplus due to equipment failures. The addition of this ambulance will move a high mileage ambulance to reserve. The FD has been responding to COVID patients since the pandemic started and continues to support COVID response.	McMinnville community and our Ambulance Service Area							x						x	230,000	250,000	
8	Innovative, High Impact Project	19	Innovation Center - Public Infrastructure Feasibility Analysis	This is a feasibility analysis of the necessary public infrastructure needed to support an Innovation Center on 140 acres of vacant industrial land on Highway 18 and at the Evergreen Campus. The feasibility analysis will evaluate the type and size of broadband, water, wastewater, power and transportation infrastructure needed to serve a high-density research and development industrial/business office district. Currently the city has only planned for the infrastructure necessary to serve a low-density general industrial user, and that infrastructure is already noted to be under capacity for even that type of industrial user. The public infrastructure feasibility analysis will allow the City to understand the public infrastructure that it needs to build to support the private development envisioned for this site, and to then leverage that knowledge to apply for state and federal infrastructure funds to build the infrastructure. Both the State of Oregon and the Federal Economic Development Agency have identified Innovation Hubs as priority economic development investments coming out of COVID. This is a priority project in terms of timeliness and the ability for McMinnville to leverage its ARPA funds for larger impact.	The development of an Innovation Center will benefit McMinnville and Yamhill County's economic development health. It will be a campus for both new and growing companies to co-locate and collaborate, share resources, and intellectual capital. It will also serve as a Class A office campus for McMinnville, which currently does not exist. The jobs created will serve both McMinnville residents and Yamhill County residents.	x					x	x	x	x	x	x	x	x	175,000	250,000	
9	Innovative, High Impact Project	16	First Responders for Mental Health Crises	Historically those in our community who suffer from mental health crisis, homelessness, and addiction have inappropriately been funneled into a public safety pathway to deal with incidents within our community. This has generally pulled resources from the police department who are equipped to handle some incidents; however, they are not necessarily the most effective at finding long term and wrap around solutions for those in need. The City would like to invest a portion of ARPA funds into a studying how a community-based system solution to keep public safety out of many of these types of calls might benefit us and what our options might be for making it a reality. We believe these community-based solutions will provide better long-term outcomes for those in crisis by having those with the expertise to take the lead and find positive outcomes for those who need, or desire help. This project would consist of contracting with a consultant who could best provide a "road map" for our community. The consultant could provide information about how to right size a program for a community our size, utilizing existing programs inside the county or finding new entities to invest in and partner with.	Residents experiencing mental health crises and their families and loved ones.	x					x	x		x				x	x	15,000	25,000

**Staff Recommendation on ARPA
Investments - High Priority Projects**

Priority Ranking	Category	Project # (from complete list)	Project Name	Description	Beneficiaries	SLFRF Eligibility Criteria					Investment Principles				City Values				Total Cost	
						PH/Econ Recovery	Water, Sewer, BB	Prem Pay	Offset Cost Red	Address Disparities	Resiliency	A better way	Work with partners	Steward-ship	Equity	Courage/Future	Account-ability	Low	High	
10	Immediate Impact Community Project	30	Library HVAC Replacement	This is the number one Library priority for use of the ARPA funds. The Library HVAC is over 40 years old and requires frequent maintenance and replacement of parts, often costing the City \$35,000 - \$50,000 annually. Parts are hard to find due to the age of the equipment, and at least once a year the Library is left without heating or air conditioning while parts are researched and ordered. The most recent large equipment replacement of the Library HVAC system was 8 years ago, when the cooling tower was replaced. At the time it was recommended that the HVAC system be overhauled, but the decision was made instead to patch the system once again. During the COVID 19 pandemic it was recommended that HVAC filter systems be upgraded to the best possible standards to prevent transmission of the virus. Upgrading the Library HVAC will help with prevention of the COVID 19 virus. It will also be a long term savings for the City by keeping the Library buildings and systems in better working order.	Library staff, patrons, those who use the Library as a warming and cooling shelter, community members and visitors who use the Library.	x					x	x		x				80,000	150,000	
11	Internal Efficiency Effectiveness	24	IS - Replace Firewall / VPN system	The current City firewall / VPN system will go end of life in FY 2024. This project will allow us to pull the replacement forward and get improved technology in place where it is needed most, especially for Covid-19: improving remote access tools for all City employees and improving the City's security posture for years to come. The current firewall was put in place in 2015 and while serviceable, is approaching the end of it's functional life.			x				x	x		x		x		58,000	80,000	
12	Immediate Impact Community Project	47	Storm Water Capacity Projects	This request is for engineering and construction funds for stormwater capacity projects to address areas of flooding and insurance claims.	Impacted area residents, motorists and wastewater utility ratepayers.	x	x				x			x	x	x	x	402,500	553,750	
13	Immediate Impact Community Project	42	Update to Parks and Open Space Master Plan	Update to Parks and Open Space Master Plan	McMinnville residents	x				x	x	x		x	x	x	x	100,000	200,000	
15	Internal Efficiency Effectiveness	13	Emergency Manager	The City of McMinnville has been without a dedicated staffer to focus on the Emergency Management issues. This would fund .5 FTE of a position to focus on this Emergency Management planning and preparation for 3 years.	Residents and businesses					x				x		x		183,000	242,000	
16	Immediate Impact Community Project	40	Park Maintenance: System Wide Irrigation Renovations	This project is to fund needed renovations irrigation renovations in multiple irrigation systems throughout the park system. Work will focus on sports turf, neighborhood parks and heavily used turf stands in community parks.	Park visitors, staff, recreation program users				x			x		x		x		240,000	263,900	
17	Internal Efficiency Effectiveness	1	ADA Transition Plan	Contract with a consultant to develop an ADA transition plan to address ADA access issues and become compliant with the Federal ADA Act - to improve access and remove barriers to participation (Objective 5 under Engagement and Inclusion of MacTown 2032 Strategic Plan)	McMinnville community and visitors. Approximately 12% of McMinnville residents identified as disabled (American Community Survey, 2015-2019).	x				x	x	x	x	x	x	x	x	250,000	300,000	
18	Immediate Impact Community Project	6	Backlog in court cases	Implement COVID-19 safety measures to facilitate court operations, expand current staffing model to increase speed of case resolution and address backlog of case counts and projects due to pandemic.	Individuals who have reason to come before the court and their counsel, agency partners such as law enforcement, crime victims, treatment and resource providers, the members of the community at large who benefit from law enforcement and adjudication of those cases.	x				x				x	x	x		58,100	67,100	
19	Immediate Impact Community Project	31	Mobile Rec Station	2021 Transit 350 Cargo van with bench seat, branded/wrapping, retractable awning to take out to neighborhood parks for free activities.	McMinnville residents	x				x	x	x		x		x		61,500	82,000	

Staff Recommendation on ARPA Investments - Medium Priority Projects

Priority Ranking	Category	Project # (from complete list)	Project Name	Description	Beneficiaries	SLFRF Eligibility Criteria					Investment Principles					City Values				Total Cost	
						PPEcon Recovery	Water, Sewer, BIB	Prem Pay	Offset Cost Rev	Address Disparities	Resiliency	A better way	Work with partners	Steward-ship	Equity	Courage /Future	Account-ability	Low	High		
21	Immediate Impact Community Project	25	IS - Technology in Conference Rooms	Technology upgrades to the Civic Hall and other City conference rooms to allow for high quality, easy to use and equitable public meeting tools.	City employees, Council/Committees, Public	x	x				x		x							77,000	105,000
22	Immediate Impact Community Project	11	Document Translation into Spanish	This is a request to hire a service to translate the City Code and all externally facing core service forms and applications into Spanish. Approximately 25% of the McMinnville population identifies as Hispanic. Approximately 20% of McMinnville residents do not speak english at home. The City of McMinnville has made an effort to translate some documents into Spanish but only in very discrete and specific situations. The McMinnville City Code, Zoning Ordinance, Permits, Land-Use Applications, Code Enforcement Forms, Legal Forms, Parks and Recreation Participation Forms, etc. have not been translated into Spanish. Translation services can be provided when requested, but many studies show that people who do not speak the host nation language are often reluctant to request translation of government documents into their native language. In January, 2022, we will need to provide equitable access to all public meetings both in a virtual environment and in person. We could livestream meetings with closed caption subtitles in both English and Spanish.	Spanish speaking residents of McMinnville and Spanish speaking customers of the City of McMinnville as well as McMinnville generally by increasing engagement with all members of the community.	x					x	x	x	x	x	x	x			50,000	100,000
23	Innovative, High Impact Project	7	Broadband access and technology training	Address 2 of 3 barriers to highspeed internet: cost of service for people who can't afford it and training on how to effectively use the internet.	Residents unable to afford highspeed internet and/or who could benefit from technology training.	x					x	x				x	x			362,500	612,500
24	Immediate Impact Community Project	39	Park Maintenance: Neighborhood Park Renovations	This project is to fund needed playground replacements in several neighborhood parks, replace deficient fall attenuation material and renovate sport court surfaces.	Park visitors, staff				x				x			x	x			240,000	262,600
25	Internal Efficiency Effectiveness	12	Electric vehicle for Library home delivery	This is the second highest Library priority for ARPA funds. At the beginning of the COVID 19 pandemic, the Library developed a system for delivery of Library materials within the City limits of McMinnville. The service was a success with both patrons and staff, and was soon expanded to include Lafayette, Yamhill, and Carlton. Currently the Library uses an older SUV passed down from the Fire Department. While a great benefit at the time, the hand-me-down vehicle is not a long term solution for Library home delivery. Home delivery is an example of a service where the pandemic has shown us another beneficial method of delivering Library materials. It is the intention of the Library to continue home delivery. Purchasing a new or used electric vehicle will save the City on fuel, and enable the Library to continue home delivery for many more years.	Library patrons and staff	x							x			x	x			30,000	70,000
26	Innovative, High Impact Project	52	HR - DEI Implementation	Investments to implement diversity, equity & initiatives. Possibly including personnel and/or consultant costs.	DEI initiatives benefit employees, volunteers, and residents.				x		x		x	x		x				55,000	225,000
27	Immediate Impact Community Project	36	Park Maintenance: Discovery Meadows Splash Pad Renovation	This project is to fund needed renovations to the Discovery Meadows splash pad. Constructed in 2005, this park feature is heavily visited and attracts multiple visitors to Discovery Meadows Park. The work would include renovating the mechanical system, filtration, water quality components, control elements and plaza.	Park visitors, staff				x				x			x	x			240,000	263,900
28	Internal Efficiency Effectiveness	20	IS - Datacenter Move (CC to WWS)	The City currently has two main datacenters at the Community Center and Police Department. Recent investments to the WWS facility combined with an uncertain future for the Community Center make this a highly beneficial project to position City infrastructure for years to come.	City Infrastructure, Cybersecurity and Resiliency postion.		x					x				x		x		52,000	105,000
29	Internal Efficiency Effectiveness	46	Remodel: Muni Court more accessible	Remodel the first floor of the City Hall to allow the Municipal Court to have its own entrance that is ADA compliant and allows for improved social distancing for both members of the doing business with court staff as well as the staff themselves.	Individuals who have reason to come before the court, staff working in the City Hall	x					x					x	x	x		16,500	35,000
30	Internal Efficiency Effectiveness	54	Covid Costs to City Organization	City staff time and direct costs for items such as PPE, specialized cleaning, etc. directly related to covid and the response to it continue to be part of the work of the City. This estimates the cost for these activities.	All city staff, visitors, partners and community members who receive services from the City	x						x				x		x		125,000	250,000

STAFF REPORT

DATE: November 1, 2021
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Resources and Sustainable City Services - Updated

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Report in Brief

The Council, along with the citizen members of the Budget Committee (to serve as the community's voice), is grappling with the McMinnville City Council's 2021 objective to "address insufficient resources by finding new sustainable funding sources."

The Budget Committee (a statutorily established body made up of all Council members, the Mayor and seven members of the public) have had five work sessions on this topic.

Staff report Attachment A contains the proposed resolution based on the recommendation made by the Budget Committee on 10/20/2021.

Recommendation

Based on the in-depth Budget Committee discussion and staff research over the last four months culminating in a vote of 12 to 1 of the 13 members of the budget committee present on 10/20/2021 in favor of the provisions of the attached resolution, staff recommends that the Council support the resolution before it.

Next Steps

Upon ratification of the Council resolution, staff will focus on implementation activities of those elements supported in the final resolution adopted by the Council including:

- Service Fee rate methodology options, refine revenue projections, bringing options to Council regarding implementation and revenue projections to support the cost of service delivery levels desired by Council, create a low-income discount/waiver program, work closely with MWL to establish systems and business processes required – desired implementation date 7/1/2021
- Further discussion of the City's core services and work during the FY2022-23 budget cycle will combine to identify the amount of revenue sought, at a

minimum, for the initial year of the Service Fee.

- In response to the Budget Committee's recommendation to the City Council regarding the possible implementation of a Business License Program, City Staff has met with the McMinnville Area Chamber of Commerce Executive Committee and full Board of Directors to discuss this issue. Staff recommends that the City Council appoint a Task Force to review and consider options for a program that would support the Strategic Priority to Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors (from MacTown2032). While the City does require a variety of specialty business licenses, there is no General Business License or Registry Program. Creating a program could be as minimal as a registry for communications and health/safety inspection purposes or as robust as providing a wide variety of business support and economic development programming. A broadly representative task force could be charged with reviewing and evaluating options for such programs, including communications and outreach efforts to the business community and within one year of being formed, could present options and make recommendations to the City Council about any such program that would be viewed and mutually beneficial to the City and the business community.
- Community engagement initiatives regarding all new resource programs approved, including coordination with the City's Diversity, Equity and Inclusion Advisory Committee

Fiscal Impact

These discussions will ultimately have a key impact on the City's financial sustainability and ability to maintain services in the FY2022-23 budget cycle and beyond.

Attachments

- A. Resolution 2021-55

RESOLUTION NO. 2021 - 55

A Resolution of the Common Council of the City of McMinnville preliminarily adopting certain sustainable funding sources.

RECITALS:

Whereas, in 2021, the McMinnville City Council established an objective to "address insufficient resources by finding new sustainable funding sources;" and

Whereas, the Budget Committee of the City of McMinnville held several work sessions to discuss options for new, sustainable resources; and

Whereas, the resources were evaluated based on seven (7) criteria, which evaluation was included in the September 22, 2021 staff report; and

Whereas, based on that evaluation, staff recommended that a service fee paid via utility billing be established; and

Whereas, staff also recommended that the City continue working toward establishing a new fire district, creating a business license program, and utilizing a program of interfund borrowing for capital investments; and

Whereas, staff further recommended that the City continue exploring a construction excise tax; and

Whereas, staff indicated an intent to continue iterative advancements regarding systems development charges, franchise fees, and cost recovery; and

Whereas, the Budget Committee reviewed the staff recommendations and supporting materials provided throughout the Budget Committee's discussions on new, sustainable resources and its recommendation regarding the adoption of certain sustainable funding sources at its meeting on October 20, 2021; and

Whereas, the Council has reviewed the Budget Committee's recommendation; and

Whereas, the Council understands that further discussions and approvals must occur to determine the scope and implementation of any new, sustainable resources.

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

1. The Council hereby preliminarily adopts a new service fee to support the general fund with a formal review after X years, subject to needed future approval by the Council regarding the scope and implementation of the service fee.
2. The Council preliminarily adopts a business license program, also subject to needed future approval by the Council regarding the scope and implementation of the business license program.
3. The Council instructs staff to continue the effort of creating a new fire district and utilizing interfund borrowing for capital investments.
4. 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 9th day of November, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 9th day of November 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder