

City Council Meeting Agenda

Tuesday, June 25, 2024

5:30 p.m. – Executive Session (CLOSED TO THE PUBLIC)

6:00 p.m. – Work Session Meeting

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

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

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

- *Attend in person and fill out a public comment card.*
- *Email at any time up to **noon on Monday, June 24th** to CityRecorderTeam@mcminnvilleoregon.gov*
- *If appearing via telephone only please sign up prior by **noon on Monday, June 24th** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom;*
- *Join the Zoom meeting 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 the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.***

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

mcm11.org/live

*Download the "Cablecast" app on iOS, Android, Roku, Apple TV or
Amazon Firestick and watch McMinnville City Council on all your devices.*

CITY COUNCIL WORK SESSION & REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/85618225557?pwd=wSe9pD2cTVzocBT41vohEOmT2FjsLi.1>

Zoom ID: 856 1822 5557

Zoom Password: 786795

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

ID: 856 1822 5557

5:30 PM – EXECUTIVE SESSION – VIA ZOOM AND SEATING AT CIVIC HALL CONFERENCE ROOM (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER
2. **EXECUTIVE SESSION pursuant to ORS 192.660 (2)(e):** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
3. ADJOURNMENT

6:00 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER
2. FINAL PARKS, OPEN SPACE AND RECREATION (PROS) PLAN UPDATE
3. PARKS SYSTEM DEVELOPMENT CHARGES
4. ADJOURNMENT OF WORK SESSION

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

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 Recorder and then any citizen participating via Zoom.
4. PRESENTATIONS
 - a. McMinnville Water & Light Update – General Manager John Dietz
5. PUBLIC HEARINGS
 - a. Public Hearing to consider **Resolution No. 2024-39**: A Resolution Adopting an Engineering Fee Schedule.
6. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
7. RESOLUTION
 - a. Consider **Resolution No 2024-33**: A Resolution declaring the City’s election to receive certain state shared revenues.
 - b. Consider **Resolution No 2024-34**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.
 - c. Consider **Resolution No 2024-35**: A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments.
 - d. Consider **Resolution No 2024-36**: A Resolution extending workers’ compensation coverage to City of McMinnville volunteers.
 - e. Consider **Resolution No 2024-37**: A Resolution adopting the budget for the fiscal year beginning July 1, 2024; making the appropriations; imposing the property taxes; and categorizing the property taxes.
 - f. Consider **Resolution No 2024-38**: A Resolution adopting the Parks, Recreation, and Open Space Plan.
 - g. Consider **Resolution No 2024-39**: A Resolution Adopting an Engineering Fee Schedule.
8. ADJOURNMENT OF REGULAR MEETING

STAFF MEMO

DATE: June 18, 2024
TO: Mayor and City Council
FROM: Susan Muir, Parks & Recreation Director
SUBJECT: Work Session - Final Parks, Open Space and Recreation (PROS) Plan Update

City of McMinnville STRATEGIC PRIORITY & GOALS:



ENGAGEMENT & INCLUSION

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

STRATEGIC OBJECTIVE/S:

1. Actively protect people from discrimination and harassment
2. Celebrate diversity of McMinnville
3. Cultivate cultural competency and fluency throughout the community
4. Grow City's employees and Boards and Commissions to reflect our community
5. Improve access by identifying and removing barriers to participation

Report in Brief:

The purpose of this work session is to present the final draft of the Parks, Recreation and Open Space Plan Update to City Council. The draft can be found [here](#), or by going to mcminnvilleparksplan.com and clicking on the 'Final Draft Plan' tab at the top of the project web page. After nearly two years of community outreach, internal project management team meetings, public meetings with the Diversity, Equity, and Inclusion Advisory Committee (formally acting as the Project Advisory Committee), Planning Commission and City Council, staff is ready to recommend adoption of the new, updated plan. Adoption of the plan is scheduled as an action item during the council's regular agenda.

Action: There is no action requested at this work session, adoption is recommended at the regular meeting.

Background: Over the last couple of years, staff and the consultant team have been before you a number of times to present information, request feedback, and overall get direction on the future of parks and recreation in McMinnville.

At Council's April 9th work session, the project team walked you through the proposed draft plan. After that, we held a public open house at the Senior Center for one more opportunity for community participation. This was the final check in with the community on the plan, public engagement throughout this process has been robust and inclusive. The comments received at the open house were helpful and perhaps even more valuable was the opportunity for the one

on one conversations that occurred between individuals and the several staff people who were there representing parks, recreation and maintenance.

Since April 9th, the staff and consultant team also returned to the DEIAC and put a final motion together for them reflecting their comments and concerns. Staff cannot thank the DEIAC members enough for their perspective, input and conversations as they acted as the formal project advisory committee throughout the development of the plan. From the staff perspective, it was a game changer to enable this plan to truly reflect the full community and we learned a lot from them. Most importantly, they identified gaps in service areas geographically that truly ground the plan in equitable access to parks.

Three overarching questions posed to City Council in April and the discussion around them included:

- Consensus the draft plan supports key needs that we heard from the community with the modifications summarized below.
- Through the life of the plan, flexibility will be key to respond to climate and social changes (including growing safety concerns) to mitigate any unintended or unknown consequences that may happen over time. Examples were the hopeful development of park equipment with longer lifespans, and/or natural events such as flooding or changes in plant species endangerment or preservation needs, and the importance of updating data points and using them to measure impacts, outcomes and consequences.
- Stable long term funding, public engagement in funding, following the capital improvement plan and an increase to maintenance staff were all mentioned as critical elements to make implementation successful.

Changes made to the plan from the DEIAC direction, City Council feedback on April 9, and public comments received at the open house are summarized below and additional context will be presented at the work session. (Note: housekeeping amendments were incorporated directly into the plan and not highlighted here.)

Plan updates:

- Added new future infill neighborhood park in northwest central McMinnville and made a 5-year priority
- Added the future trail connecting Cozine Creek to Joe Dancer Park and made a 5-year priority
- Elevated new restroom in Joe Dancer park from 20- to 5-year project list
- Elevated playground replacement at Discovery Meadows from 20- to 5-year project list
- Reduced priority of Joe Dancer skate park from 5- to 20-year project list
- Reduced priority of shelter replacement at City Park from 5- to 20-year project list
- Specified routes to parks and schools should be accessible
- Specified the area's rainy climate should be considered in park/facility design
- Further specified that sensory elements should be included in new play areas
- Clarified that staffing levels need to increase to accommodate expanded system
- Specified preservation of Camas plant in Kiwanis Park
- Specified that equipment and material selections should consider climate and lifespan, not just lowest bid

Next steps will include:

- Adoption of the plan by resolution at the regular meeting

- Council direction and action on the system development charge methodology
- Continued conversations to build the parks maintenance and operating program back to base level to support the plan
- Taking the portions of the PROS Plan that need to be adopted through a land use process forward
- Including funding for the parks projects identified in the plan in the potential capital bond process targeted for May 2025

Attachment: In the spirit of reducing paper for those who print the packet, the full Final Draft Plan is only provided in full once in the packet for June 25th. You can find it as an attachment to the proposed adopting resolution on the regular council agenda.

The Final Draft Plan can also be found at the link at the beginning of this staff report above, or by going to mcminnvilleparksplan.com and clicking on the 'Final Draft Plan' tab.

If any member of the City Council or public would like a paper copy of the final draft plan, please call the Community Center at 503.434.7310 or email susan.muir@mcminnvilleoregon.gov.

From: [Mark Davis](#)
To: [City Recorder Team](#)
Subject: Comment for City Council on PROS Plan
Date: Thursday, June 20, 2024 12:41:09 PM

This message originated outside of the City of McMinnville.

Mayor Drabkin and Members of the City Council:

In December 2020 the City Council voted to add 254 acres of buildable land to the urban growth boundary (UGB) for the express purpose of building public parks. In March of 2024 the Council voted to add another 138 acres of buildable land to the UGB for parks. The supporting documentation approving this request indicated that these 392 (254 + 138) acres were needed to provide parks for the population projected to live in McMinnville in 2041.

Yet, the Parks, Recreation and Open Space (PROS) Plan that will be approved Tuesday night lists only 49.2 acres of buildable land needed to provide parks for the population growth through 2044. In March you needed 392 acres and three months later the need for parks declined by 87 percent?

I strenuously objected to the 392 acres when it was proposed because it had no basis in reality based on the City's past experience building parks. I just as strenuously object to the 49 acres of buildable land in this Plan because it does not meet the City's need for more parks for the people moving to the City in the future.

We are told repeatedly that we need much more affordable housing (I agree) and that it typically gets built more densely. With limited or no yards in this new housing there is a need for more parks adjacent to the new housing. The PROS Plan insists it is promoting equity, but what kind of equity is it if we don't have enough park land for new residents to use?

Thank you for considering my comments.

Mark Davis

STAFF MEMO

DATE: June 17, 2024
TO: Mayor and City Council
FROM: Susan Muir, Parks & Recreation Director
SUBJECT: Parks System Development Charge Methodology Update

City of McMinnville STRATEGIC PRIORITY & GOALS:



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5. Improve access by identifying and removing barriers to participation

Report in Brief:

The Parks, Recreation and Open Space (PROS) Plan Update is awaiting adoption and the recent updates to that plan, including City Council, Diversity, Equity and Inclusion Advisory Committee, staff and public proposed changes, require slight adjustments to the System Development Charge methodology last presented to City Council on March 12, 2024. Revisions to the 20 year project list and Capital Improvement Plan (CIP) resulted in an increase to the maximum allowable park system development charge (SDC) rates. Changes to the park SDC calculations resulting from the CIP adjustments include:

- Increased parks cost per acre, based on the updated data in the CIP;
- Increased investment needed for growth driven by the increased cost per acre, resulting in an increased cost per person;
- Increased downward adjustment to the cost per person driven by the increased total investment needed to serve growth;
- Increased net cost per person, resulting in an increased park SDC across all sizes of dwelling unit; and
- The unfunded cost of CIP capacity projects also increased, however, as the cost of the planned projects are greater than the investment needed for growth, like the previous methodology there is no adjustment required for consistency with the CIP.

Background:

Through a robust public engagement process, that final plan and this SDC methodology reflects a community driven and prioritized 20 year project list to achieve the goals of the plan. The PROS Plan Update also has a 5 year action plan of projects. In the action plan, each project has an estimate of how much can be funded by SDC's as compared to other funding sources. It's important to note SDC's only fund a portion (growth costs) of the overall parks plan vision. The full funding plan shows that the largest funding source for the 5 year community driven action plan is the park bond that is tentatively scheduled to go to voters in May 2025:

Funding plan for 5 year action plan (table 5-6 p. 102-103 of final plan)		
Park Bond	\$ 9,463,500.00	60%
SDC	\$ 6,039,818.00	38%
Grants	\$ 210,000.00	1%
donations	\$ 65,000.00	0%
Interest & other	\$ 105,000.00	1%
Total cost of 5 year action plan	\$ 15,883,318.00	100%

City Council also requested the overall SDC program costs across the different methodologies, based on the most recent increase that goes into effect July 1, 2024. For a dwelling unit, per the staff memo issued by the City Engineer on April 3, 2024 and reflecting the updated maximum allowable Parks SDC rates:

McMinnville SDC rates July 1, 2024		Proposed total with new Parks SDC
Sanitary Sewer SDC	\$4,227	\$4,227
Transportation SDC	\$3,209	\$3,209
Parks SDC	\$3,119	\$ 12,513*
Total	\$10,555	\$19,453
*Proposed new parks SDC for a 1,000-1,999 sq' single dwelling unit		

The City Council has held several work sessions on system development charges (SDC's).

- Broad [SDC overview - March 16, 2022](#),
- Parks SDC's as part of the PROS Plan Update [February 28, 2023](#),
- First work session on proposed Parks SDC methodology, [November 14, 2023](#),
- Second work session on proposed Parks SDC methodology [March 12, 2024](#).

So far based on city council conversations, this proposed methodology reflects:

- The highest potential recovery of growth costs assessed to growth.
- The first step to fully fund the short term action plan in the updated parks, recreation and open space plan.
- For residential, a tiered structure tied to home size that is the current best practice for addressing housing affordability while also requiring growth to pay for itself.
- Because of the tiered system, the rates are some of the highest for large single family dwelling units (more than 3,000 square feet), but are not the highest among comparable cities.

- Because of the tiered system, multi-family homes 3,000 square feet or larger in size are the highest among comparable cities, however the proposed fees are not the highest for single family or mutli-family dwellings of smaller size (500-999 sq’), and are among some of the lower rates for single or multi-family homes less than 500 square feet.
- For industrial/manufacturing, warehousing, office and retail, the proposed methodology leads to the highest rate among comparable cities.
- An increase in the average estimated revenue of parks SDC’s from about \$373,000 per year to an estimated \$3.9 million.

Discussion:

After the plan is adopted and the methodology is set to parallel the plan:

- 90-days written notice and an opportunity to present at a public hearing will be provided for all persons interested in the proposed changes. Staff has also started the conversation with the Chamber of Commerce regarding the proposed parks SDC rates and plans to continue those conversations, and others as necessary, through the notification period.
- The city will need approximately 90 days to administratively program our e-permitting software to accurately calculate the fees once they are set (including phasing).
- Council should consider if any other changes to the City’s existing SDC code regarding collection of SDCs (section 3.10.050) are warranted at this time. At an earlier work session, there was a suggestion to collect SDC’s at the time of transaction of the home from the building/contractor to the owner. Currently, the [city code](#) states the fee is collected upon issuance of a building permit. Changing section 3.10.050 may have broader impact and would need further analysis by several stakeholders and departments.
- Council should provide staff direction regarding phasing in the proposed parks SDC fee. At an earlier work session, council was provided an example of a 3 year rollout plan. Staff does not recommend phasing, however that is in the purview of the City Council to do so. To summarize the phasing schedule, per the table below, phasing in over 3 years would mean a potential loss to the park development fund of nearly \$3.9 million. That is equivalent to nearly 1/4th of the 5 year action plan projects slated to be paid for with SDC funds.

	Year 1 @ 33%	Year 2 @ 66%	Year 3 @ 100%
Estimated annual SDC’s	\$1,299,820	\$2,599,640	\$3,899,459
Estimated foregone revenue	\$2,599,640	\$1,299,820	\$0

Next steps:

Once direction is given regarding any potential phasing in of the fee, or changes to the methodology staff will:

- Provide notice to interested parties and work with the Chamber of Commerce to discuss the methodology with their members.
- Draft ordinance/resolution language to bring back for council adoption at a potential public hearing.
- Begin the process to update the city's e-permitting software

Recommendation

Staff is looking for informal council direction on whether or not a phased implementation plan should be included when communicating the rollout of the PROS plan 5 year action plan and the updated SDC methodology.

Attachments

Attachment A: Updated DRAFT McMinnville Methodology Report

Park System Development Charge Methodology

City of McMinnville

DISCUSSION DRAFT

June 13, 2024

Prepared by:



Prepared for:





*Community Attributes Inc. tells data-rich stories about communities
that are important to decision makers.*

President & CEO
Chris Mefford

Analysts
Michaela Jellicoe, Project Manager
Erin Ezell
Dominic Roche

Community Attributes Inc.
119 Pine Street, Suite 400
Seattle, Washington 98101

www.communityattributes.com

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1. INTRODUCTION

The purpose of this methodology is to establish the rates for system development charges (SDCs) in the City of McMinnville, Oregon for parks, open space and recreation facilities as authorized by ORS 223.297 to 223.316.¹ Throughout this methodology the term “parks” is used as a short name referring to parks, open space and recreation facilities, including land and developments.

Summary of System Development Charges

System development charges are one-time fees charged to new development to help pay a portion of the costs required to build capital facilities needed to serve new development.

Parks SDCs are paid by all types of new development. SDC rates for new development are based on and vary according to the type of development. The following table summarizes the SDC rates for each type of development.

Exhibit 1. City of McMinnville Maximum Allowable Park System Development Charge Rates

Type of Development	Park SDC per Unit of
Residential	
Less than 500 sq ft	\$6,042.16 dwelling unit
500 to 999 sq ft	\$9,560.46 dwelling unit
1,000 to 1,999 sq ft	\$12,513.07 dwelling unit
2,000 to 2,999 sq ft	\$13,820.14 dwelling unit
3,000 to 3,999 sq ft	\$15,029.40 dwelling unit
4,000 or more sq ft	\$15,576.50 dwelling unit
Nonresidential	
Industrial/Manufacturing	\$2.77 square foot
Warehousing	\$0.78 square foot
Retail/Restaurant/Hospitality	\$3.47 square foot
Office	\$2.96 square foot

System Development Charges vs. Other Developer Contributions

System Development Charges are charges paid by new development to reimburse local governments for the capital cost of public facilities that are needed to serve new development and the people who occupy or use the new development. Throughout the methodology, the term “developer” is used as a shorthand expression to describe anyone who is obligated to pay SDCs, including builders, owners or developers.

¹ Oregon Revised Statute (ORS) is the state law of the State of Oregon.

Local governments charge SDCs for several reasons: 1) to obtain revenue to pay for some of the cost of new public facilities; 2) to implement a public policy that new development should pay a portion of the cost of facilities that it requires, and that existing development should not pay the entire cost of such facilities; and 3) to ensure that adequate public facilities will be constructed to serve new development.

The SDCs that are described in this study do not include any other forms of developer contributions or exactions for parks facilities to serve growth.

Organization of the Methodology

This SDC Methodology contains four chapters:

- **Introduction:** provides a summary of SDC rates for development categories and other introductory materials.
- **Statutory Basis and Methodology:** summarizes the statutory requirements for development of SDCs and describes the compliance with each requirement.
- **Growth Estimates:** presents estimates of population and employment in McMinnville because SDCs are paid by growth to offset the cost of parks, open space and recreation facilities that will be needed to serve new development.
- **Park System Development Charges:** presents SDCs for parks in the City of McMinnville. The chapter includes the methodology that is used to develop the charges, the formulas, variables and data that are the basis for the charges, and the calculation of the charges. The methodology is designed to comply with the requirements of Oregon state law.

2. STATUTORY BASIS AND METHODOLOGY

The source of authority for the adoption of SDCs is found both in state statute and the City's own plenary authority to adopt this type of fee. This chapter summarizes the statutory requirements for SDCs in the State of Oregon and describes how the City of McMinnville's SDCs comply with the statutory requirements.

Statutory Requirements for System Development Charges

The Oregon Systems Development Act, passed in 1989, authorizes local governments in Oregon to charge SDCs. ORS 223.297 to 223.316 contains the provisions that authorize and describe the requirements for SDCs.

The following synopsis of the most significant requirements of the law include citations to Oregon Revised Statutes as an aid to readers who wish to review the exact language of the statutes.

Types of Capital Improvements

SDCs may only be used for capital improvements. Five types of capital improvements can be the subject of SDCs: 1) water supply, treatment and distribution; 2) waste water collection, transmission, treatment and disposal; 3) drainage and flood control; 4) transportation; and 5) parks and recreation. Capital improvements do not include the costs of the operation or routine maintenance of the improvements. Any capital improvements funded with SDCs must be included in the capital improvement plan adopted by the local government. *ORS 223.297, ORS 223.299 and ORS 223.307 (4)*

Types of System Development Charges

SDCs can include reimbursement fees, improvement fees or a combination of the two. An improvement fee may only be spent on capacity-increasing capital improvements identified in the Capital Improvement Plan. A reimbursement fee may be charged for the costs of existing capacity if there is "excess capacity" identified in the methodology. *ORS 223.299 and ORS 223.304*

Improvement Fee Methodology Requirements

There are several requirements for an improvement fee methodology, as established in ORS 223.304. In order to establish or modify an improvement fee, an ordinance or resolution must be passed with a methodology that is publicly available and considers both the projected cost of capital improvements included in the plan related to the fee and the need for increased capacity to serve future users.

Reimbursement Fee Methodology Requirements

There are several requirements for a reimbursement fee methodology, also established in ORS 223.304. The methodology establishing or modifying a reimbursement fee must be passed by ordinance or resolution. The methodology must consider ratemaking principles, prior contributions by existing users, gifts or grants received and the value of unused capacity available to future users.

Prohibited Methodologies

Local governments may not base SDC charges to employers on the number of individuals hired by the employer after a specified date. In addition, the methodology cannot assume that costs for capital improvements are necessarily incurred when an employer hires an additional employee. Fee amounts cannot be determined based on the number of employees without regard to new construction, new development or new use of an existing structure by the employer. *ORS 223.301*

Authorized Expenditures

Authorized uses for SDC revenues depend on whether the revenues were collected as reimbursement fees or improvement fees. Reimbursement fees may only be used for capital improvements associated with the systems for which the fees are assessed, including repaying associated debts. Improvement fees may only be used for capacity increasing capital improvements associated with the systems for which the fees are assessed, including repaying associated debts. Regardless of the type of fee, SDC revenue may be used to cover the costs of complying with SDC regulations, including the cost of developing SDC methodologies and annual accounting of expenditures. *ORS 223.307 (1), (2), (3) and (5)*

SDCs may not be used to build administrative facilities that are “more than an incidental part” of allowed capital improvements, or for any facility operation or maintenance costs. *ORS 223.307 (3)*

Benefit to Development

The share of capital improvements funded by improvement fees must be related to the need for increased capacity to serve future users. Improvement fees must be based on the need for increased capacity to serve growth and must be calculated to collect the cost of capital improvements needed to serve growth. *ORS 223.307 (2) and ORS 223.304 (2).*

Reductions of System Development Charge Amounts

The impact fee ordinance or resolution must allow for a credit for constructing qualified public improvements. Qualified public improvements

are capital improvements that are required as a condition of development approval and also identified in the plan, which are either “not located on or contiguous to property that is the subject of development approval” or “located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular project to which the improvement fee is related.” Additionally, ORS 223.304 (5) indicates that the burden of proving that the improvement exceeds the minimum standard capacity need set by the local government and that the particular improvement qualifies for a credit is the developers responsibility. *ORS 223.304 (4)*

Local governments also have the option to provide greater credits, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the CIP, or provide a share of the cost of the improvement by other means. Credits provided must be used in the same time frame specified in the local government’s ordinance but may not be used later than ten years from the date the credit is provided. *ORS 223.304 (5)(c) and ORS 223.304 (5)(d)*

Developer Options

Local governments must establish procedures for any citizen or interested person to challenge an expenditure of SDC revenue. If anyone submits a written objection to an SDC calculation, the local government must advise them of the process to challenge the SDC calculation. *ORS 223.302 (2) and (3)*

Capital Improvement Plans

All projects funded with SDC revenue must be included in the local government’s capital improvement plan before any charges can be imposed. The plan may be called a capital improvement plan, public facilities plan, master plan or other comparable plan that includes a list of capital improvements that the government intends to fund in any part with SDC revenue. The plan must include the projects’ estimated costs, timing and percentage of costs to be funded with improvement fees. The plan may be modified at any time, but if an amendment to the plan will result in increased SDCs, there are additional notification and public hearing requirements. *ORS 223.309*

Accounting Requirements

All SDC revenue must be deposited in dedicated accounts. Local governments must provide annual reports on how much SDC revenue was collected and which projects received SDC funding. This must include how much was spent on each project as well as the amounts that were collected and dedicated to covering the costs of compliance with state laws. *ORS 223.311*

Annual Inflation Index

Local governments may change the amount of an improvement or reimbursement SDC without making a modification of the methodology under specific circumstances. A change in the amount of the SDC is not considered a modification of the methodology if the change is based upon a change in the cost of “materials, labor or real property” applied to the projects in the CIP list. Additionally, a change in the amount of the SDC is not considered a modification of the methodology if the change is based on a periodic “specific cost index or other periodic data source.” The periodic data sources must be:

- A relevant measure of the change in prices over a specified time period for “materials, labor, real property or a combination of the three;”
- Published by a recognized organization or agency that is independent of the system development charge methodology;
- Included in the methodology or adopted by ordinance, resolution or order. *ORS 223.304 (8)*

Compliance with Statutory Requirements for System Development Charges

Many of the statutory requirements listed above are fulfilled in the calculation of the parks system development charge in the fourth chapter of this methodology. Some of the statutory requirements are fulfilled in other ways, as described below.

Types of Capital Improvements

This methodology includes SDCs for parks capital improvements, which are one of the five types of capital improvements legally eligible for SDCs. The SDCs in this methodology are based on capital improvements that increase capacity in the parks system and the portion of capacity-increasing projects eligible for parks SDCs included and identified in the City of McMinnville’s capital improvement plan published in the Parks, Recreation and Open Space Master Plan.

Types of System Development Charges

SDCs can include reimbursement fees, improvement fees or a combination of the two. This methodology only includes improvement fees. The capital improvements identified in the City of McMinnville’s Capital Improvement Plan to be funded with improvement fees are capacity-increasing capital improvements.

The City of McMinnville’s parks SDCs are based on maintaining its existing levels of service as growth occurs. New development will receive the same level of service or acres per person to maintain the same ratio as existed

before the new development, and the total of those acres per person are the requirements to serve growth. By definition, the existing ratio is “used up” by the current population, so there is no unused reserve capacity that can be used to serve future population growth through reimbursement SDCs. Additionally, the City of McMinnville has determined that there is no excess capacity within the existing parks system. Therefore, the City of McMinnville has elected to only charge improvement fees, and thus this methodology will only address improvement fees.

Improvement Fee Methodology Requirements

The fees calculated with this methodology consider both the projected cost of planned capital improvements and the need for increased capacity to serve future users. To address future users, a calculation was made to determine the facilities required per new residential unit to maintain the current level of service. The City of McMinnville will pass an ordinance or resolution to adopt this parks improvement fee methodology.

Prohibited Methodologies

SDC charges cannot be based on the number of employees without regard to new development. The methodology only analyzes residential development and therefore is not based on prohibited methodologies.

Authorized Expenditures

SDC revenue can only be used for the capital cost of public facilities. SDCs cannot be used for operation or routine maintenance expenses. Improvement SDCs may only be used for capacity increasing capital improvements. They may not be used to build administrative facilities that are more than an incidental part” of allowed capital improvements and they may not be used for any operations or maintenance costs. *ORS 223.307 (1), (2), (3) and (5)*

This methodology is based upon projects identified in the Capital Improvements Plan that increase capacity of the parks system, as identified in the fourth chapter of this methodology. The methodology does not include any administrative facilities or operations or maintenance costs.

Benefit to Development

The share of capital improvements funded by improvement fees must be related to the need for increased capacity to serve future users. *ORS 223.307 (2)*. Improvement fees must be based on the need for increased capacity to serve growth and must be calculated to collect the cost of capital improvements needed to serve growth. *ORS 223.304 (2)*

The City of McMinnville’s SDCs are based on the additional improvements required to serve future growth and maintain the current level of service for

parks, as demonstrated in the fourth chapter of this methodology and identified in the parks CIP analysis in Appendix B.

Reductions of System Development Charge Amounts

The City of McMinnville's municipal code provides for a credit for the cost of qualified public improvements associated with new development as required in ORS 223.304, as well as the provision for other credits as allowed by ORS 223.304.

Developer Options

The City's municipal code establishes a process for individuals to appeal either SDC decisions or expenditures to the City Council by filing a written request with the city Recorder for consideration by the city council.

Capital Improvement Plans

The City's capital improvement plan required by State law is incorporated into this parks SDC methodology, as shown in the fourth chapter and Appendix B of this methodology.

Accounting Requirements

The City's code stipulates that SDC revenues must be budgeted and expended in consistency with state law. Accounting requirements are met with the City's Comprehensive Annual Financial Report.

Annual Inflation Index

ORS 223.304 (8) allows local governments to adjust the SDC rate without modifying the methodology under specified circumstances. The City of McMinnville adopted an annual inflation index in their municipal code and will continue to use this inflation index.

The inflation index used by the City of McMinnville for parks SDCs calculated each January based on the change in the Engineering News Record Construction Index (ENR index) for Seattle, Washington.

Data Sources

The data in this SDC methodology was provided by the City of McMinnville, unless a different source is specifically cited.

3. GROWTH ESTIMATES

System Development Charges are meant to have “growth pay for growth,” the first step in developing an SDC is to quantify future growth in the City of McMinnville. Growth estimates for the City of McMinnville’s population and employment for the planning period of 2022 to 2041 have been developed.

Exhibit 2 lists McMinnville’s residential population and growth rates from 2000 to 2022 and projections to the year 2041.

Exhibit 2. Population		
Year	Population	CAGR
2000	26,499	
2010	32,187	2.0%
2020	34,409	0.7%
2021	34,263	-0.4%
2022	34,666	1.2%
2041	47,498	1.7%
Growth	12,832	1.7%

Sources: 2000 to 2021 population data sourced from the Portland State University (PSU) Population Research Center. Population for 2022 and forecasted for 2041 are provided by the City of McMinnville.

In addition to residential population growth, McMinnville expects businesses to grow. Business development is included in this methodology because McMinnville’s parks and recreation system serves both its residential population and employees. City parks provide places for employees to take breaks from work, including restful breaks and/or active exercise to promote healthy living.

Exhibit 3 shows employment in McMinnville for 2017, 2021, 2022, and projected growth for the year 2041.

Exhibit 3. Total Employment		
Year	Employment	CAGR
2017	20,990	
2021	22,157	1.4%
2022	22,459	1.4%
2041	29,042	1.4%
Growth	6,583	1.4%

Sources: Employment for 2017, 2021 and 2041 are sourced from the City of McMinnville Economic Opportunities Analysis, September 2023, pages 93 and 96. Employment for 2022 is estimated based on 2021 employment and the 2021 through 2041 compound annual growth rate.

Notes: CAGR is Compound Annual Growth Rate.

Population is expected to increase from 34,666 in 2022 to 47,498 in 2041. Total employment is projected to increase from 22,459 in 2022 to 29,042 in 2041. It is clear from Exhibit 2 and Exhibit 3 that McMinnville expects growth of both population and employment in the future, so there is a rational basis for park SDCs that would have future growth pay for the parks, open space and recreation facilities needed to maintain appropriate levels of service for new development.

Population and employment are both expected to grow, but they should not be counted equally because employees spend less time in McMinnville than residents, therefore they have less benefit from McMinnville’s parks. As McMinnville’s nonresidential population is assumed to have a lower demand for parks than its residential population, growth in employment is adjusted with an equivalent population coefficient. Appendix A to this study describes equivalency and explains how the “equivalent population coefficients” were developed for this methodology. The result allows nonresidential development to pay its proportionate share of parks for growth based on the “equivalent population” that nonresidential development generates.

Exhibit 4 multiplies the equivalent population coefficients (from Appendix A) by the actual population and employment data from Exhibit 2 and Exhibit 3 to calculate the “equivalent” population for the base year (2022) and the horizon year (2041) and the growth between 2022 and 2041. Based on the calculations provided in Appendix A, one employee or one member of the nonresidential population is equivalent to 0.33 members of the residential population in terms of demand for parks facilities.

Exhibit 4. Growth of Equivalent Population and Employment

	Equivalent Population Coefficient	2022 Base Year Full Population	2022 Base Year Equivalent Population	2041 Horizon Year Full Population	2041 Horizon Year Equivalent Population	2022-2041 Growth Full Population	2022-2041 Growth Equivalent Population
Permanent Population	1.00	34,666	34,666	47,498	47,498	12,832	12,832
Nonresidential Population	0.33	22,459	7,423	29,042	9,599	6,583	2,176
Total	N/A	N/A	42,089	N/A	57,097	N/A	15,008

Notes: Equivalent Population Coefficient from Appendix A. 2022 Base Year Population and 2041 Horizon Year Full Population from Exhibit 2 and Exhibit 3. Equivalent Population = Equivalent Population x Full Population. 2022-2041 Growth Full Population = 2041 Full Population – 2022 Full Population. 2022-2041 Growth Equivalent Population = 2041 Equivalent Population – 2022 Equivalent Population.

The totals in Exhibit 4 provide the equivalent population for the purpose of development of park SDCs for McMinnville. The total equivalent population for the base year (2022) is 42,089 and the horizon year (2041) is 57,097, therefore equivalent population growth between 2022 and 2041 is 15,008.

4. PARK SYSTEM DEVELOPMENT CHARGE

System development charges for McMinnville’s parks, recreation facilities and open space use an inventory of the City’s existing parks acreage and current equivalent population to determine the current level of service ratio for parks. The current level of service ratio is multiplied by the projected equivalent population growth to estimate the acres of parks needed to serve growth at the current level of service and is compared to the number of acres to be acquired in the Capital Improvements Plan (CIP) to ensure sufficient projects are planned to serve growth. The cost of park acquisition and development is divided by the number of acres to be acquired or improved to establish the cost per acre for parks. Multiplying the park cost per equivalent population by the current level of service ratio results in the cost per equivalent population that can be charged as SDCs. The amount of the cost per equivalent population is adjusted by the value of the remaining park SDC fund balance, estimated compliance costs and any other sources of available funding to arrive at the net cost per equivalent population. The amount of the SDC is determined by multiplying the net cost per equivalent population by the equivalent population per unit for each type of development.

These steps are described below in the formulas, descriptions of variables, exhibits and explanation of calculations of parks system development charges. Throughout the chapter the term “person” is used as the short name that means equivalent population or equivalent person.

Formula 1: Parks Level of Service Ratio

The current level of service ratio is calculated by dividing McMinnville’s existing parks acreage by its total current equivalent population.

$$(1) \frac{\text{Existing Acres of Parks}}{\text{Current Equivalent Population}} = \text{Current Level of Service Ratio}$$

Current equivalent population was described in the section above. There is one new variable that requires explanation: (A) Existing Acres of Parks.

Variable A: Existing Acres of Parks

The acreage of each of McMinnville’s parks is listed in Appendix B. The total existing parks acreage includes all existing facilities in the following categories: Mini-Parks/Playlots, Neighborhood Parks, Community Parks, Special Use Sites, Linear/Trail Parks, Natural Areas, and Undeveloped. Appendix B additionally includes a total of the acreage for each park and the subtotal by category.

The total existing inventory of parks in the City of McMinnville is 357.9 acres of parks and recreation facilities (from Exhibit B1). Exhibit 5 lists the total existing inventory of parks and divides it by the current equivalent population of 42,089 (from Exhibit 4, divided by 1,000) to calculate the current level of service ratio of 8.5 acres of parks per 1,000 equivalent population.

Exhibit 5. Level of Service Ratio			
Inventory		Current Population	Level of Service Ratio
357.9	÷	42,089	= 8.5 acres per 1,000 pop

Formula 2: Park Needs for Growth

The park needs for growth is calculated to ensure that McMinnville plans to acquire enough land to provide new growth with the same level of service ratio that benefits the current equivalent population. The acres of parks needed for growth are calculated by multiplying the level of service ratio by the equivalent population growth from 2022 to 2041 (divided by 1,000).

$$(2) \text{ Current Level of Service Ratio} \times \text{Equivalent Population Growth} = \text{Park Acres Needed for Growth}$$

There are no new variables used in Formula 2. Both variables were developed in previous formulas and exhibits.

Exhibit 6 shows the calculation of the acres of parks needed for growth. The current level of service ratio is calculated in Exhibit 5. The growth in equivalent population is calculated in Exhibit 4. The result is that McMinnville needs to add 127.6 acres of parks in order to serve the growth of 15,008 additional people who are expected to be added to the City's existing equivalent population.

The number of acres to be acquired or improved in the Capital Improvements Plan must equal or exceed the number of acres needed for growth to provide at least the amount for which growth is being asked to pay SDCs. If the amounts are greater than the amount needed for growth, the City pays for the additional amounts, and growth pays only for the amount that it needs. The CIP, in Appendix C, indicates that the City plans to acquire and improve 229.9 acres of parks, exceeding the acres required to serve the needs of growth.

Exhibit 6. Total Park Acres Needed for Growth					
Level of Service Ratio			2022-2041 Growth	Total Park Acres Needed for Growth	Acres to be Acquired or Improved
8.5	acres per 1,000 pop	x	15,008	=	127.6
					229.9

Formula 3: SDC Eligible Park Cost per Acre

The SDC eligible cost per acre of park land and improvements is the cost basis for the SDC. The cost per acre of park land and development is calculated by dividing the cost of eligible proposed park acquisitions and improvements by the number of acres to be acquired and developed in the Capital Improvements Plan.

$$(3) \frac{\text{Cost of Park Acquisition and Development}}{\text{Acres to be Acquired and Improved}} = \frac{\text{Park Cost}}{\text{per Acre}}$$

There are two new variables used in Formula 3 that require explanation: (B) Cost of Park Acquisition and Development and (C) Acres to be Acquired and Improved.

Variable B: Cost of Park Acquisition and Development

The park SDCs are based on the costs from the City's plans for future parks listed in Appendix C. Exhibit 7 details the total planned cost of park acquisition in the Parks Capital Improvement Plan, as well as the total SDC eligible cost of planned park improvements.

Variable C: Acres to be Acquired and Improved

The acres to be acquired and improved are from the same projects listed in Appendix C. Exhibit 7 details the total planned park acres to be acquired and the total planned park acres to be improved.

Exhibit 7 shows the calculation for the SDC eligible cost per acre of park land and improvements. The total cost of land acquisition and improvements (from Exhibit C1) is divided by the number of acres to be acquired or improved (from Exhibit C1) resulting in the park cost per acre. The result is that the City plans to invest a weighted average of \$641,623 per acre in SDC eligible parks acquisition and development.

Exhibit 7. Park SDC Eligible Cost per Acre

	Eligible Cost	Acres	Cost per Acre
Land Acquisition	\$14,760,000 ÷	49.2 =	\$300,000
Park Development	\$78,529,955 ÷	229.9 =	\$341,623
Total	\$93,289,955		\$641,623

Formula 4: Investment Needed for Growth

The next step in determining growth's needs is to calculate the total investment in parks needed for growth, or the total cost of park land acquisition and development to serve growth with the same level of service that benefits the current equivalent population. The investment needed for

growth is calculated by multiplying the park cost per acre by the number of acres needed to serve growth.

$$(4) \frac{\text{Park Cost per Acre}}{\text{per Acre}} \times \frac{\text{Park Acres Needed for Growth}}{\text{for Growth}} = \frac{\text{Investment Needed for Growth}}{\text{for Growth}}$$

There are no new variables in Formula 4.

Exhibit 8 shows the calculation of the total investment in park acquisition and development needed to serve growth. The park cost per acre (from Exhibit 7) is multiplied by the additional park acres needed for growth (from Exhibit 6) resulting in the total investment needed for growth. With growth maintaining the current level of service ratio of 8.5 acres per 1,000 equivalent population, multiplied by the SDC eligible cost per acre of \$641,623, the City will need to invest more than \$81.8 million in SDC eligible parks acquisition and development to serve growth through 2041.

Exhibit 8. Investment Needed for Growth

Park Cost per Acre		Park Acres Needed for Growth		Investment Needed for Growth
\$641,623	x	127.6	=	\$81,877,606

Formula 5: SDC Eligible Park Cost per Person

The SDC eligible cost of parks per equivalent person is needed for calculating the SDC rate. The cost per equivalent person for future park acquisition and development is calculated by dividing the total investment needed to serve growth by the growth in equivalent population.

$$(5) \frac{\text{Investment Needed for Growth}}{\text{for Growth}} \div \frac{\text{Population Growth}}{\text{Growth}} = \frac{\text{Cost per Equivalent Person}}{\text{Equivalent Person}}$$

There are no new variables in Formula 5.

Exhibit 9 shows the calculation of the park cost per equivalent person. The investment needed for growth (from Exhibit 8) is divided by the growth of population (from Exhibit 4). The result is an SDC eligible cost of \$5,455.65 per equivalent person.

Exhibit 9. SDC Eligible Park Cost per Equivalent Person

Investment Needed for Growth		Growth of Population		Cost per Equivalent Population
\$81,877,606	÷	15,008	=	\$5,455.65

Formula 6: Adjustment per Person

The adjustment per person is needed to calculate the net cost per person in Formula 7, and is required to account for compliance costs, the current SDC fund balance and other sources of funding. The adjustment per equivalent person is calculated by adding the compliance costs, fund balance and adjustment for other revenue together to arrive at a total adjustment divided by equivalent population growth.

$$(6) \left(\frac{\text{Compliance Costs}}{\text{Costs}} + \frac{\text{Fund Balance}}{\text{Balance}} + \frac{\text{Other Revenue}}{\text{Revenue}} \right) \div \frac{\text{Equivalent Population Growth}}{\text{Population Growth}} = \frac{\text{Adjustment per Person}}{\text{per Person}}$$

There are three new variables in Formula 6 that require explanation: (D) Compliance Cost, (E) Fund Balance, (F) Other Revenue.

Variable D: Compliance Cost

The City of McMinnville is authorized under ORS 223.307 (5) to recoup a portion of the costs incurred for the development and administration of the SDCs. The SDC methodology developed by the City of McMinnville in 1998 estimated compliance costs at 10% of total SDC eligible costs. Using this same 10% for compliance costs, compliance costs for the 2041 time horizon are estimated at \$8,187,761. Compliance costs are estimated by multiplying the total investment needed for growth by 10%.

Variable E: Fund Balance

Additionally, the City of McMinnville has a remaining fund balance in the existing SDC account which will be used to pay for the park capital facilities needed to serve new development. This fund balance as reported by the City of McMinnville at the end of fiscal year 2023 is \$2,285,702.

Variable F: Other Revenue

The adjustment per person also must include any other sources of revenue that will be used for parks capital facilities needed to serve new growth. The City of McMinnville has no identified sources of secured funding for parks capital facilities projects to serve growth in the Capital Improvement Plan. However, detailed analysis of revenue sources used in the Park Development between 2015 and 2022 reveals that other sources of revenue have historically been used to fund parks acquisition and development. This analysis excludes Park Development Bond proceeds, which were closed out in 2020 as well as interest. These other sources of revenue include grants and donations. These sources of revenue contributed 17% of total revenues to the Park Development Fund between 2015 and 2022, excluding bonds and interest. Assuming the City will continue to contribute 17% in other revenues, total other revenues are estimated at nearly \$13.7 million.

Exhibit 10 shows the calculation for the adjustment per person. Compliance costs, the existing SDC fund balance and other sources of revenue are summed together to arrive at a total adjustment of \$-7.8 million. This total adjustment is divided by the equivalent population growth (from Exhibit 4) of 15,008. The resulting adjustment per person is \$-518.92.

Exhibit 10. Adjustment per Person			
	Adjustment	2022-2041 Growth	Adjustment per Equivalent Person
Compliance costs	\$8,187,761		
Fund Balance	-\$2,285,702		
Other Revenue	-\$13,689,937		
Total	-\$7,787,879	÷ 15,008	= \$-518.92

Notes: Compliance costs are calculated using a 10% ratio of compliance costs to total eligible cost to serve growth. Fund balance for fiscal year 2023/24 provided by the City of McMinnville. Other revenue is estimated at 17% of total eligible cost to serve growth, based on analysis of historic Park Development Fund revenues.

Formula 7: Net Park Cost per Person

The net cost per equivalent person is calculated by adding the adjustment per equivalent person to the cost per equivalent person.

$$(7) \frac{\text{Park Cost per}}{\text{Equivalent Person}} + \frac{\text{Adjustment}}{\text{per Person}} = \frac{\text{Net Park Cost per}}{\text{Equivalent Person}}$$

There are no new variables in Formula 7.

Exhibit 11 shows the calculation of the net park cost per person to be paid by growth. The park cost per equivalent person (from Exhibit 9) is added to the adjustment per person (from Exhibit 10), and the result shows the cost for parks to be paid by growth is \$4,936.73 per equivalent person.

Exhibit 11. Net Cost per Equivalent Person	
	Cost per Equivalent Population
Total Cost per Person	\$5,455.65
Total Adjustment	-\$518.92
Net Cost per Person	\$4,936.73

Formula 8: Adjustment for Consistency with CIP

Improvement SDCs must consider the projected cost of capital improvements identified in the capital improvement plan and the list of SDC eligible projects. Additionally, SDCs must be calculated to arrive at the cost of capital improvements to serve the needs of growth. To ensure consistency with the

planned SDC projects identified in the CIP, the investment needed to serve growth is compared to the total cost of SDC eligible projects is identified in the CIP. If the unfunded cost of SDC eligible cost of park projects that add capacity, or are SDC eligible, is less than the investment needed for growth, the SDC calculation includes an adjustment to limit the fee to an amount that is consistent with the CIP. If the unfunded cost of parks projects that add capacity is greater than the investment needed for growth, then no adjustment is required.

The adjustment is calculated by dividing the unfunded cost of CIP projects that add capacity by the amount of the investment that is needed for growth. The result is the percentage of the needed investment that is provided by the CIP.

$$(8) \frac{\text{Unfunded Cost of CIP Capacity Projects}}{\text{Investment Needed for Growth}} = \frac{\text{Adjustment}}{\%}$$

There is one new variable used in Formula 8 that requires explanation: (G) Unfunded Cost of CIP Capacity Projects.

Variable G: Unfunded Cost of CIP Capacity Projects

The City of McMinnville's CIP has numerous projects for parks. Some of the projects add capacity to the park system by increasing acreage and/or adding improvements.

A detailed analysis was made of the City's CIP. There are a total of \$113.4 million in park system projects planned between 2022 and 2041. Park projects costing \$93.3 million add capacity to the park system, and are considered projects eligible for SDC funding. The City of McMinnville indicated that there are no funding sources currently identified for these projects.

Revenues that are used for repair, maintenance or operating costs are not used to reduce SDCs because they are not used, earmarked or prorated for the system improvements that are the basis of impact fees. Revenues from past taxes paid on vacant land prior to development are not included because new capital projects do not have prior costs, therefore prior taxes did not contribute to such projects.

The other potential credits that reduce capacity costs (and subsequent SDCs) are donations of land or other assets by developers or builders. Those reductions depend on specific arrangements between the developer and the City of McMinnville. Reductions in SDCs for donations are calculated on a case-by-case basis at the time SDCs are to be paid.

Exhibit 12 shows the calculation of the adjustment percentage. The \$93.3 million in unfunded cost of CIP park projects that add capacity is divided by the \$81.9 million investment that is needed for growth in order to match the current level of service provided. The calculation is that CIP projects will provide 114% of the investment needed for growth for park projects. Because the City of McMinnville is planning to provide more capacity projects than needed to serve growth, the adjustment used is 100%, or no adjustment is required.

Exhibit 12. Adjustment for Consistency with CIP

Unfunded Cost of CIP Capacity Projects	Investment Needed for Growth	Adjustment %
\$93,289,955	÷ \$81,877,606	= 113.9%

Formula 9: CIP Adjusted Net Cost per Person

The adjusted net cost per equivalent person is calculated by multiplying the net cost per equivalent person by the adjustment percent to account for the portion of unfunded CIP projects that will add capacity to McMinnville's parks system.

$$(9) \text{ Net Cost per Equivalent Person} \times \text{Adjustment \%} = \text{Adjusted Net Cost Per Equivalent Person}$$

There are no new variables used in Formula 9. Both variables were developed in previous formulas.

Exhibit 13 shows the calculation of the net cost per person adjusted for park CIP capacity projects that needs to be paid by growth. The net cost per equivalent person (from Exhibit 11) is multiplied by the adjustment percent (from Exhibit 12), and the result shows the cost for parks to be paid by growth is \$4,936.73 per equivalent person.

Exhibit 13. Adjusted Net Cost per Equivalent Person

Net Cost per Person	Adjustment %	Adjusted Cost per Person
\$4,936.73	x 100.0%	= \$4,936.73

Formula 10: Maximum Allowable Park System Development Charge per Unit of Development

The amount to be paid by each new development unit depends on the equivalent population per unit of development. The park system development charge per unit of development is calculated by multiplying the adjusted net

park cost per equivalent person by the equivalent population per unit for each type of development.

$$(10) \frac{\text{Adjusted Net Cost per Equivalent Person}}{\times} \frac{\text{Equivalent Population per Unit}}{\text{per Unit}} = \frac{\text{SDC per Unit of Development}}{\text{of Development}}$$

There is one new variable that requires explanation: (H) Equivalent Population per Unit.

Variable H: Equivalent Population per Unit

The equivalent population per unit is calculated by multiplying the equivalent population coefficient by the number of persons per unit of development, as shown in Appendix A. For residential development this is the number of persons per dwelling unit by size of unit in square feet from the U.S. Census American Community Survey 5-Year Estimates for the City of McMinnville and the U.S. Census America Housing Survey, 2019 for the Portland MSA and City of McMinnville. For nonresidential development, a weighted average number of employees per square foot for each type of development was calculated from the Observed Building Densities from Table 4 in the Metro 1999 Employment Density Study, as shown in Appendix D.

Exhibit 14 shows the calculation of the parks SDC per unit of development. The adjusted net cost per equivalent person of \$4,936.73 from Exhibit 13 is multiplied by the population per dwelling unit to calculate the SDC per unit of development for parks.

Exhibit 14. Park System Development Charge per Unit of Development

Type of Development	Adjusted Cost per Person	Population per Occupied Unit	Park SDC per Unit
Residential			
Less than 500 sq ft	\$4,936.73	x 1.22 dwelling unit =	\$6,042.16
500 to 999 sq ft	\$4,936.73	x 1.94 dwelling unit =	\$9,560.46
1,000 to 1,999 sq ft	\$4,936.73	x 2.53 dwelling unit =	\$12,513.07
2,000 to 2,999 sq ft	\$4,936.73	x 2.80 dwelling unit =	\$13,820.14
3,000 to 3,999 sq ft	\$4,936.73	x 3.04 dwelling unit =	\$15,029.40
4,000 or more sq ft	\$4,936.73	x 3.16 dwelling unit =	\$15,576.50
Nonresidential			
Industrial/Manufacturing	\$4,936.73	x 0.0006 square foot =	\$2.77
Warehousing	\$4,936.73	x 0.0002 square foot =	\$0.78
Retail/Restaurant/Hospitality	\$4,936.73	x 0.0007 square foot =	\$3.47
Office	\$4,936.73	x 0.0006 square foot =	\$2.96

Notes: Office includes healthcare, education, finance and professional services types of development.

APPENDIX A. EQUIVALENT POPULATION COEFFICIENTS

What is “Equivalency”

When governments analyze things that are different from each other, but which have something in common, they sometimes use “equivalency” as the basis for their analysis.

For example, many water and sewer utilities calculate fees based on an average residential unit, then they calculate fees for business users on the basis of how many residential units would be equivalent to the water or sewer service used by the business. This well-established and widely practiced method uses “equivalent residential unit” (ERUs) as the multiplier that uses the rate for one residence to calculate rates for businesses. If a business needs a water connection that is double the size of an average house, that business is 2.0 ERUs, and would pay fees that are 2.0 times the fee for an average residential unit.

Another use of “equivalency” that is used in public sector organizations is “full time equivalent” (FTE) employees. One employee who works full-time is 1.0 FTE. A half-time employee is 0.5 FTE. By adding up the FTE coefficients of all part-time employees, the total is the FTE of all full and part-time employees.

Equivalency and Park System Development Charges

Equivalency can be used to develop park SDCs that apply to new nonresidential development as well as residential development. When charging SDCs to new nonresidential development as well as new residential development the proportionate benefits parks provide for each type of development must be considered. Different types of development and the population using that development receive different benefits from McMinnville’s parks system, based on the amount of time the parks system is available during their use of each type of development.

Equivalent population coefficients use the same principles as ERUs or FTEs to measure differences among residential population and nonresidential businesses in their availability to benefit from McMinnville’s parks. This method documents the nexus between parks and development by quantifying the differences among different categories of park users.

Parks are not available for the same amount of time for occupants of nonresidential development as for occupants of residential development. In order to equitably apportion the need for parks between the residential and nonresidential development an equivalent population coefficient was developed based on the potential time parks facilities are available for use

and the distribution of McMinnville’s residential and nonresidential population.

The equivalent population coefficient is used in two ways. First the residential equivalent from Exhibit A5 is multiplied by the number of employees in McMinnville to count employees as “equivalent population” in McMinnville. This provides a total population of residents and employees that will be used to calculate the parks cost per equivalent person. Second the population coefficient is multiplied by a measure of population per unit to arrive at an equivalent population per unit, which is multiplied by the adjusted net park cost per equivalent person to determine the maximum allowable park SDC per unit of development.

Calculation of Equivalent Population Coefficient for Park System Development Charges

Exhibit A1 shows the current population and employment within the City of McMinnville by place of work and place of residence. Each segment of McMinnville’s population and employment have differences in the availability of parks.

Exhibit A1. City McMinnville Current Population and Employment by Place of Residence and Place Work

	Live in City	Live Elsewhere	Total
Live in City (nonworker)	19,105		
Work in City	8,037	14,422	22,459
Work Elsewhere	7,373		
Total	34,515		

Notes: (1) Estimates of Population Living and Working in McMinnville, Living Elsewhere and Working in McMinnville, and Living in McMinnville are based on percentages from 2020 U.S. Census OnTheMap, Portland State University Population Research Center, Bureau of Labor Statistics, U.S. Census American Community Survey 5-Year Estimates and City of McMinnville Economic Opportunities Analysis (September 2023. (2) Estimates of Live in City (nonworker) is the difference of the working population living in the City of McMinnville and the total resident population in the City of McMinnville.

Exhibit A2 details the weighted average hours per day of park facility availability for each population segment. The number of hours per day differs depending on weekday vs weekend and depending on the season. Additionally, the hours differ depending on the segment of the population.

Weighted average hours per day are calculated with the following formula.

$$\left(\text{Summer Hrs per Day} \times 25\%\right) + \left(\text{Spring \& Fall Hrs per Day} \times 50\%\right) + \left(\text{Winter Hrs per Day} \times 25\%\right) = \frac{\text{Wtd Avg Hrs per Day}}$$

Exhibit A2. Weighted Hours per Day of Park Availability by Population Segment

	All Others	Live and Work in City (Home hrs)	Live and Work in City (Work hrs)	Live in City Work Elsewhere	Live Elsewhere Work in City
Summer (June-Sept)					
Weekday	10.55	2.00	4.00	2.00	4.00
Weekend	10.55	12.00	0.00	12.00	0.00
Hours per Day	10.55	4.86	2.86	4.86	2.86
Spring/Fall (April-May, Oct-Nov)					
Weekday	6.24	2.00	2.50	2.00	2.50
Weekend	8.79	10.00	0.00	10.00	0.00
Hours per Day	6.97	4.29	1.79	4.29	1.79
Winter (Dec-Mar)					
Weekday	4.48	1.00	2.00	1.00	2.00
Weekend	7.03	8.00	0.00	8.00	0.00
Hours per Day	5.21	3.00	1.43	3.00	1.43
Wtd Avg Hours per Day	7.42	4.11	1.96	4.11	1.96

Notes: Average daily hours sourced from prior park system development charge methodologies by Don Ganer & Associates for Oregon cities.

Annual weighted hours per day by segment from Exhibit A2 were multiplied by seven days per week to arrive at the hours of park availability per week by population and employment segment, as outlined in Exhibit A3. For example, individuals that live in McMinnville and work in McMinnville have 28.75 average hours of park availability during the time where they are occupying residential development and 13.75 hours of park availability while they are occupying nonresidential development in the City of McMinnville. Residents that are not employed, or All Others have 51.97 average hours of park availability per week while they are occupying residential development.

Exhibit A3. Park Availability in Hours per Week by Place of Residence and Place of Work

	Home Hours		Work Hours	
	Live in City	Live Elsewhere	Live in City	Live Elsewhere
Work in City	28.75		13.75	13.75
Work Elsewhere	28.75			
All Others	51.97			

The annual weighted hours of park availability per week are applied to current population and employment by segment to determine the total annual weighted average hours per week of park availability for each category. In total there are more than 1.7 million hours of park availability per week for the City of McMinnville.

Exhibit A4. Total Hours per Week of Park Demand

	Resident Hours	Employee Hours	Total
Work in McMinnville	231,066	308,809	539,875
Work Elsewhere	211,968		211,968
All Others	992,845		992,845
Total	1,435,879	308,809	1,744,688

Notes: (1) Resident hours are equal to the population living in McMinnville by place of work from Exhibit A1 multiplied by hours per week of park availability by place of residence and location of work. Employee hours are equal to the employee population in McMinnville by place of work from Exhibit A1 multiplied by hours per week of park availability by place of residence and location of work.

Exhibit A5 calculates the average hours per resident by dividing total resident hours from Exhibit A4 by total residential population of 34,515 from Exhibit A1. Hours per employee are calculated by dividing total employee hours from Exhibit A4 by the total number of employees in McMinnville from Exhibit A1. The residential equivalent is calculated by dividing hours per employee by hours per resident. The result of the calculation in Exhibit A5 is that one employee is equal to 0.33 residents. The resulting coefficient for residential development is 1.0.

Exhibit A5. Residential Equivalent Coefficient

	Hours
Hours per Resident	41.60
Hours per Employee	13.75
Resident Equivalent	0.33

Calculation of Equivalent Population per Unit

In order to convert the net cost per equivalent person to the maximum allowable SDC rate per unit of development, it is necessary to calculate a measure of equivalent population per unit. The equivalent population coefficient from Exhibit A5 is multiplied by a measure of population per unit.

The measure of population per unit is the number of persons per dwelling unit for residential development, calculated for single-family and multi-family dwelling units using the number of occupied dwelling units by unit type and estimated population by unit type from the 2017-2021 American Community Survey 5-Year Estimates for McMinnville, Oregon. Occupied dwelling units are adjusted to total units using American Housing Survey data for the Portland MSA from 2019. Tables used in the analysis include Tenure by Household Size by Units in Structure (B25124), Total Housing Units (DP04) and Total Population in Occupied Units by Tenure (B25008).

The measure of population per unit for nonresidential development is the weighted average square feet per employee for each type of development

based on the Observed Building Density table from Metro's 1999 Employment Density Study, in Appendix D, weighted by current employment by industry.

Exhibit A6. Equivalent Population per Unit

Type of Development	Equiv Pop Coefficient	Population per Unit	Unit	Equiv Population per Unit
Residential (by square feet)				
Less than 500 sq ft	1.00	1.22	dwelling unit	1.22
500 to 999 sq ft	2.00	1.94	dwelling unit	3.87
1,000 to 1,999 sq ft	3.00	2.53	dwelling unit	7.60
2,000 to 2,999 sq ft	4.00	2.80	dwelling unit	11.20
3,000 to 3,999 sq ft	5.00	3.04	dwelling unit	15.22
4,000 or more sq ft	6.00	3.16	dwelling unit	18.93
Nonresidential				
Industrial/Manufacturing	0.33	0.0017	square foot	0.0006
Warehousing	0.33	0.0005	square foot	0.0002
Retail/Restaurant/Hospitality	0.33	0.0021	square foot	0.0007
Office	0.33	0.0018	square foot	0.0006

Notes: Office includes healthcare, education, finance and professional services types of employment uses.

As noted previously, the equivalent population coefficient is multiplied by the number of employees in McMinnville and the residential population to calculate the total equivalent population in McMinnville. The equivalent population per unit is multiplied by the adjusted net park cost per equivalent population to calculate the SDC rate for residential and nonresidential development.

APPENDIX B. INVENTORY OF EXISTING PARKS

McMinnville's updated Parks and Recreation Master Plan provides a detailed inventory of existing facilities and acres within the McMinnville parks system as of 2023. The parks system in McMinnville currently consists of 357.9 acres of parks in total. These parks are broken out into seven categories of parks.

Exhibit B1. McMinnville Parks Inventory, 2023

	Acres
Neighborhood Parks	
Chegwyn Farm	3.9
Jay Pearson Park	4.1
Thompson Park	2.3
West Hills Park	7.8
Parklettes	
Bend-o-River	0.3
Greenbriar	0.2
Kingwood	0.6
North Evans	0.3
Taylor	0.3
Village Mill	0.5
Community Parks	
City Park	16.2
Joe Dancer Park	104.7
Discovery Meadows	21.4
Wortman Park	21.5
Special Use Sites	
Riverside Drive Dog Park	3.6

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

Exhibit B2. McMinnville Parks Inventory Continued, 2023

	Acres
Linear/Trail Parks	
Ash Meadows	1.3
Goucher St. Pathway	1.7
James Addition	1.3
Jandina	2.6
Jandina III	2.1
West McMinnville Linear Park	0.2
Westvale	4.5
BPA Pathway I (2nd Street to Wallace)	2.8
BPA Pathway II (Wallace to 23rd)	4.1
Roma Sifton (23rd to Baker Creek Road)	1.7
BPA North (Baker Creek Road to chip path)	1.3
Baker Creek North-Parcel D	14.9
Oak Ridge Meadows	5.4
Natural Areas	
Airport Park	12.1
Kiwanis Park	4.7
Tice Woods - Rotary Nature Preserve	32.8
Angela Court	2.3
Ashwood Derby	0.3
Barber	11.8
Bennette Addition	0.2
Carlson	3.3
Creekside Cozine	3.9
Creekside Meadows	15.3
Crestwood	1.7
Dayton	6.8
Fir Ridge	0.7
Heather Hollow	3.2
Quarry	11.9
Tall Oaks Cozine	12.6
Undeveloped	
Brookview	0.7
Davis Dip	1.6
Meadowridge	0.7
Total	357.9

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

APPENDIX C. CAPITAL IMPROVEMENTS PLAN AND PROJECTS THAT ADD CAPACITY, 2022-2041

The Capital Improvements Plan (CIP) for 2022-2041 contains projects at 60 new and existing parks. Among these are SDC eligible projects at 35 parks, which include improvements to existing parks as well as acquisition and development of new parks. All analysis is summarized by park category. Park categories are listed in column one of Exhibit B1. The total capital cost of each project is listed in column two, totaling \$115.2 million. The third column lists the proportion of project cost for each project that increases the parks system capacity. The fourth column lists the SDC eligible costs for each park category, equal to nearly \$93.3 million. The fifth column lists the total acres for each park. The sixth column lists the cost of park land acquisition, totaling \$14.8 million. The seventh column contains the acres of park land acquisition. The eighth column lists the cost of eligible improvements, or improvement costs that increase system capacity, totaling more than \$78.5 million. The ninth column lists the percentage of acres that will be improved by each project. Many of the projects with eligible improvement costs will improve only a small portion of each park, therefore acres to be improved are listed at 0, though the number of acres to be improved is likely higher than shown. The final column lists the acres to be improved.

City of McMinnville staff have identified no secured funding for the park projects listed in the 2022-2041 Capital Improvements Plan. Specific totals derived from the analysis of CIP projects are used in Formulas 2, 3, 6 and 8 in the Park System Development Charge chapter of this methodology.

Exhibit C1. Capital Improvements Plan for Parks, 2022 – 2041

Project	CIP Capital Cost	% Cost Capacity Increasing	Total Eligible Cost	Total Acres	Acquisition Cost	Acres to be Acquired	Eligible Improvement Cost	% Acres to be Improved	Acres to be Improved
Existing Parks									
Neighborhood Parks	\$2,310,000	78%	\$1,800,000	18.1	\$0	0.0	\$1,800,000	0%	0.0
Parklettes	\$3,928,900	29%	\$1,152,000	2.3	\$0	0.0	\$1,152,000	0%	0.0
Community Parks	\$22,070,000	24%	\$5,218,000	163.7	\$0	0.0	\$5,218,000	68%	111.4
Special Use Sites	\$435,000	75%	\$325,000	3.6	\$0	0.0	\$325,000	0%	0.0
Linear/Trail Parks	\$2,548,200	55%	\$1,414,000	43.8	\$0	0.0	\$1,414,000	0%	0.0
Natural Areas	\$3,535,750	85%	\$3,013,000	123.4	\$0	0.0	\$3,013,000	0%	0.0
Undeveloped	\$0	0%	\$0	3.0	\$0	0.0	\$0	0%	0.0
Proposed Parks/Greenway Trails									
Proposed Neighborhood Parks	\$33,580,000	100%	\$33,580,000	29.2	\$8,760,000	29.2	\$24,820,000	100%	29.2
Proposed Community Parks	\$26,000,000	100%	\$26,000,000	20.0	\$6,000,000	20.0	\$20,000,000	100%	20.0
Proposed Greenway Trails	\$20,787,955	100%	\$20,787,955	92.4	\$0	0.0	\$20,787,955	75%	69.3
Total	\$115,195,804	81%	\$93,289,955	499.5	\$14,760,000	49.2	\$78,529,955	46%	229.9

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, Capital Improvements Plan, 2024.

APPENDIX D. OBSERVED BUILDING DENSITIES

ORS 223.301 prohibits local governments from determining the SDC for a specific development based on the number of employees hired, and fee amounts cannot be determined based on the number of employees without regard to new construction or new development. To ensure that the park SDCs are not charged based on the number of employees it is necessary to develop a ratio between the number of employees and the square feet of new development required to accommodate employees. Metro's 1999 Employment Density Study has a detailed list of square feet per employee by industry, which was used to calculate a weighted average number of square feet per employee.

Exhibit D1. Observed Building Densities

Industry Grouping (SIC)	Description	Weighted Square Feet per Employee
1-19	Ag., Fish & Forest Services; Constr; Mining	590
20	Food & Kindred Products	630
21	Tobacco (industry does not exist in Oregon)	0
22, 23	Textile & Apparel	930
24	Lumber & Wood	640
25, 32, 39	Furniture; Clay, Stone & Glass; Misc.	760
26	Paper & Allied	1,600
27	Printing, Publishing & Allied	450
28-31	Chemicals, Petroleum, Rubber, Leather	720
33, 34	Primary & Fabricated Metals	420
35	Machinery Equipment	300
36, 38	Electrical Machinery, Equipment	400
37	Transportation Equipment	700
40-42, 44, 45, 47	TCPU - Transportation and Warehousing	3,290
43, 46, 48, 49	TCPU - Communications and Public Utilities	460
50, 51	Wholesale Trade	1,390
52-59	Retail Trade	470
60-68	Finance, Insurance & Real Estate	370
70-79	Non-Health Services	770
80	Health Services	350
81-89	Educational, Social, Membership Services	740
90-99	Government	530



MW&L QUARTERLY UPDATE

JUNE 2024



ANNUAL PUBLIC WORKS WEEK BBQ

HELD MAY 22, 2024 AT MW&L

- **JOINT CITY/MW&L EFFORT SINCE 2013**
- **TO THANK ALL CITY PUBLIC WORKS & MW&L STAFF**
- ***THESE GROUPS WORK WELL TOGETHER AND SUPPORT EACH OTHER ALL YEAR LONG***
- ***GREAT INTERACTION EVENT!***

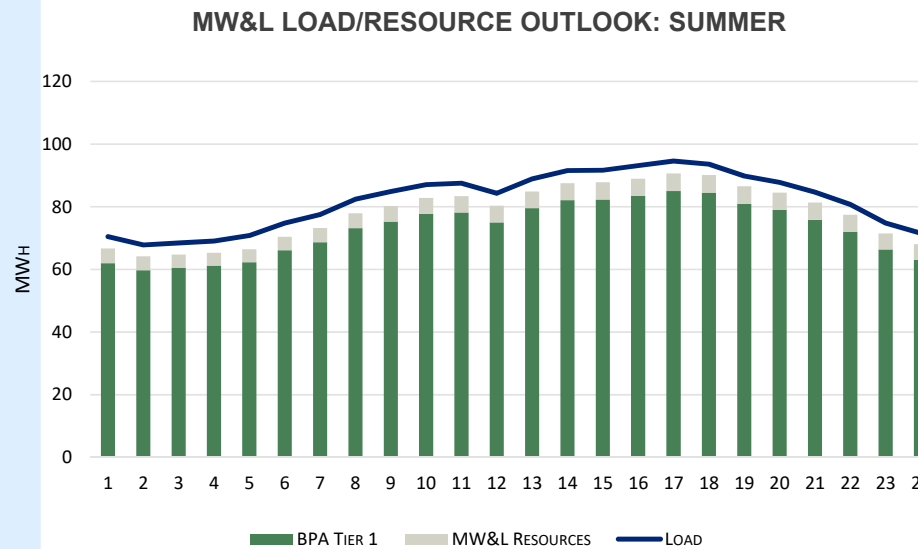


INTEGRATED RESOURCE PLAN:

INTEGRATED RESOURCE PLANS (IRP) EVALUATE POTENTIAL FUTURE RESOURCES IN AREAS OF RELIABILITY, COST, RISK AND ENVIRONMENTAL IMPACT.



- Last plan completed in 2007
- MW&L's historic power supply (since 1940) has been primarily Bonneville Power Administration (BPA) generation resources
- BPA supplies 97% of MW&L's electrical load



Why do an IRP?

- Important tool for resource planning (20-year planning period)
- Emerging Market Issues
- BPA Constraints
- IRP is best tool to evaluate options in a comprehensive fashion
- Draft IRP to be presented to MW&L Commission on June 18 during a public hearing

WATER COST OF SERVICE AND RATE DESIGN



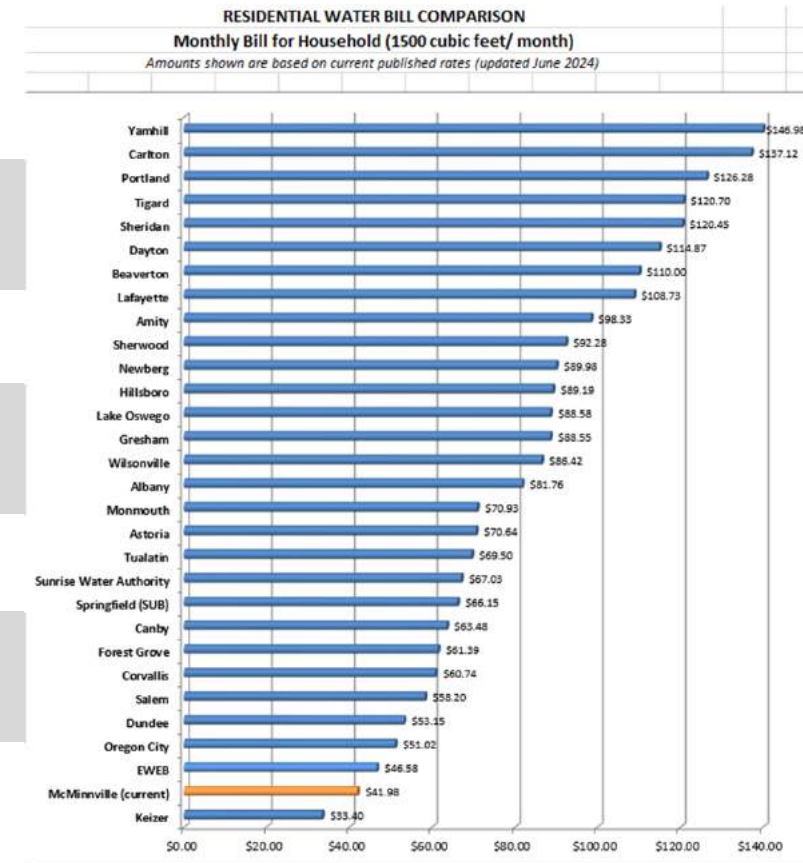
COST OF SERVICE STUDY WILL BE DONE EVERY 2 YEARS



GOAL IS TO ESTABLISH RATES ADEQUATE FOR MAINTENANCE AND OPERATION OF THE SYSTEM, MAINTAIN ADEQUATE RESERVES FOR CONTINGENCIES, AND FOR CONTEMPLATED ADDITIONS, IMPROVEMENTS AND EXTENSIONS TO THE SYSTEM



PUBLIC HEARING TO HEAR COST OF SERVICE RESULTS SCHEDULED FOR JULY 16



WILDFIRE SEASON IS JUST AROUND CORNER!

MW&L ELECTRIC WILDFIRE PLAN:
RED FLAG DAYS; ENHANCED
SENSITIVITY MODE; DAILY
PATROLS FOR POTENTIAL ISSUES



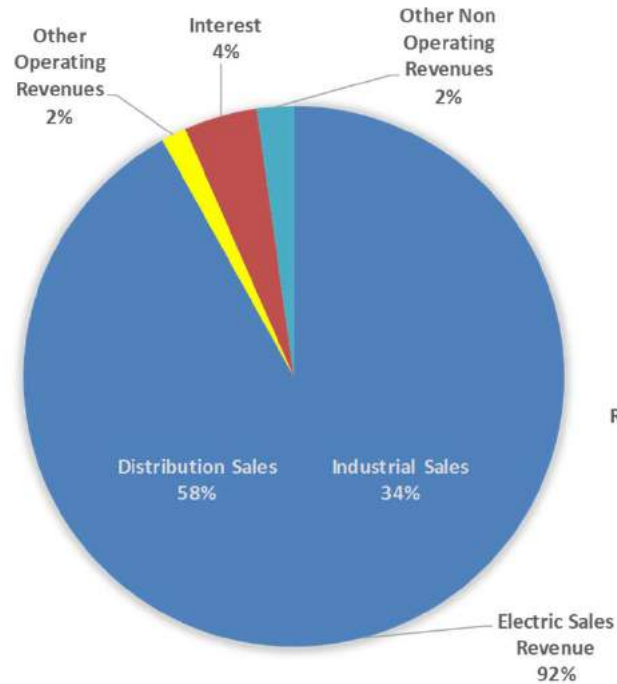
**PLANS ARE UPDATED
ANNUALLY: SCHEDULED FOR
JUNE 18 COMMISSION
MEETING**

**MW&L ELECTRIC WILDFIRE
PLAN DOES NOT INCLUDE
PUBLIC SAFETY POWER
SHUTOFFS (PSPS)**



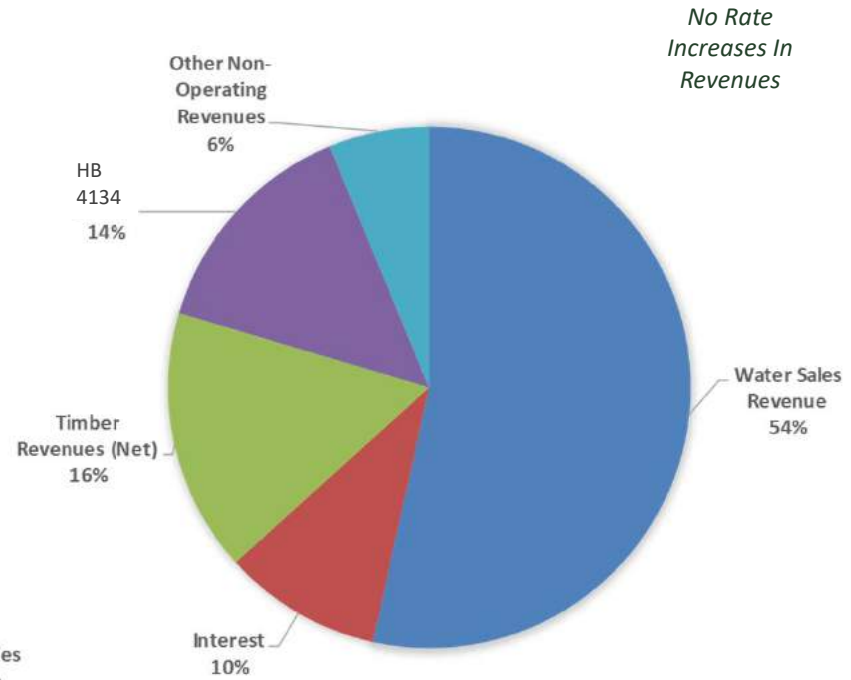
**MW&L WATERSHED
WILDFIRE PLAN: BRUSH
TRUCK; NO PUBLIC
ACCESS; WTP PERSONNEL
ARE FIRST RESPONDERS**

Estimated FY 24-25 Light and Water Revenues



Light Revenues

\$49,557,356



Water Revenues

\$14,116,010

2024-25 GOALS

WATER DIVISION

- Construction of Raw Water Pipeline Replacement – Abandon approximately 1,750 feet existing raw water pipeline and replace with approximately 2,000 feet of new 36-inch High-Density Polyethylene (HDPE) pipe.
- Alpine Ave. Water Main Replacement Project – Abandon 760 feet of 6-inch cast iron pipe and replace with new 10-inch ductile iron water main.
- Loop Rd. Water Main Extension Project – Install 470 feet of 10-inch ductile iron water main to tie-in Loop Rd. with the Old Stone Village water main.
- Fox Ridge/Zone 2 Water Main Extension Project – Install 180 feet of 16-inch ductile iron pipe to tie-in Fox Ridge with the future Zone 2 development water main.
- Zone 2 Pump Station Project – Installation of new Zone 2 booster pumps, piping and valves and associated controls.



2024-25 GOALS

LIGHT DIVISION

- Transmission Capacity and Resilience Improvements: Replace approximately 15 poles and hardware from Booth Bend Substation to HWY 99W.
- Distribution Line upgrade along Brentano Ln. (Phase 2): Replace 7 poles and re-conductor approximately 2,000' of overhead.
- Distribution pole and re-conductor upgrade from SW Peavine Road to Youngberg Hill Road.
- Steel Pole Installation – Two steel poles at Joe Dancer Park and one located at Hembree Street to improve resiliency of electrical system.
- Design for three steel poles to be placed north of Baker Creek Substation for resiliency.



FUTURE TRANSMISSION CHALLENGES



PORTLAND AREA IS SECOND MOST CONSTRAINED AREA IN BPA SYSTEM.



MW&L IS AT THE END OF THE BPA SYSTEM



THOUSANDS OF MW'S OF REQUESTS FOR NEW TRANSMISSION SERVICE IN BPA'S QUEUE (~30,000 MW)



MOST OF REQUESTS DRIVEN BY DATA CENTERS & AI





QUESTIONS?



**City of McMinnville
Community Development Center**

231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 25, 2024
TO: Mayor and City Councilors
FROM: James Lofton, City Engineer
SUBJECT: Resolution No. 2024-39, Adoption of an Engineering Fee Schedule Effective October 1st, 2024.

Report in Brief:

This is the consideration of Resolution No. 2024-39, adopting an Engineering Fee Schedule for the City of McMinnville. This Resolution repeals all previous resolutions adopting Engineering fee schedules and takes effect on October 1, 2024. A public hearing will be conducted to solicit public comment per ORS 294.160. Public notice of the proposal and the public hearing was provided in the News Register on Wednesday, June 19th, and Friday, June 21st, 2024.

Background:

The McMinnville Engineering department provides a range of services. These services are predominantly broken into two categories: Capital Projects and Development, each with their own funding sources.

- Capital Projects:
 - Wastewater, streets, transportation, and parks capital projects
 - funded by transfers to the General Fund.
- Development:
 - Engineering review services for development and the community for private and public improvements.
 - The Engineering department also administers all permitting within the public Right-Of-Way (ROW) and provides inspection services for public improvements.
 - Utility locating services.
 - Support services to Planning and Building, long-range planning support, etc.
 - funded by Engineering fees that go into the General fund.
 - Current fee schedule accounts for a 5-10% cost recovery. The proposed fee schedule would bring development services to near full cost recovery.

Because Engineering staff positions are predominately supported with utility, streets, transportation, and parks transfers, Engineering staff are often caught in a tug-of-war for time as development needs grow. With the inclusion of the new areas in the updated Urban Growth Boundary, Engineering expects development needs will continue to grow. To provide the base level of service and continue to promote development, Engineering must increase cost recovery.

The proposed fees would be initially used to hire an additional FTE and invest in updating municipal code and developing Engineering Design standards.

Discussion:

The proposed Engineering Fee Schedule seeks to raise cost recovery from the current level of 5-10% to near full recovery.

This Fee Schedule update:

- Includes a whole new structure that incorporates scalability of fees to appropriately accommodate projects of various scopes and complexities in a more equitable fashion.
- Accommodates current regulatory requirements for implementation of an erosion control program.
- Assumes full cost recovery for development services except for reductions noted below. The costs associated with development services are further explained within the report from Praxis Solutions (attached).
- Includes potential fee reductions:
 - 75% fee reduction to fees that have direct impact on residents. Language on how to administratively apply this potential reduction will be incorporated into the Engineering Design Standards and managed by administrative rule at the discretion of the City Engineer. The following language to be utilized till the Engineering Design Standards are developed and adopted:
 - The Sidewalk and Driveway Permit is eligible for a 75% reduction if the applicant can show the proposed improvement will be installed at their residence. If the permit applicant is a licensed professional applying on behalf of the resident where the proposed improvement will be installed, this discount can also be applied.
 - The Sidewalk and Driveway Permit fee can be waived at the discretion of the City Engineer under the circumstance where it is determined that installed public improvements have contributed to the need for the sidewalk or driveway to be replaced to meet current standards.
 - Includes provisions for 50% reduction for qualifying affordable housing projects consistent with previously adopted policy for Planning and Building fees (Resolution No. 2016-81).
- Implementation:
 - Includes a Grace Period of three months.
 - Full implementation of new fee schedule will not go into effect October 1st, 2024 for all new projects.
 - Includes a Grandfather Period of one year.
 - Any project currently in process will have up to one year to proceed through reviews/permitting utilizing the old fee structure. July 1st, 2025 new fees will go into effect for these projects. For example, if a project is in process and has not been issued a permit before July 1st, 2025, then they will be assessed permit and inspection fees per the new fee schedule. If they received design approval and proceeded to pull their permit prior to July 1st, 2025 no additional permit fees would be required for the approved project.

- *In Process* means any project with a planning application deemed complete or with submitted plans/permit currently in Building or Engineering review or construction.
- Prior to implementation minor code cleanup will be necessary and will be brought to Council with sufficient time to support the effective date of this resolution.

Future Engineering Fee Schedule inflationary adjustments will be tied to CPI (Portland) and adopted by Council on an annual basis consistent with the current process for updating the Planning and Building fee schedules.

Attachments:

1. Resolution No. 2024-39
 - a. Exhibit A – Proposed Engineering Fee Schedule
2. Praxis Solutions Report

Fiscal Impact:

It is anticipated that the Engineering Fee Schedule will increase recovery from approximately \$50k to \$450k per year. This will reduce the level of subsidizing the General Fund currently provides for the development community, but will also provide additional funding to allow Engineering staff to provide base level of service.

Recommendation:

“I move to adopt Resolution No. 2024-39”

RESOLUTION NO. 2024-39

A Resolution Adopting an Engineering Fee Schedule.

RECITALS:

Whereas, the City of McMinnville collects fees for land-use applications, engineering design review, and project permitting to fund the review, management, and inspection costs associated with new development projects; and

Whereas, per Resolution No. 2003-35, it is the belief of the City Council that developers and others using the services of the Engineering Department for current should pay their share of the costs associated with their projects; and

Whereas, in 2023, the City of McMinnville commissioned Praxis Solutions to update to perform an engineering fee study; and

Whereas, the results of that study were presented to Council on June 11th, 2024 where the Council provided feedback to city staff for implementation of the Engineering Fee Schedule.

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

1. That the City of McMinnville's Engineering Fee Schedule will be as established by the fee schedule attached to this Resolution. That the City Manager is hereby authorized and directed to execute the Standard Public Contract.
2. That this fee schedule will take effect October 1, 2024, and provide a grandfather period for in-process projects till July 1, 2025.

MISCELLANEOUS PROVISIONS:

The attached Exhibit A - Engineering Fee Schedule –

- Assumes a goal of a 100% cost recovery.
- The fee schedule will be updated on July 1 of each year.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of June 2024.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Engineering Fee Schedule



ENGINEERING FEE SCHEDULE (EFFECTIVE 10/1/2024)

Updated: June 13th, 2024

DESCRIPTION	FEE
Public Improvements - Construction Project Agreement (CPA) *1	
First \$100,000 Eng Cost Estimate	5%
> 100,000	3%
Right-of-Way Excavation / Work Review and Permitting	
Utility Permit - Plan Review and Permit	\$ 547.70
ROW Minor (50 Ft lot frontage and local street classification) - Plan Review and Permit	\$ 1,017.16
ROW Major (more than one lot frontage or higher than local street classification) - Plan Review and Permit	\$ 3,115.20
Sidewalk and Driveway Permit (per 50 LF of sidewalk and/or per of driveways) - Plan Review and Permit *3	\$ 782.43
Early Grading Plan Review and Permitting	
Early Grading and Drainage Plan Review	\$ 4,896.25
Early Grading and Drainage Permit - less than one acre	\$ 782.43
Early Grading and Drainage Permit -more than one acre	\$ 1,538.32
Erosion Control Permit	
Less than One Acre - Plan Review and Permit	\$ 850.53
More than One Acre - Plan Review and Permit	\$ 1,606.41
Simplified Single Family Residential - Plan Review and Permit *3	\$ 360.77
On-Site Development Review and Permitting	
On-Site Plan Review - Based on Permit Job Value	
Value < \$100,000	5%
Value \$100,000 - \$500,000	3%
Value > \$500,000	1%
On-Site Development Permit - Less than One Acre	\$ 1,564.86
On-Site Development Permit - More than One Acre	\$ 3,129.73
Misc. Engineering Fees	
Temporary Street/ROW Use Permit *3	\$ 1,550.77
Revocable Agreement	\$ 631.78
Private Development agreements	\$ 2,752.93
Public Facility Improvement Agreement	\$ 1,007.87
Easement Agreement	\$ 2,319.48
Stormwater Maintenance Agreement	\$ 1,049.33
Waiver of Remonstrance	\$ 1,033.85
Maintenance Agreement	\$ 1,816.28
Quitclaim/Bargain and Sale Deed	\$ 892.84
Reimbursement District	\$ 5,210.69
System Development Charge/Reimbursement Agreement	\$ 4,347.27
System Impact Analysis - City Consultant Fee Plus 25% for Admin	Calculated
Completeness Check	\$ 1,375.70
Supplemental Review (more than 3 reviews - per sheet)	\$ 315.89
Addition Inspections or Permits for which No Fee is Indicated	Actual Hr. Rate
Miscellaneous Engineering Fees	Actual Hr. Rate

Planning Fees Supported by Engineering (New Fees)	
Area Plan Review – Property Owner Initiated	\$ 6,317.84
Annexation	\$ 3,439.24
Comprehensive Plan Map Amendment	\$ 2,067.69
Comprehensive Plan Map Amendment / Zone Map Amendment	\$ 2,067.69
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$ 2,067.69
Conditional Use Permit	\$ 1,375.70
Land Division Application:	
Partition	\$ 2,648.91
Subdivision ≤ 10 lots	\$ 2,648.91
Subdivision (more than 10 lots)	\$ 4,716.60
Expedited Land Division Application - 50% additional Over Published Fee	Calculated
Landscape Review Plan *2	\$ 977.78
Large Format Commercial Development	
Design Review	Actual Hr. Rate
Partition of Land (Tentative)	Actual Hr. Rate
Property Line Adjustment	Actual Hr. Rate
Traffic Impact Analysis Review	Actual Hr. Rate
Revision Review 50% of Original Fee	Calculated

*1 CPA Fee is an existing fee. It covers management of the CPA and does include some cost recovery for public improvement plan review and inspection.

*2 Engineering only adds fee to Landscape review when reviewing landscaping for engineered stormwater facilities

*3 75% fee reduction to fees that have direct impact on residents. Language on how to administratively apply this potential reduction will be incorporated into the Engineering Design Standards and managed by administrative rule at the discretion of the City Engineer. The following language to be utilized till the Engineering Design Standards are developed and adopted:

*The Sidewalk and Driveway Permit is eligible for a 75% reduction if the applicant can show the proposed improvement will be installed at their residence. If the permit applicant is a licensed professional applying on behalf of the resident where the proposed improvement will be installed, this discount can also be applied.

*The Sidewalk and Driveway Permit fee can be waived at the discretion of the City Engineer under the circumstance where it is determined that installed public improvements have contributed to the need for the sidewalk or driveway to be replaced to meet current standards.

*4 All Fees are potentially eligible for a 50% reduction if affordable housing criteria are met as defined in Resolution 2016-81.



City of McMinnville, Oregon

User Fee Study Results

May 2024



Praxis Solutions
6046 118th Ave SE
Bellevue, WA 98006
(425) 269-8854

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PROJECT SCOPE

The City of McMinnville engaged Praxis Solutions to provide a User Fee study to calculate the full cost of Development Engineering, Building, and Planning Fees. For Building and Planning fees, this was an update from costs that were calculated in 2018. Conversely, Engineering required the development of a whole new fee schedule.

There were three primary phases to the project:

- 1) Develop new cost calculations and update the fee schedules.
- 2) Develop a comparison survey of benchmark Oregon cities.
- 3) Provide a stakeholder meeting for members of the development community. The purpose for this was to review the scope, reasoning, methodology, and results for those most impacted by the project.
- 4) Prepare a report and deliver a presentation to the City Council.

This report will provide a detailed description of the methodology, quality controls, results for all three work units, and the comparison with nine Oregon cities.

ABOUT USER FEES

Most states have a mandate that user fees can be set at the full cost of services or less. This is especially true for development-related fees. However, some states will interpret this to mean that the cost of every individual fee must be set at full cost or less, while other states will interpret this to mean that in total, a work unit (Building for example) may not generate more revenue than expenses. In the latter, individual fees can float if the total organizational revenues do not exceed cost.

Our approach is to assume the tighter restriction, or that the price set for every individual fee is no greater than the cost for providing the service. This allows us to deliver a highly defensible fee schedule that will pass the most challenging review. It also means that one user will not subsidize another user for services provided by the City. For example, residential construction will not subsidize commercial construction.

When properly understood, revenues generated from user fees is an important practice in funding city services. We find that when cities adopt both the policy and the practice of full cost recovery, they have the ability to provide higher levels of services to the development community. While keeping fees artificially low may provide short-term value, in the long-term, it comprises the ability to provide high quality services. For example, a recent client had not updated its building fees for over ten years. They were pleased that they had the lowest building fees than their neighboring cities. However, the development community was taking their development projects to those other cities whenever they

could. The reasons were numerous but slow response times for plan check review and waiting ten days for a simple building inspection were two of the reasons.

SUMMARY OF COSTING METHODOLOGIES – USER FEE STUDY

The methodology used to calculate the cost of user fees is based on developing a driver-based costing model. Driver-based models provide a detailed and robust method of calculating the fees for a specific service. The approach is based on activity-based costing principles, which calculate cost by assessing operational workflows. Practically, it relies on understanding the time staff invests in core business processes to provide fee and non-fee services.

Project Steps and Process

Step 1: Collect Data – This first step involves discussions with staff to identify those positions within the department that provide and support direct services. It also consists in collecting departmental budget and expenditure data, identifying the salary and benefits for each position, and identifying non-personnel expenditures and any departmental and City overhead. Specifically, the steps involve the following:

- **Identifying staff positions** – This includes aligning staff names and functions.
- **Calculating the number of productive hours** – For each position, vacation time, sick leave, paid holidays, professional development (training), routine staff meetings, and daily work breaks are deducted from the standard 2080 annual hours. The result is a range of hours available for each position annually. This range is typically 1,500 to 1,650 hours. Factors influencing this range are the length of service with the jurisdiction, local holidays, and personal leave time policies.
- **Identifying and allocating non-personnel costs** – Materials and supplies are allocated to each position's salary and benefits.
- **Assigning any other expenses** – These might not be budgeted for each year but should be included with the total cost of services. Examples of such costs might include amortized capital expenses for vehicles and technology.
- **Identifying core business processes or activities** – This step also involves discussions with staff to understand, at an operational level, the work of the operating unit. The tasks involved identifying and defining core business processes used to provide services.

- **Direct processes and activities** – Those processes that directly contribute to processing an application or permit are first identified. Examples of direct activity are building inspection, application intake, and pre-application review.
- **Indirect processes and activities** – These processes support but do not directly apply to processing a specific application or permit. An example of an indirect activity is customer service or staff training to maintain certifications. Most jurisdictions highly value customer service, but assigning a specific unit of time to individual service would be impossible.

Step 2: Building cost structures – This second step involves significant interaction with staff and the development of time estimates for both direct and indirect processes in each department. Specifically, this step is at the core of the analysis. Four processes comprise this step:

- **Gathering time estimates for direct processes** – By interviewing staff in individual and group meetings, an estimate of time was assigned to each service by the indicated process. For example, for Building fees, core business processes included the following:
 - Permit intake;
 - Plan review; and
 - Construction inspections.

In this analysis, staff time is estimated and assigned for each step. The sum of all the process steps is the total time required to provide that specific service.

- **Assigning indirect and annual process time** – An annual time estimate is gathered from staff for those indirect or support processes in which they are involved. These may include program administration, customer service, and department administration. These costs are allocated to services proportionately to services and functions provided by the department.
- **Calculating fully loaded hourly rates and the cost of service** – Once the total time for each direct and indirect service is estimated, the cost of service is calculated using the fully loaded hourly rates for each staff member or position involved with the service. The fully loaded hourly rate for each employee is based on the employee's salary and benefit costs plus a share of non-personnel and City overhead costs divided by the employee's available work hours (i.e., 2,080 hours minus all leave hours). Thus, the direct and indirect cost by activity also includes departmental and City overhead and nonlabor costs. The City's indirect and non-personnel expenses are from the annual budget or cost allocation established by the City.
- **Gathering activity or volume data** – A critical element in the analysis is the number of times a given service is provided annually. This is essential data for three reasons:
 - It allows a calculated projection of current revenue based on current prices so that a comparison can be made of actual revenue. These two numbers should match.
 - It allows for a calculated projection of revenue at full cost. This is compared to actual expenditures to ensure there is a close match.

- It allows for a calculation of the total hours consumed. Hours consumed must closely match the actual hours available.

If any of the three calculations do not approximate actual numbers, then time estimates and/or volume data need re-evaluation. Again, these are critical quality checks for costing accuracy.

Step 3: Calculating the full cost of services – This third step calculates the full cost by adding layers for direct and indirect costs.

Step 4: Set fees

The recommended fees can be established based on new, existing, or revised cost recovery policies. The recommended fees will be established based on City staff recommendations and Council discussion in the future. The fee analyses in this report are based on full cost recovery.

Assuring Quality Results

In our analysis, we utilize both quantitative and qualitative tests for quality. These tests are an essential part of our costing models and processes. Without these, the results lack defensibility and integrity.

Qualitative

Our process incorporates substantial input from both individuals and groups. Our bias is that we get the best data from group interviews. For example, in determining how much time is required for any specific building inspection, we want to hear the perspective of an inspector, the inspector's supervisor, and the counter tech or project manager. Each will have a view. Each will contribute value to the estimate. When all perspectives agree, we have confidence in our results.

Quantitative

We also utilize four quantitative measures of quality data. When these measures match, and there are no major disagreements with the quantitative assessment, we have significant confidence in our results. These quantitative measures are:

Quantitative Analysis	Targeted Margin of Error
1) Budgeted expenses entering the cost models must equal the total expenses accounted for in the costing model.	0%
2) Projected revenue from fees must closely match actual revenue from fees.	+ or – 5%-10%
3) Available staff time must be fully accounted for in the costing models.	0%
4) Total revenues from fees and contributions from the general fund or other sources must match total expenses.	0%

Figure 1 Calculating Quality

USER FEE STUDY RESULTS

The City of McMinnville stands to gain significant new revenues by bringing its user fees up to full cost recovery. Our bias is that keeping user fees at or near full cost recovery results in better service to stakeholders, reduces the demand on the General Fund, assists in keeping technology up to date, and maintains the integrity of long-term planning. From our experience, municipal agencies that maintain full cost recovery are better able to fund essential services like police and fire because they do not have the competition for staffing Development Services. Furthermore, annual adjustments to fees set the expectation that Development Services, the primary component of user fees, should pay for itself. This is a standard value that most municipal agencies hold.

Report Structure

There are four parts to this report:

1. **Summary of Results.** In this section, we will summarize the essential findings of each work unit and compare the current prices for each fee category with the full cost for each fee.
2. **Comparison study with selected benchmark cities.** This project's scope included comparing calculated fees at full costs vs. similar fees of selected benchmark cities.
3. **General observations and recommendations.** In this section, we will summarize our observations and make recommendations that the City may consider as it moves forward.
4. **Appendices – Fee Report Tables.** This section provides a detailed analysis of each work unit studied.

SUMMARY OF RESULTS

The summary of results is presented in three sections:

- 1) Engineering Fees.
- 2) Planning Fees
- 3) Building Fees.

The following summarizes and compares the current cost recovery against the annual subsidy the City is providing.

Work Unit	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
Building	\$ 874,209	\$ 848,417	(\$25,792)
Planning	\$ 586,527	\$ 272,497	(\$314,030)
Engineering	\$ 458,345	\$ -	(\$458,345)
Totals	\$ 1,919,082	\$ 1,120,914	(\$798,168)

Figure 2 Development Services Cost Recovery

Building Fees

The role of the Building Division is to review building plans and perform inspections to insure compliance with State building codes. These codes set the minimum building requirements to safeguard the general welfare through affordability, structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, construction standards, and safety to life and property from fire and other hazards attributed to the building environment.

The Division seeks to provide this service in a quick and friendly manner to ensure the development community receives the services it requires in response to the building needs of the community.

Types of Building Fees

For the purpose of this report there are two kinds of fees:

1. Valuation based fees where the fee amount is calculated by the value of the construction project.

2. Flat fees where the cost of the service or permit has been predetermined.

VALUATION FEES

Valuation based fees are used to calculate the cost of plan review and inspection services for new construction and remodels. The City determines construction value based on an independent valuation table established by the International Code Council (ICC). This table provides average construction costs per square foot, thereby providing an objective standard for establishing value. This contrasts with using given or contractual cost, which can vary dramatically based on the quality of construction, and the furnishings built into a home. For example, two homes with the exact same floor plan, which require the same number of inspections and same level of plan review can have widely different actual construction costs. One home may be built with the finest quality marble countertops, the finest hardwood floors, and the best security system. In contrast, the other home is built with the most economical counter tops, the cheapest faux flooring, and a minimal security system. Actual construction value can be very different but the cost to the City to provide plan check and inspection services will be the same for both homes.

Therefore, the valuation approach to calculating the cost of construction provides two benefits to the City:

1. By using the ICC table, the City avoids the pitfalls of relying on given construction value, where the value may vary dramatically between two projects that are essentially the same.
2. The ICC table is updated every six months. This provides an automatic fee adjustment, which over time will maintain appropriate revenues consistent with the costs of the City.
3. The ICC table also nullifies the temptation to under estimate the value of a construction project to artificially lower Building fees.

FLAT FEES

Flat fees are for trade and other permits. Plumbing and mechanical permits are the primary examples. Flat fees have an advantage for builders in that they can determine the cost of building permits with a high degree of precision. The advantage for the City is that they are simple to administer – there are no ancillary calculations that need to be completed before establishing a fee.

Planning Fees

The Planning Department serves a variety of functions including:

- Preparing City-wide planning documents (e.g., the General Plan).
- Reviewing development proposals to ensure consistency with the General Plan.
- Preparing the required environmental documents.
- Preparing staff reports regarding land use matters for the Planning Commission and City Council

Thus, the Planning Department works with the community and developers to design and build structures that will meet the City's land use laws, requirements, maintain a thriving community, and uphold property values.

In conducting our review of Planning fees, we also updated the current schedule of fees. This means we added several new fees. These fees were added because of changes in the regulatory requirements and changes in the types of projects that are coming to the City of McMinnville.

The following table will summarize the differences between current revenues and potential revenues if the City determines that full cost recovery is within its best interest.



Figure 3: Summary Planning Revenues

Figure 3 illustrates that the City is under-recovering its costs from processing Planning applications by \$314,030. There are several reasons why this number is so large.

1. The new fees represent services that the City is providing, or will be providing, for which there is no current fee.

2. The last fee study was completed in 2018, which resulted in substantial new fees and revenues. Reflecting the significance of the fee increases, the City took a phased approach, which is still being implemented.
3. In addition to establishing a long-term phased approach to bring Planning fees to full cost recovery, the City was also selective in which fees to increase.

Therefore, there is a significant opportunity for additional cost recovery for the City. It should be noted that this assumes the City brings all planning fees to full cost recovery immediately. This may or may not reflect the values and direction the City chooses to go with regard to its Planning fees.

Development Engineering

The Engineering Department provides project management, design, construction surveys, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements and private development. As such, it works closely with the Building and Planning Departments to provide seamless and effective services for the development community. Its aim is to ensure the protection and development of public infrastructure in a way that is personal, responsive, and innovative.

This user fee study was initiated by the Engineering Division within the Department of Public Works. The current fee schedule is extremely limited relative to the services it provides the development community. In addition, the actual amount charged is minimal, at best. For example, the current price of a Sidewalk/Driveway Permit (approach) is \$5.00. However, it will require up to five hours to process the permit, inspect the construction and provide management and coordination services.

Calculating the Engineering fees involved three steps:

1. Design a new schedule of fees that captures the breadth of work being performed by the Engineering Division. This includes working in collaboration with the Planning and Building Divisions. Because of this, the reader will note that several Planning fees also reside in the new Engineering fee schedule.
2. Identify the activities required to process each application type.
3. Estimate the time it takes for complete application processing by the activities that are required.

The following graphic illustrates the opportunity to align fees for private engineering with the actual cost of services. We note that there is a small amount of revenue from private development engineering. However, with the development of a completely new fee schedule, we cannot model them accurately, but in total, they are approximately \$50,000.

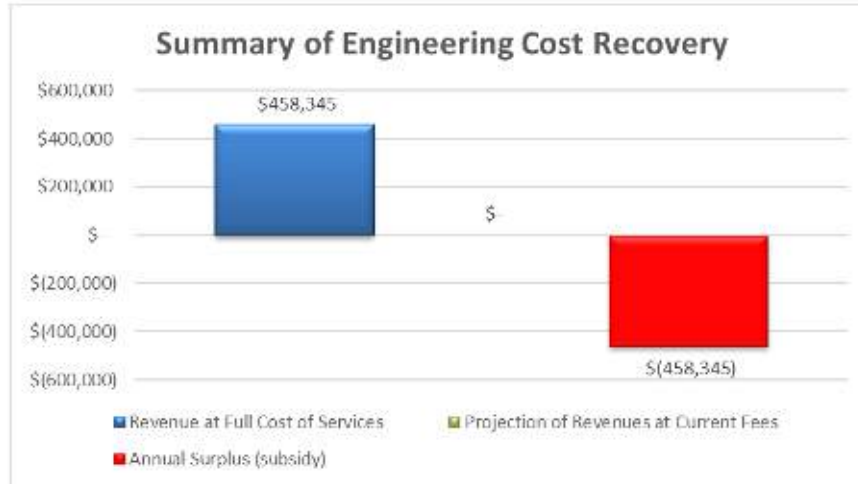


Figure 4: Summary Engineering Cost Recovery

COMPARISON STUDY

As part of this analysis, we conducted a comparison survey of nine benchmark cities. The benchmark cities we selected are Newberg, Woodburn, Tigard, Sherwood, Wilsonville, Albany, Redmond, Grants Pass, and Tualatin. Identifying these communities was based on consultations with staff. Our criteria were, 1) they were used for the last fee study, 2) they are similar in size and social and economic demographic as the City of McMinnville.

Our approach to comparison studies is to identify a small number of relevant projects or services rather than comparing the universe of fees.

In comparing fees and services, we do urge caution for the following reasons:

- Communities have different policies regarding user fees. Some desire to subsidize their fees, while others charge the full cost. Therefore, newly calculated costs are being compared against prices that may be intentionally subsidized.
- Many cities and counties do not routinely update their fees. Therefore, comparisons often contrast today's cost against prices established 10-15 years ago.
- Service levels can vary dramatically from community to community, and fees reflect these service levels. For example, some municipal Planning organizations intentionally target ten-day turnaround for routine Planning applications. Others aim for thirty days.
- Service descriptions can vary, and cities often bundle services while others keep them separate. For example, the entire list of Building and Safety fees for a recent client was two pages. For another city of approximately the same size, it was 104 pages.
- Many cities will calculate building plan checks and inspection (permitting) fees based on the value of the construction project. However, there are multiple options for estimating construction value. These include:
 - Given construction costs.
 - Value calculated based on a published standard such as the International Code Council (ICC). The ICC is updated at least annually. However, cities are not obligated to use the most current table. We routinely find cities using an ICC Table that is 5-15 years old.

Therefore, comparing one service that the City of McMinnville provides with the same service for a neighboring city can be challenging – at best. We urge caution. We advise looking at trends. Do the trends show high fees, low fees, or fees that are within a reasonable range? In our view, the trends in this comparison illustrate what we would expect - fees that are reasonably aligned with benchmark cities.

The following figure will detail the results of this comparison.

Fee/Application	McMinnville	Newberg	Woodburn	Tigard	Sherwood	Wilsonville	Albany	Redmond	Grants Pass	Tualatin
Planning Fee Comparison										
Administrative Variance	\$ 1,939	\$ 1,015	\$ 4,695		\$ 1,261	\$ 842	\$ 1,087	\$ 3,595	\$ 1,795	\$ 1,733
Comprehensive Plan Text Amendment/Zoning										
Ordinance Text Amendment	\$ 9,514	\$ 2,655	\$ 4,700	\$ 6,001	\$ 6,098	\$ 3,945	\$ 5,077	\$ 17,277	\$ 2,759	\$ 2,541
Conditional Use Permit	\$ 3,200	\$ 2,155	\$ 5,390	\$ 9,498	\$ 4,742	\$ 3,204	\$ 2,355	\$ 5,951	\$ 1,379	\$ 1,733
Home Occupation Permit	\$ 678	\$ 25		\$ 426					\$ 1,179	
Planned Development	\$ 11,206	\$ 4,304	\$ 4,480	\$ 13,211	\$ 2,523	\$ 9,911	\$ 5,982	\$ 10,631	\$ 2,358	
Property Line Adjustment	\$ 1,821	\$ 1,015		\$ 1,041	\$ 850		\$ 362	\$ 1,615	\$ 775	\$ 537
Sign Permit/Review	\$ 744	\$ 89	\$ 520	\$ 286	\$ 150	\$ 684	\$ 85	\$ 201	\$ 128	\$ 231
Zone Change	\$ 7,030	\$ 2,684		\$ 6,001	\$ 6,098	\$ 3,945	\$ 4,532	\$ 8,367	\$ 2,316	
Building Fee Comparison										
2250 SF Custom Home (112.95 value)	\$ 3,255	\$ 2,833	\$ 3,936	\$ 3,421	\$ 3,163	\$ 3,666	\$ 3,191	\$ 2,791	\$ 2,296	\$ 2,910
300 SF Room Addition (112.95 value)	\$ 1,021	\$ 1,011	\$ 961	\$ 837	\$ 786	\$ 945	\$ 751	\$ 695	\$ 580	\$ 781
10,000 SF Industrial Commercial (138.95 value)	\$ 15,284	\$ 10,553	\$ 15,588	\$ 8,831	\$ 12,209	\$ 14,258	\$ 8,994	\$ 10,032	\$ 8,906	\$ 8,674
Commercial TI \$250,000 value	\$ 2,360	\$ 2,095	\$ 2,822	\$ 3,320	\$ 2,298	\$ 2,653	\$ 2,331	\$ 2,054	\$ 1,664	\$ 2,151
Base Processing Fee or minimum **		\$ 125	\$ 90	\$ 90	\$ 74	\$ 48	\$ 85	\$ 90	\$ 30	\$ 110
Air handling unit of up to 10,000 cfm	\$ 95	\$ 19	\$ 25		\$ 18		\$ 30	\$ 22	\$ 9	\$ 25
Heat pump	\$95		\$ 25	\$ 61	\$ 24	\$ 28	\$ 30	\$ 17	\$ 23	\$ 25
Water service - First 100 LF	\$99	\$ 102		\$ 62.54	\$ 61	\$ 175	\$ 85	\$ 57	\$ 50	
Backflow preventer	\$ 103	\$ 102		\$ 31.27	\$ 18	\$ 23	\$ 21	\$ 20	\$ 17	\$ 50
Engineering Fee Comparison										
ROW minor (50 Ft lot frontage and local street classification) (\$8,000 ECE) - Plan review and Permit	\$ 1,017	Per SF	\$ 370	\$ 250	\$ 320	\$ 560	Per SF	\$ 300	\$ 112	NL
ROW major (more than one lot frontage or higher than local street classification) - Plan review and Permit	\$ 3,115	Per SF	\$ 5,000	\$ 250	\$ 8,000	\$ 14,000	Per SF	\$ 5,000	\$ 112	NL
Sidewalk and driveway permit (per 50 LF of sidewalk and/or per of driveways) - Plan review and Permit	\$ 782	Per SF	\$ 370	\$ 250	\$ 720	\$ 560	Per SF	\$ 300	\$ 112	\$ 331
Early grading and drainage permit - more than one acre	\$ 1,538	Per SF	\$ 10,500	NL	\$ 42,750	\$ 33,250	NA	\$ 525	\$ 596	
Erosion Control Permit, Less than one acre	\$ 851	\$ 197	NL	\$ 323	\$ 239	\$ 239	\$ 935	NL	NL	950

Notes:

ECE = Engineers Cost Estimate

** For those cities listing a minimum permit fee, the actual fee is the greater of the listed fee or the minimum processing fee

Figure 5 Results of Comparison Study

Comparison of Development Related Fees

Selected Comparative Examples

The following graphics are designed to give the Council a visual understanding of the City's (calculated) fees in comparison to its benchmark cities.

BUILDING COMPARISON

The following graphic demonstrates that, on average, newly calculated Building fees are comparable with the benchmark communities.

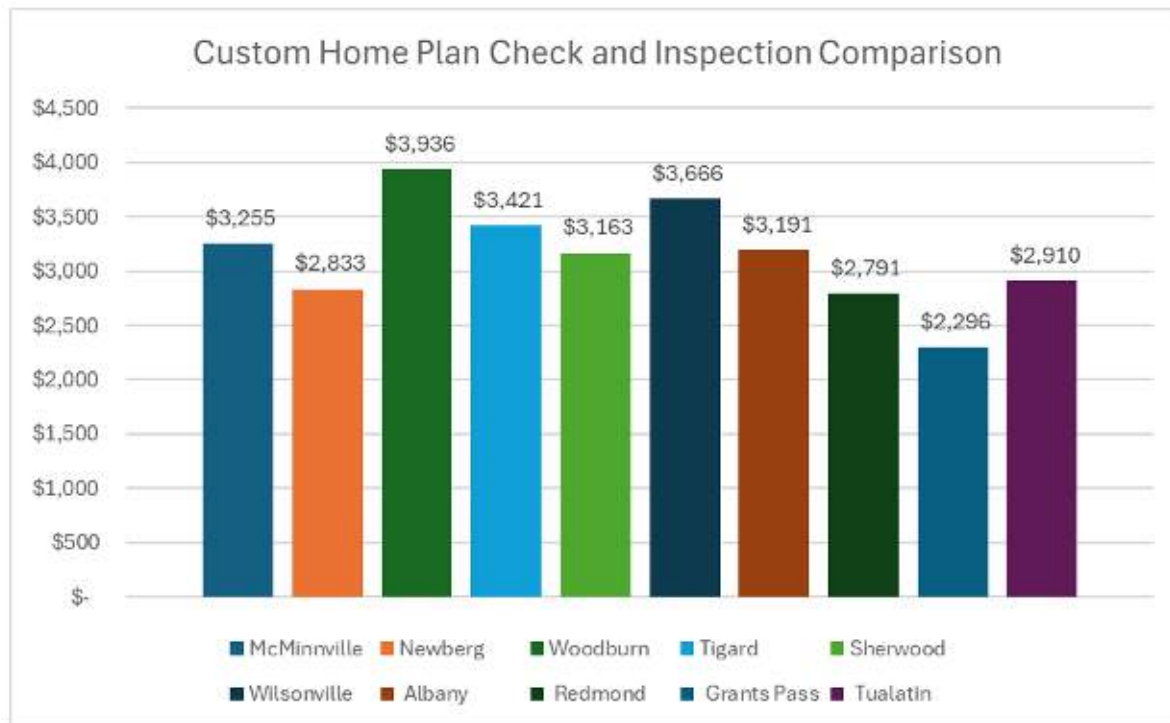


Figure 5: Comparison of a New 2250 SF Custom Home



Figure 6: Cost Comparison of a 300 SF Room Addition

PLANNING COMPARISON

Planning fees, like Building fee comparisons, demonstrate that Planning fees are also in line with the selected benchmark communities. In addition, these comparisons illustrate the wide variation that can occur when comparing fees.



Figure 7: Comparison of a Conditional Use Permit

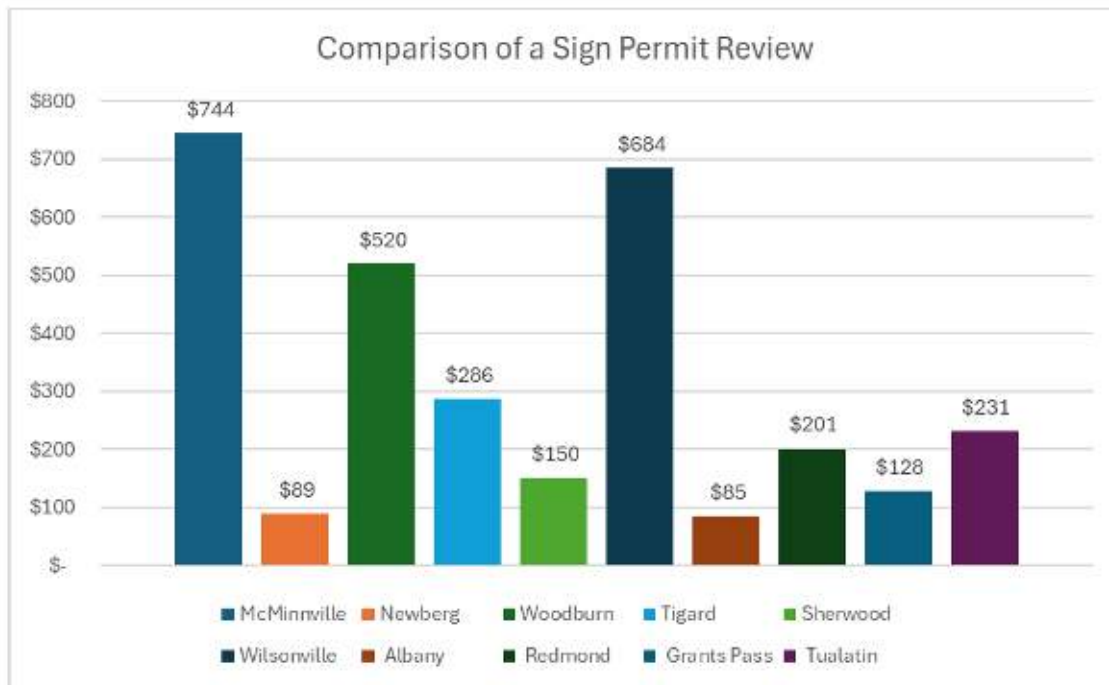


Figure 8: Comparison of a Sign Permit Review

ENGINEERING COMPARISON

Engineering comparisons reflect the challenges to meaningful comparisons. These challenges fall into three categories.

- 1) Many engineering fees are calculated based on an "Engineers Cost Estimate." These estimates can fluctuate significantly, thereby creating fees that fluctuate accordingly.
- 2) Multiple ways of identifying units of cost. For example, for a driveway permit, cities may use a liner per foot fee, others will use a per square foot, while others will just a flat per project fee.
- 3) Other cities may not even issue a permit or incorporate a permit into a larger permit.

The following graphics will provide comparisons for two common permit types.

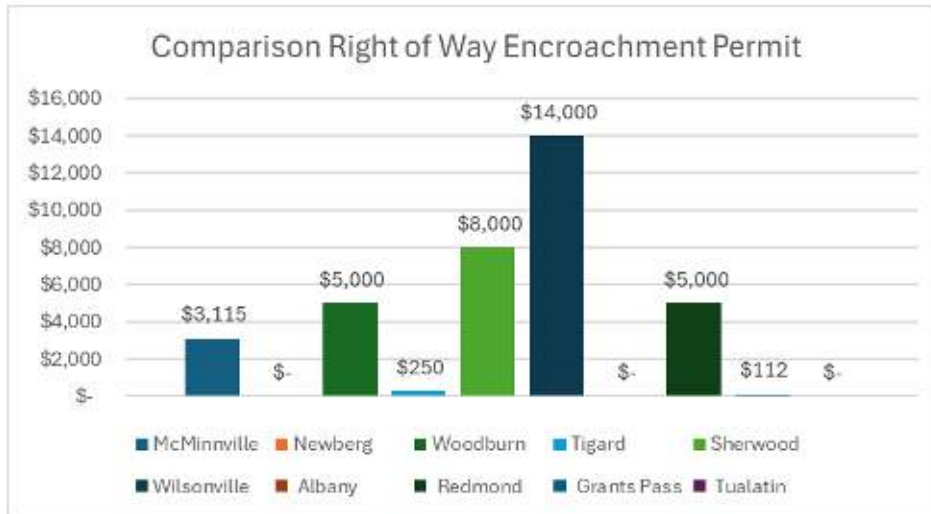


Figure 9: Comparison ROW (more than one lot frontage or higher than local street classification)

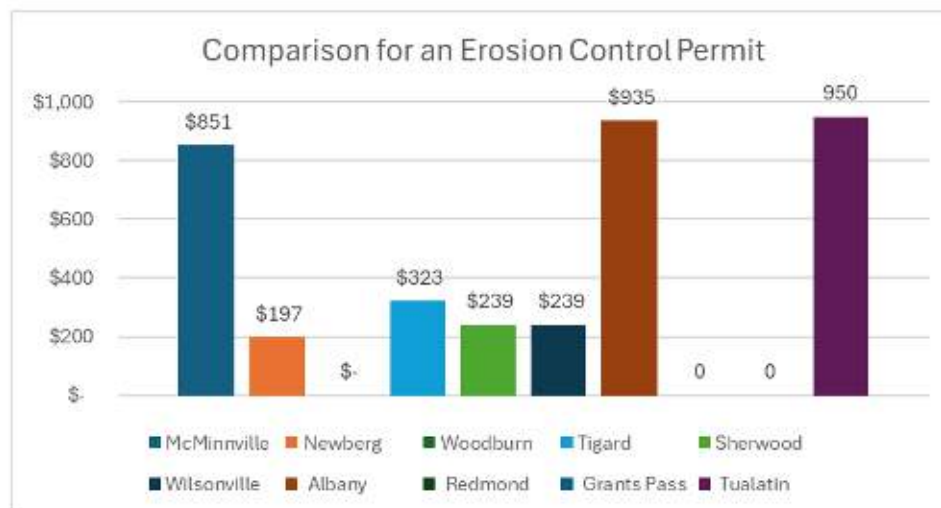


Figure 10: Comparison of Erosion Control Permits, less than one acre

OBSERVATIONS AND RECOMMENDATIONS

We have two standard recommendations that we provide for each of our projects:

1. Update fees through a simple CPI adjustment each year. This will maintain revenues relative to cost.
2. Conduct a thorough assessment of its fees every 3-5 years. This will capture changes in the regulatory environment that take place within this time frame.

OBSERVATIONS AND RECOMMENDATIONS FOR BUILDING FEES

We observe that the Building Division adjusts its Buildings fees through a CPI type of methodology. We would recommend one revision to this practice. Because the City uses the most recent ICC table to establish its construction value, there is an automate fee adjustment built into the fees. Therefore, as the ICC table is adjusted (every six months) the fees will follow a similar adjustment pattern. If the ICC table reflects a 5% increase in construction costs, the City will realize a 5% adjustment in its construction fees.

Therefore, we would suggest careful monitoring of revenue from construction permits and only increase the listed fees when new revenues are warranted. However, we would also recommend that the flat fees be adjusted through a CPI factor each year.

OBSERVATIONS AND RECOMMENDATIONS FOR PLANNING FEES

Our bias is to encourage full cost recovery wherever it is reasonable. We have seen too many times where cities had to close libraries and other services to fund updates to general plans and acquire basic technology in support of development services. In the long-term, we consistently find that keeping fees artificially low eventually results in a low level of service to the development community. In the most extreme cases, we have seen developers just move to neighboring cities where their planning applications can be processed in a timely, and accurate manner. However, we also encourage setting fees based on thoughtful considerations of local values and economics.

Our calculations show a significant opportunity for the City to recover more costs for its Planning services. Some of this additional recovery is from adding new fee categories to the Planning fee

schedule to recover costs for services already being provided. Some of the additional cost recovery is simply to catch up with changes in the regulatory environment since the last fee study completed in 2018.

Whatever the reason for the additional cost recovery, we do advise, that wherever it is reasonable, adjust fees so that the Planning Division can provide the highest level of service to the development community as possible.

OBSERVATIONS AND RECOMMENDATIONS FOR ENGINEERING FEES

Establishing an entirely new fee schedule does present its own challenges. For example, the development community may not understand why fees are being applied where previously, there were no charges. Similarly, other stakeholders may not appreciate the necessity of the City to charge for Engineering services designed to protect City infrastructure.

In addition, as cities grow the demands on staff to meet the needs of both developing public infrastructure with the demands of private development grow together. Based on our conversations with staff, the Engineering Division is at the point where their ability to manage public infrastructure and respond to private development is going to be compromised.

However, this new fee schedule and associated cost recovery will allow the Division to attract the resources required to meet the growing demand for engineering services. Therefore, by adopting fees for private development, the City will be able to provide a high level of service to the development community and continue developing public infrastructure with no loss in service.

APPENDICES

Planning Fees

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Administrative Variance		1.00	\$ 1,173	\$766	\$1,939	\$ 1,190	(\$749)	\$ 1,939	\$1,190	(\$749)
	Annexation			\$ 9,120	\$5,957	\$15,078	\$ 14,950	(\$128)	\$ -		
	Appeal from Planning Commission Decision		4.00	\$ 3,955	\$2,583	\$6,538	\$ 1,260	(\$5,278)	\$ 26,152	\$5,040	(\$21,112)
	Appeal from Planning Director Decision		5.00	\$ 2,008	\$1,312	\$3,320	\$ 333	(\$2,987)	\$ 16,601	\$1,665	(\$14,936)
	Classification of an Unlisted Use			\$ 1,581	\$1,032	\$2,613	\$ 1,575	(\$1,038)	\$ -		
	Comprehensive Plan Map Amendment			\$ 4,640	\$3,031	\$7,671	\$ 8,210	\$539	\$ -		
	Conditional Use Permit		2.00	\$ 1,936	\$1,264	\$3,200	\$ 3,505	\$305	\$ 6,400	\$7,010	\$610
	Downtown Design Standards and Guidelines - Administrative Approval		1.00	\$ 1,424	\$930	\$2,354	\$ 610	(\$1,744)	\$ 2,354	\$610	(\$1,744)
	Downtown Design Standards and Guidelines - HLC Approval		2.00	\$ 1,893	\$1,236	\$3,129	\$ 1,809	(\$1,320)	\$ 6,258	\$3,618	(\$2,640)
	Expedited Land Division Application:			\$ -					\$ -		
	Partition			\$ 1,139	\$744	\$1,882	\$ 2,081	\$199	\$ -		
	Subdivision ≤ 10 lots	+ \$15/lot		\$ 2,554	\$1,668	\$4,223	\$ 4,675	\$452	\$ -		
	Subdivision (more than 10 lots)	+ \$15/lot		\$ 4,551	\$2,972	\$7,523	\$ 8,158	\$635	\$ -		
	Appeal Deposit			\$ -	\$300	\$300	\$ 493	\$193	\$ -		
	Plus Per Lot Fees	Per lot		\$ 21	\$14	\$35	\$ 40	\$5	\$ -		
	Historic Landmarks (Alteration)		5.00	\$ -			\$ 1,809	\$1,809	\$ -	\$9,045	\$9,045
	Historic Landmarks (Demo, Move, New)			\$ -			\$ 2,863	\$2,863	\$ -		
	Historic Landmark Notice of Delay			\$ -			\$ -		\$ -		
	Home Occupation		5.00	\$ 410	\$268	\$678	\$ 333	(\$345)	\$ 3,388	\$1,665	(\$1,723)

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Annual renewal fee	May be replaced by a business license fee	41.00	\$ -			\$ 100	\$100	\$ -	\$4,100	\$4,100
	Landscape Review Plan		15.00	\$ 1,195	\$781	\$1,976	\$ 1,207	(\$769)	\$ 29,636	\$18,105	(\$11,531)
	Street Tree Removal		40.00	\$ 1,195	\$781	\$1,976	\$ 160	(\$1,816)	\$ 79,030	\$6,400	(\$72,630)
	Large Format Commercial Development (variance to standards)			\$ 2,351	\$1,536	\$3,887	\$ 6,900	\$3,013	\$ -		
	Manufactured Home Park *			\$ 2,296	\$1,500	\$3,795	\$ 3,505	(\$290)	\$ -		
	Model Home Permit			\$ 1,114	\$728	\$1,842	\$ 1,125	(\$717)	\$ -		
	Parking Variance for Historic Structure - Administrative approval		2.00	\$ 1,424	\$930	\$2,354	\$ 981	(\$1,373)	\$ 4,709	\$1,962	(\$2,747)
	Partition of Land (tentative) *		1.00	\$ 1,139	\$744	\$1,882	\$ 2,087	\$205	\$ 1,882	\$2,087	\$205
	Planned Development			\$ 6,779	\$4,428	\$11,206	\$ 6,825	(\$4,381)	\$ -		
	Planned Development Amendment		5.00	\$ 4,237	\$2,767	\$7,004	\$ 4,127	(\$2,877)	\$ 35,020	\$20,635	(\$14,385)
	Planned Development: In addition to any applicable zone change fee:			\$ -			\$ 6,825	\$6,825	\$ -		
	Residential Rate	per Dwelling Unit**		\$ 32	\$21	\$53	\$ 59	\$6	\$ -		
	Commercial Rate	/1,000 sq ft of bldg		\$ 32	\$21	\$53	\$ 59	\$6	\$ -		
	Industrial Rate	/1,000 sq ft of bldg		\$ 32	\$21	\$53	\$ 59	\$6	\$ -		
	Manufactured Home Park Per Lot Fee			\$ 21	\$14	\$35	\$ 35	\$0	\$ -		
	Property Line Adjustment		3.00	\$ 1,102	\$719	\$1,821	\$ 1,102	(\$719)	\$ 5,463	\$3,306	(\$2,157)
	Recreational Vehicle Park Permit			\$ 2,296	\$1,500	\$3,795	\$ 2,118	(\$1,677)	\$ -		
	Resident Occupied Short Term Rental		1.00	\$ 1,007	\$658	\$1,664	\$ 1,415	(\$250)	\$ 1,664	\$1,415	(\$250)
	Annual Renewal Fee:	May be repla	19.00	\$ -			\$ 235	\$235	\$ -	\$4,465	\$4,465
	Short Term Rental		4.00	\$ 1,007	\$658	\$1,664	\$ 1,415	(\$250)	\$ 6,657	\$5,658	(\$999)

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Annual Renewal Fee:	May be replaced by a business license fee	63.00	\$ -			\$ 235	\$235	\$ -	\$14,805	\$14,805
	Sign Standards Exception (variance)			\$ 1,421	\$928	\$2,349	\$ 2,609	\$260	\$ -		
	Solar Collection System Variance			\$ 1,421	\$928	\$2,349	\$ 2,609	\$260	\$ -		
				\$ -			\$ 675	\$675	\$ -		
	Subdivision (tentative) more than 10 lots		1.00	\$ 5,197	\$3,395	\$8,592	\$ 6,994	(\$1,598)	\$ 8,592	\$6,994	(\$1,598)
	Plus per lot fee		22.00	\$ 21	\$14	\$35	\$ 40	\$5	\$ 765	\$880	\$115
	Subdivision ≤ 10 lots *			\$ 2,813	\$1,837	\$4,650	\$ 3,857	(\$793)	\$ -		
	Plus per lot fee			\$ 21	\$14	\$35	\$ 40	\$5	\$ -		
	Temporary Living Unit Permit			\$ 843	\$551	\$1,394	\$ 819	(\$575)	\$ -		
	Semi-Annual Renewal Fee			\$ 641	\$419	\$1,060	\$ 528	(\$532)	\$ -		
	Three Mile Lane Development Review		5.00	\$ 2,178	\$1,422	\$3,600	\$ 2,087	(\$1,513)	\$ 18,000	\$10,435	(\$7,565)
	Transitional Parking Permit			\$ 1,234	\$806	\$2,040	\$ 1,241	(\$799)	\$ -		
	Urban Growth Boundary Amendment	Plus costs incurred in excess of base fee		\$ 11,568	\$7,556	\$19,124	\$ 18,720	(\$404)	\$ -		
	Variance (Land Division)			\$ 1,936	\$1,264	\$3,200	\$ 2,629	(\$571)	\$ -		
	Variance (Zoning)		1.00	\$ 2,104	\$1,374	\$3,478	\$ 2,867	(\$611)	\$ 3,478	\$2,867	(\$611)
	Zone Change			\$ 4,252	\$2,778	\$7,030	\$ 5,667	(\$1,363)	\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
	Residential Site and Design Review			\$ 2,148	\$1,403	\$3,550	\$ 2,461	(\$1,089)	\$ -		
	Commercial Site and Design Review			\$ 2,148	\$1,403	\$3,550	\$ 2,461	(\$1,089)	\$ -		
	Zoning / Compliance Letters		4.00	\$ 82	\$53	\$135	\$ 127	(\$8)	\$ 540	\$506	(\$34)
	North East Gateway Design Review		2.00	\$ 1,295	\$846	\$2,141	\$ 667	(\$1,474)	\$ 4,281	\$1,334	(\$2,947)

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Historic Landmarks, Certificate of Approval			\$ 2,299	\$1,502	\$3,801	\$ 1,809	(\$1,992)	\$ -		
	Sign Permit - Temporary			\$ 410	\$268	\$678	\$ 80	(\$598)	\$ -		
	Sign Permit - Perminate		21.00	\$ 450	\$294	\$744	\$ 185	(\$559)	\$ 15,634	\$3,885	(\$11,749)
	Historic Resources Inventory Amendment			\$ 1,465	\$957	\$2,421	\$ 1,304	(\$1,117)	\$ -		
	Comprehensive Plan Text Amendment/Zoning Ordinance Text Amendment			\$ 5,755	\$3,759	\$9,514	\$ 10,285	\$771	\$ -		
	Land Use Extension		2	\$ 577	\$377	\$753	\$ 1,285	\$532	\$ 1,506	\$2,570	\$1,064
	Interpretation of Code By Director			\$ 756	\$494	\$603	\$ 603		\$ -		
	Land Use Compatability Statement		10	\$ 370	\$241	\$611	\$ 624	\$13	\$ 6,109	\$6,240	\$131
	Minor Modification			\$ 1,276	\$834	\$2,110	\$ 1,285	(\$825)	\$ -		
	Wireless Communication Facility Review			\$ 1,888	\$1,233	\$3,121	\$ 4,871	\$1,750	\$ -		
	Residential Building Permit Review			\$ -					\$ -		
	Value < \$100,000		36	\$ 81	\$53	\$134	\$ 98	(\$36)	\$ 4,810	\$3,528	(\$1,282)
	Value > \$100,000		160	\$ 210	\$137	\$347.63	\$ 253.00	(\$95)	\$ 55,620	\$40,480	(\$15,140)
	Multi-family >\$100,000		9	\$ 775	\$507	\$1,282	\$ 883	(\$399)	\$ 11,538	\$7,947	(\$3,591)
	Commercial/Industrial Building Permit Review			\$ -					\$ -		
	Value <\$100,000		22	\$ 210	\$137	\$348	\$ 253	(\$95)	\$ 7,648	\$5,566	(\$2,082)
	Value \$100,000 - \$500,000		8	\$ 379	\$247	\$626	\$ 451	(\$175)	\$ 5,006	\$3,608	(\$1,398)
	Value > \$500,000		12	\$ 805	\$526	\$1,331	\$ 944	(\$387)	\$ 15,974	\$11,328	(\$4,646)
	Parking Variance for Historic Structure - Planning Commission Approval			\$ 1,379	\$901	\$2,280	\$ 1,353	(\$927)	\$ -		
				\$ -					\$ -		
	NEW FEES THAT HAVE BEEN ADDED SINCE LAST STUDY			\$ -					\$ -		
	Area Plan Review – Property Owner Initiated			\$ 18,234	\$11,910	\$30,144	\$ 11,580	(\$18,564)	\$ -		
	Comprehensive Plan Map Amendment / Zone Map Amendment			\$ 6,841	\$4,469	\$11,310	\$ 11,730	\$420	\$ -		
				\$ -					\$ -		

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
				\$ -					\$ -		
	Large Format Commercial Development Design Review		1	\$ 2,054	\$1,342	\$3,395	\$ 4,272	\$877	\$ 3,395	\$4,272	\$877
	Master Plan		1	\$ 10,686	\$6,980	\$17,666	\$ 6,400	(\$11,266)	\$ 17,666	\$6,400	(\$11,266)
	NE Gateway Design Standards and Guidelines – Waiver Request			\$ 1,807	\$1,180	\$2,987	\$ 981	(\$2,006)	\$ -		
	Parking Lot Review			\$ 1,090	\$712	\$1,801	\$ 862	(\$939)	\$ -		
	Planned Development Amendment – Minor Amendment (Administrative)		1	\$ 2,388	\$1,560	\$3,948	\$ 1,283	(\$2,665)	\$ 3,948	\$1,283	(\$2,665)
	Public Hearing Request			\$ 1,751	\$1,144	\$2,895	\$ 2,013	(\$883)	\$ -		
	Street Vacation			\$ 1,751	\$1,144	\$2,895	\$ 1,000	(\$1,895)	\$ -		
	Traffic Impact Analysis Review (actual consultant cost plus 25% admin and Project Management)			\$ -			\$ 950	\$950	\$ -		
	Urban Growth Boundary Amendment			\$ 18,234	\$11,910	\$30,144	\$ 18,720	(\$11,424)	\$ -		
				\$ -					\$ -		
	LAND USE APPLICATIONS NOT SPECIFIED (NEW FEES TO ADD TO MODEL)			\$ -					\$ -		
	TYPE I: Administrative Decision w/out Notification (permits) not on fee schedule			\$ 370	\$241	\$611	\$ 518	(\$93)	\$ -		
	TYPE II: Administrative Decision w/Notification (land-use) not on fee schedule			\$ 1,276	\$834	\$2,110	\$ 1,035	(\$1,075)	\$ -		
	TYPE III: Planning Commission Decision - not on fee schedule			\$ 2,104	\$1,374	\$3,478	\$ 3,507	\$29	\$ -		
	TYPE IV: City Council Decision – not on fee schedule			\$ 4,640	\$3,031	\$7,671	\$ 5,750	(\$1,921)	\$ -		
				\$ -					\$ -		
	WIRELESS – SMALL CELL FACILITIES (NEW FEES TO ADD TO MODEL)			\$ -					\$ -		
	Wireless – Small Cell (Initial Fee for Five Small Wireless Facilities	Fed Law		\$ -			\$ 577	\$577	\$ -		

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Wireless – Small Cell (Initial Fee – Each Greater	Fed Law		\$ -			\$ 115	\$115	\$ -		
	Wireless – Small Cell (Annual Recurring Fee for Each Facility)	Fed Law		\$ -			\$ 289	\$289	\$ -		
	Wireless – Small Cell "Make Ready" Cost Recovery. (Recovery of any specific costs incurred by the City by the attacher for work within the right-of-way and/or to enable the	Hourly		\$ -					\$ -		
				\$ -					\$ -		
	BUILDING PERMIT REVIEW (NEW FEES TO ADD TO MODEL)			\$ -					\$ -		
	Residential Design Standards Review*			\$ 553	\$361	\$914		(\$914)	\$ -		
	Single, Duplex, Triplex, Quadplex, Townhome,		144	\$ 733	\$479	\$1,212	\$ 263	(\$949)	\$ 174,528	\$37,800	(\$136,728)
	Cottage Cluster, Single Room Occupancy – Small Housing*			\$ 811	\$530	\$1,341	\$ 578	(\$763)	\$ -		
	Apartments, Single Room Occupancy – Large Housing*			\$ 1,165	\$761	\$1,926	\$ 788	(\$1,138)	\$ -		
				\$ -					\$ -		
	Revision Review (50% of original fee)			\$ -					\$ -		
				\$ -					\$ -		
	ADMINISTRATIVE FEES (NEW FEES TO ADD TO			\$ -					\$ -		
	Development Inspection for Conformance with			\$ -					\$ -		
	Hourly Rate		1	\$ -					\$ -		
	Neighborhood Meeting Mailing List		5	\$ 40	\$26	\$67	\$ 65	(\$2)	\$ 334	\$325	(\$9)
	Research / Staff Time		1	\$ -			\$ 74	\$74	\$ -	\$74	\$74
	Withdrawn Application (Prior to Complete)	75% reimburse		\$ -					\$ -		
	Withdrawn Application (Prior to Notice)	50%		\$ -					\$ -		
	Withdrawn Application (After Noticed)	No refund		\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Private Development agreements	Each		\$ 426	\$278	\$704		(\$704)	\$ -		
	Public facility improvement agreement	Each		\$ 426	\$278	\$704		(\$704)	\$ -		
	Easement agreement	Each		\$ 426	\$278	\$704		(\$704)	\$ -		
	Stormwater maintenance agreement	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
	Waiver of remonstrance	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
	Maintenance Agreement	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
	Quitclaim/Bargain and Sale Deed	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
				\$ 129	\$84	\$214		(\$214)	\$ -		
	Reimbursement District	Each		\$ 605	\$395	\$1,000		(\$1,000)	\$ -		
				\$ -					\$ -		
	Land Use Compatibility Statement – Marijuana Change in Business Name	Each	1	\$ -			\$ 582	\$582	\$ -	\$582	\$582
	Land Use Compatibility Statement – Marijuana Producer / Wholesaler	Each	1	\$ -			\$ 813	\$813	\$ -	\$813	\$813
	Land Use Compatibility Statement – Marijuana Dispensary	Each		\$ -			\$ 1,113	\$1,113	\$ -		
				\$ -					\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 586,527	\$ 272,497	(\$314,030)

Engineering Fees

City of McMinnville

Engineering Division



				Unit Cost Summary					Annual Cost Calculations		
Fee Type	Fee Type	Unit	Recovered Revenue Volume	Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Public Improvements - Fee for inspection of public improvements and management of CPA requirements										
	First \$100,000 Eng Cost Estimate	Which ever is greater					5%	\$0			
	> 100,000	Which ever is greater					3%	\$0			
	NEW PRIVATE DEVELOPMENT ENGINEERING FEES										
	Right of Way - Plan Review and Permitting										
	Utility Permit -Plan review and Permit	Each	130.00	\$262	\$286	\$548		(\$548)	\$71,201		(\$71,201)
	ROW minor (50 Ft lot frontage and local street classification) - Plan review and Permit	Each	40.00	\$486	\$531	\$1,017		(\$1,017)	\$40,686		(\$40,686)
	ROW major (more than one lot frontage or higher than local street classification) - Plan review and Permit	Each	20.00	\$1,488	\$1,627	\$3,115		(\$3,115)	\$62,304		(\$62,304)
	Sidewalk and driveway permit (per 50 LF of sidewalk and/or per of driveways) - Plan review and Permit	Each		\$374	\$409	\$782		(\$782)			
	ON-SITE DEVELOPMENT REVIEW AND PERMITTING										
	On-Site Plan Review - Based on permit job value			\$ -					\$ -		
	Value < \$100,000	New Fee		\$ -			5%	\$0	\$ -		
	Value \$100,001 - \$500,000	New Fee		\$ -			3%	\$0	\$ -		
	Value > \$500,000	New Fee		\$ -			1%	\$0	\$ -		
	On-Site Development Permit - Less than one acre			\$ 747	\$817	\$1,565		(\$1,565)	\$ -		
	On-Site Development Permit - More than one acre			\$ 1,495	\$1,635	\$3,130		(\$3,130)	\$ -		

Engineering Division



Fee Type	Fee Type	Unit	Recovered Revenue Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Early grading - Plan Review and Permitting										
	Early grading and drainage plan review	Each	2.00	\$2,339	\$2,557	\$4,896		(\$4,896)	\$9,792		(\$9,792)
	Early grading and drainage permit - less than one acre	Each	1.00	\$374	\$409	\$782		(\$782)	\$782		(\$782)
	Early grading and drainage permit -more than one acre	Each	1.00	\$735	\$804	\$1,538		(\$1,538)	\$1,538		(\$1,538)
	Erosion Control - Plan Review and Permitting										
	Less than one acre - Plan Review and Permit	Each	30.00	\$406	\$444	\$851		(\$851)	\$25,516		(\$25,516)
	More than one acre - Plan Review and Permit	Each	12.00	\$767	\$839	\$1,606		(\$1,606)	\$19,277		(\$19,277)
	Simplified single family residential - Plan Review and Permit	Each	150.00	\$172	\$188	\$361		(\$361)	\$54,115		(\$54,115)
	Other Fees										
	Temporary street/ROW use permit	Each	20.00	\$741	\$810	\$1,551		(\$1,551)	\$31,015		(\$31,015)
	Revocable agreement	Each	4.00	\$302	\$330	\$632		(\$632)	\$2,527		(\$2,527)
	Private Development agreements	Each	2.00	\$903	\$987	\$1,890		(\$1,890)	\$3,779		(\$3,779)
	Public facility improvement agreement	Each	20.00	\$481	\$526	\$1,008		(\$1,008)	\$20,157		(\$20,157)
	Easement agreement	Each	6.00	\$1,108	\$1,212	\$2,319		(\$2,319)	\$13,917		(\$13,917)
	Stormwater maintenance agreement	Each	12.00	\$501	\$548	\$1,049		(\$1,049)	\$12,592		(\$12,592)
	Waiver of remonstrance	Each	2.00	\$494	\$540	\$1,034		(\$1,034)	\$2,068		(\$2,068)
	Maintenance Agreement	Each	2.00	\$868	\$949	\$1,816		(\$1,816)	\$3,633		(\$3,633)
	Quitclaim/Bargain and Sale Deed	Each	1.00	\$426	\$466	\$893		(\$893)	\$893		(\$893)
	Reimbursement District	Each	2.00	\$2,077	\$2,271	\$4,347		(\$4,347)	\$8,695		(\$8,695)
	System development charge/reimbursement agreement	Each	2.00	\$2,077	\$2,271	\$4,347		(\$4,347)	\$8,695		(\$8,695)
	System impact analysis, City consultant fee plus 25% admin		12.00								
	Completeness Check	Each	20.00	\$657	\$719	\$1,376		(\$1,376)	\$27,514		(\$27,514)
	Supplemental review (more than 3 reviews - per sheet)	Per sheet		\$151	\$165	\$316		(\$316)			
	Addition Inspections or permits for which no fee is indicated	Per hour									
	Miscellaneous engineering fees	Per hour									
	PLANNING FEES SUPPORTED BY ENGINEERING (New Fees)										
	Area Plan Review – Property Owner Initiated		1.00	\$3,018	\$3,300	\$6,318		(\$6,318)	\$6,318		(\$6,318)

Engineering Division



Fee Type	Fee Type	Unit	Recovered Revenue Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Annexation		2.00	\$1,643	\$1,796	\$3,439		(\$3,439)	\$6,878		(\$6,878)
	Comprehensive Plan Map Amendment		0.80	\$988	\$1,080	\$2,068		(\$2,068)	\$1,654		(\$1,654)
	Comprehensive Plan Map Amendment / Zone Map Amendment			\$988	\$1,080	\$2,068		(\$2,068)			
	Comprehensive Plan Text Amendment / Zoning Text Amendment			\$988	\$1,080	\$2,068		(\$2,068)			
	Conditional Use Permit		5.20	\$657	\$719	\$1,376		(\$1,376)	\$7,154		(\$7,154)
	Land Division Application:										
	Partition			\$1,265	\$1,384	\$2,649		(\$2,649)			
	Subdivision ≤ 10 lots			\$1,265	\$1,384	\$2,649		(\$2,649)			
	Subdivision (more than 10 lots)			\$2,253	\$2,464	\$4,717		(\$4,717)			
	Expedited Land Division Application -50% additional over published fee										
			4.00								
	Landscape Review Plan		16.00	\$467	\$511	\$978		(\$978)	\$15,645		(\$15,645)
	Partition of Land (Tentative)*	Actual Hr. Rate									
	Property Line Adjustment*	Actual Hr. Rate									
	Traffic Impact Analysis Review	Actual Hr. Rate									
				\$ -							

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 458,345	\$ -	(\$458,345)

Building Fees

				Unit Cost Summary					Annual Cost Calculations w/o Reserves		
Service #	Fee Description	Unit/Notes	Actual Work Volume	Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
Building Fee Schedule											
	Valuation Based Building Permit (Inspection) Fees		1	\$ 284,613	\$80,019	\$364,632	\$ 425,108	\$60,476	\$ 364,632	\$425,108	\$60,476
	Structural Plan Review	65% of Permit	1	\$ 172,581	\$48,521	\$221,103	\$ 276,320	\$55,218	\$ 221,103	\$276,320	\$55,218
	Fire Life Safety Plan Review	40% of Permit	1	\$ 37,857	\$10,643	\$48,500	\$ 77,533	\$29,033	\$ 48,500	\$77,533	\$29,033
	Additional Plan Review after initial review	Per hour, min half hour	15	\$ 115	\$32	\$147	\$ 86	(\$61)	\$ 2,203	\$1,290	(\$913)
	Reinspection – per each	Half Hour Insp	6	\$ 57	\$16	\$73	\$ 86	\$13	\$ 441	\$516	\$75
	Each additional inspection, above allowable – per each	Half Hour Insp		\$ 57	\$16	\$73	\$ 86	\$13	\$ -		
	Inspections for which no fee is specifically indicated (as required) - hourly			\$ 115	\$32	\$147	\$ 86	(\$61)	\$ -		
	Inspection outside of normal business hours - hourly			\$ 172	\$48	\$220	\$ 129	(\$91)	\$ -		
	Deferred Submittal Plan Review Fee – in addition to project plan review fees	Hourly		\$ -					\$ -		
	Phased Project Plan Review Fee – in addition to project plan review fees			\$ -			\$ 296	\$296	\$ -		
	Structural demolition – complete demolition, not subject to State Surcharge			\$ 143	\$40	\$184	\$ 124	(\$60)	\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Structural alteration (not demo) – partial, soft, interior			\$ -			\$ 35	\$35	\$ -		
	Seismic Hazard Plan Check Fee (authorized by ORS 455.447(3))	1% of permit fee		\$ -					\$ -		
	Temporary Certificate of Occupancy			\$ 135	\$38	\$173	\$ 179	\$6	\$ -		
	Change of Occupancy			\$ 192	\$54	\$246	\$ 300	\$54	\$ -		
	Minimum charge			\$ -					\$ -		
	Structural Minimum Permit Fee		60	\$ 133	\$38	\$171	\$ 150	(\$21)	\$ 10,254	\$9,000	(\$1,254)
	Stand Alone Res'l Fire Supp		2	\$ -					\$ -		
				\$ -					\$ -		
	Square Footage of Area to be Covered			\$ -					\$ -		
	0 – 2000 sq ft			\$ 163	\$46	\$208	\$ 206	(\$2)	\$ -		
	2001 – 3600 sq ft			\$ 219	\$62	\$281	\$ 290	\$9	\$ -		
	3601 - 7200 sq ft			\$ 276	\$78	\$354	\$ 310	(\$44)	\$ -		
	7201 sq ft and greater			\$ 333	\$94	\$427	\$ 360	(\$67)	\$ -		
	Commercial Fire Suppression	Valuation		\$ -					\$ -		
				\$ -					\$ -		
√	Solar Permit – Prescriptive Path System, fee includes initial plan review			\$ 134	\$38	\$172	\$ 172	(\$0)	\$ -		
√	Solar Permit – Non-Prescriptive Path System	Valuation		\$ -					\$ -		
	Investigation Fee – hourly		4	\$ 115	\$32	\$147	\$ 86	(\$61)	\$ 587	\$344	(\$243)
				\$ -					\$ -		
				\$ -					\$ -		
	MFD DWELLING PLACEMENT			\$ -					\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Manufactured Dwelling Placement Fee *		4	\$ 201	\$56	\$257	\$ 254	(\$3)	\$ 1,028	\$1,016	(\$12)
	State (Cabana) Fee		3	\$ -					\$ -		
	State Code Development and Training and Monitoring fee 918-500-0105(5)	Valuation		\$ -					\$ -		
				\$ -					\$ -		
	Manufactured Home Awning	Valuation		\$ -					\$ -		
	Manufactured Home Accessory Buildings or Structures	Valuation		\$ -					\$ -		
	Manufactured Home Alteration	Valuation		\$ -					\$ -		
	Investigation Fee			\$ 115	\$32	\$147		(\$147)	\$ -		
	Reinspection Fee		2	\$ -					\$ -		
				\$ -			\$ 236	\$236	\$ -		
	RESIDENTIAL MECHANICAL			\$ -					\$ -		
	Air conditioner		204	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 19,473	\$12,240	(\$7,233)
	Air handling unit of up to 10,000 cfm		213	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 20,332	\$12,780	(\$7,552)
	Air handling unit 10001 cfm and over		1	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 95	\$60	(\$35)
	Appliance of piece of equipment regulated by code but no classified in		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Attic or crawl space fans			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Chimney/liner/flue/vent		7	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 514	\$420	(\$94)
	Clothes dryer exhaust		153	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 11,235	\$9,180	(\$2,055)
	Decorative gas fireplace		107	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 7,857	\$6,420	(\$1,437)
	Evaporative cooler other than portable			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Floor furnace, including vent			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Flue vent for water heater or gas fireplace		110	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 8,077	\$6,600	(\$1,477)
	Furnace – greater than 100000 BTU		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Furnace – up to 100000 BTU		45	\$ -			\$ 60	\$60	\$ -	\$2,700	\$2,700
	Furnace/burner including duct work/vent/liner		10	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 734	\$600	(\$134)
	Gas or wood fireplace/insert		10	\$ 83	\$23	\$106	\$ 60	(\$46)	\$ 1,065	\$600	(\$465)
	Gas fuel piping outlets	1-4 Outlets	136	\$ 83	\$23	\$106	\$ 60	(\$46)	\$ 14,480	\$8,160	(\$6,320)
	Heat pump		169	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 16,132	\$10,140	(\$5,992)
	Hood served by mechanical exhaust, including ducts for hood		5	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 367	\$300	(\$67)
	Hydronic hot water system			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Installation or relocation domestic/type incinerator			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Mini split system		80	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 7,637	\$4,800	(\$2,837)
	Oil tank/gas diesel generators		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Pool or spa heater, kiln		150	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 11,014	\$9,000	(\$2,014)
	Range hood/other kitchen equipment			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Repair, alteration, or addition to mechanical appliance including installation of controls			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Suspended heater, recessed wall heater, or floor mounted heater		10	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 734	\$600	(\$134)
	Ventilation fan connected to single duct		163	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 11,969	\$9,780	(\$2,189)
	Ventilation system not a portion of heating or air-conditioning system authorized by permit		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Water heater		25	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 1,836	\$1,500	(\$336)
	Wood/pellet stove		6	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 441	\$360	(\$81)
	Other heating/cooling		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Other fuel appliance		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Other environment exhaust/ventilation		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Ductwork – no appliance/fixture		2	\$ -			\$ 60	\$60	\$ -	\$120	\$120
	Radon mitigation		138	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 10,133	\$8,280	(\$1,853)
	If a plan check is required	65% of mechanical permit fee, \$236. min		\$ 185	\$52	\$238	\$ 236	(\$2)	\$ -		
				\$ -					\$ -		
	Commercial Mechanical			\$ -					\$ -		
	\$1-\$1,000		4	\$ -					\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	\$1,001-\$5,000		4	\$ -					\$ -		
	\$5,001 - \$10,000		15	\$ -					\$ -		
	\$10,001-\$50,000		57	\$ -					\$ -		
	\$50,001-\$100,000		9	\$ -					\$ -		
	\$100,001 and above		6	\$ -					\$ -		
	OTHER MECHANICAL FEES			\$ -					\$ -		
	Additional Plan Review-per hour			\$ 113	\$32	\$144	\$ 86	(\$58)	\$ -		
	Reinspection – per each			\$ 57	\$16	\$73	\$ 86	\$13	\$ -		
	Each additional inspection, above allowable – per each			\$ 57	\$16	\$73	\$ 86	\$13	\$ -		
	Inspections for which no fee is specifically – per each indicated (as required)	Per hour, min 1 hour					\$ 86				
				\$ 115	\$32	\$147		(\$61)	\$ -		
	Investigation Fee – hourly	Min 2 hours		\$ 115	\$32	\$147	\$ 86	(\$61)	\$ -		
	Mechanical Permit Processing Fee		94	\$ 49	\$14	\$63	\$ 60	(\$3)	\$ 5,883	\$5,640	(\$243)
				\$ -					\$ -		
				\$ -					\$ -		
	PLUMBING FEES			\$ -					\$ -		
	RESIDENTIAL			\$ -					\$ -		
	NEW CONSTRUCTION			\$ -					\$ -		
	1 Bath		3	\$ 106	\$30	\$136	\$ 86	(\$50)	\$ 408	\$258	(\$150)
	2 Bath		27	\$ 115	\$32	\$147	\$ 129	(\$18)	\$ 3,965	\$3,483	(\$482)
	3 Bath		107	\$ 143	\$40	\$184	\$ 172	(\$12)	\$ 19,642	\$18,404	(\$1,238)
	Additional Bathroom		13	\$ 39	\$11	\$49	\$ 42	(\$7)	\$ 641	\$546	(\$95)
	Additional Kitchen		3	\$ 39	\$11	\$49	\$ 42	(\$7)	\$ 148	\$126	(\$22)
	COMMERCIAL AND NON-NEW RESIDENTIAL			\$ -					\$ -		
	Sanitary Sewer - First 100 feet or less		41	\$ 78	\$22	\$99	\$ 47	(\$52)	\$ 4,071	\$1,927	(\$2,144)

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Sanitary Sewer - Each additional 100 feet or fraction thereof		11	\$ 29	\$8	\$37	\$ 39	\$2	\$ 404	\$429	\$25
	Storm – first 100 feet or less		8	\$ 78	\$22	\$99	\$ 47	(\$52)	\$ 794	\$376	(\$418)
	Storm – Each additional 100 feet or fraction thereof		4	\$ 29	\$8	\$37	\$ 39	\$2	\$ 147	\$156	\$9
	Water – first 100 feet or less		43	\$ 78	\$22	\$99	\$ 47	(\$52)	\$ 4,270	\$2,021	(\$2,249)
	Water – Each additional 100 feet or fraction thereof		14	\$ 29	\$8	\$37	\$ 39	\$2	\$ 514	\$546	\$32
	FIXTURES – FEE PER EACH			\$ -					\$ -		
	Absorption valve			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Backflow preventer		39	\$ 80	\$23	\$103	\$ 60	(\$43)	\$ 4,009	\$2,340	(\$1,669)
	Backwater valve		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Catch basin or area drain		7	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 514	\$420	(\$94)
	Clothes washer		28	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 2,056	\$1,680	(\$376)
	Dishwasher		16	\$ 69	\$19	\$88	\$ 60	(\$28)	\$ 1,410	\$960	(\$450)
	Drinking fountain		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Ejectors/sump pump		3	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 220	\$180	(\$40)
	Expansion tank		3	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 220	\$180	(\$40)
	Fixture cap		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Floor drain/floor sink/hub drain		23	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 1,689	\$1,380	(\$309)
	Garbage disposal		10	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 734	\$600	(\$134)
	Hose bib (up to 5)		22	\$ 63	\$18	\$81	\$ 60	(\$21)	\$ 1,777	\$1,320	(\$457)
	Ice maker		12	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 881	\$720	(\$161)
	Primer		5	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 367	\$300	(\$67)
	Sink/basin/lavatory		85	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 6,241	\$5,100	(\$1,141)
	Stormwater facility			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Swimming pool piping			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Tub/shower/shower pan		73	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 5,360	\$4,380	(\$980)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Urinal		4	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 294	\$240	(\$54)
	Water closet		59	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 4,332	\$3,540	(\$792)
	Water heater		60	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 4,406	\$3,600	(\$806)
	Other – plumbing		8	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 587	\$480	(\$107)
	Alternate potable water heating system			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Interceptor/grease trap		6	\$ 72	\$20	\$92	\$ 60	(\$32)	\$ 551	\$360	(\$191)
	Manholes		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Roof drain (commercial)		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Trench drain		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
				\$ -					\$ -		
				\$ -					\$ -		
	PLUMBING, MEDICAL GAS – fee based on installation costs and Valuation			\$ -					\$ -		
	\$1-\$1,000			\$ -					\$ -		
	\$1,001-\$5,000			\$ -					\$ -		
	\$5,001 - \$10,000			\$ -					\$ -		
	\$10,001 - \$100,000			\$ -					\$ -		
	\$50,001-\$100,000			\$ -					\$ -		
	\$100,001 and above			\$ -					\$ -		
				\$ -					\$ -		
	Square Footage of Area to be Covered			\$ -					\$ -		
	0 – 2000 sq ft			\$ 163	\$46	\$208	\$ 206	(\$2)	\$ -		
	2001 – 3600 sq ft			\$ 219	\$62	\$281	\$ 290	\$9	\$ -		
	3601 - 7200 sq ft			\$ 276	\$78	\$354	\$ 310	(\$44)	\$ -		
	7201 sq ft and greater			\$ 333	\$94	\$427	\$ 360	(\$67)	\$ -		
	OTHER PLUMBING FEES			\$ -					\$ -		
	If a plan check is required			\$ -					\$ -		
	Med-gas surcharge for contracted			\$ -					\$ -		
	1 & 2 Family repiping in-building water		44	\$ -					\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	supply lines			\$ -					\$ -		
	Additional Plan Review – per hour			\$ -					\$ -		
	Reinspection – per each		4	\$ 57	\$16	\$73		(\$73)	\$ 294		(\$294)
	Each additional inspection, above			\$ 57	\$16	\$73		(\$73)	\$ -		
	Inspections for which no fee is			\$ 115	\$32	\$147		(\$147)	\$ -		
	Inspection outside of normal business			\$ 172	\$48	\$220		(\$220)	\$ -		
	Investigation Fee – hourly			\$ -					\$ -		
	Plumbing Permit Processing Fee		52	\$ 49	\$14	\$63		(\$63)	\$ 3,255		(\$3,255)
				\$ -					\$ -		
	EXCAVATION FEES			\$ -					\$ -		
	Grading Plan Review			\$ -					\$ -		
	50 cubic yards or less			\$ -					\$ -		
	51 to 100 cubic yards			\$ -					\$ -		
	101 to 1,000 cubic yards			\$ -					\$ -		
	1,001 to 10,000 cubic yards			\$ -					\$ -		
	10,001 to 100,000 cubic yards			\$ -					\$ -		
	100,001 cubic yards or more			\$ -					\$ -		
	Grading Permit			\$ -					\$ -		
	50 cubic yards or less			\$ -					\$ -		
	51 to 100 cubic yards			\$ -					\$ -		
	101 to 1,000 cubic yards			\$ -					\$ -		
	1,001 cubic yards or more			\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 874,209	\$ 848,417	(\$25,792)

FY 2023-2024 Budget Supplement Public Hearing Notice
Printing Error & Republication
Written 6/24/2024 (CLW)

1. The City of McMinnville had a FY 2023-24 Supplemental Budget that required a public hearing, for the Park Development Fund and Insurance Services Fund. The publication was provided to the News Register on 5/4/2024, published on 5/17/2024, and the public hearing was conducted 5/28/2024. ([Exhibit 1A](#))
 - a. When the News Register printed this public hearing notice, the information noted within the red box ([Exhibit 1A](#)) was erroneously omitted.
 - b. [Exhibit 1B](#) demonstrates the 5/17/2024 publication for the 5/28/2024 public hearing, with the Insurance Services Fund details not included.
 - c. Resolution #2024-29
2. After the 5/28/24 public hearing, the 5/28/2024 Supplemental Budget public hearing notice was found to have an error within the Park Development Fund's amounts, along with the staff report.
3. A revised version of the same Supplemental Budget public hearing notice (with \$ correction made) was published 6/3/2024 and a public hearing was conducted 6/11/2024, with City Council actions of repealing the prior resolution, having a "fresh" public hearing, and adoption of the corrected supplemental budget resolution. ([Exhibit 2A](#))
 - a. Although at the time of this publication, we had not noticed that the first Supplemental Budget publication had a printing issue, this second publication was printed in whole.
 - b. [Exhibit 2B](#) demonstrates the 6/3/2024 corrected publication for the 6/11/2024 public hearing.
 - c. Resolution # 2024-31
4. We became aware of the first newspaper printing error on 6/17/2024 and reached out to the Oregon Department of Revenue for guidance.
 - a. The Oregon Department of Revenue's direction was:

"..... since you published the whole revised version of the supplemental budget and held another hearing based on the published revised supplemental budget it is not necessary for you to redo any of the hearings. However, the original publication error should be addressed. The proper way to do this would be to go through the process of publicly correcting the original publication error by providing testimony of the original error at the next meeting which sounds like it will be held on 6/25/24. At this meeting you can explain how the original publication was printed in error, how it was inadvertently corrected in the publication published on 6/3 and in the meeting held on 6/11, and then state the checks you will make in the future to prevent this situation from happening again."

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public meeting of the McMinnville City Council will be held on May 28, 2024 at 7:00 pm. The hearing will take place in person with remote engagement options as well. Seating capacity at Civic Hall, 200 NE Second Street in McMinnville, is available but limited. Information on remote viewing and real time public comment options is available in the calendar section of mcminnvilleoregon.gov. In addition, public comment may be submitted ahead of the hearing online on the city's website mcminnvilleoregon.gov/finance/webform/budget-public-comment. A summary of the supplemental FY2023-24 budget is presented below. A copy of the FY24 adopted budget is available online at mcminnvilleoregon.gov/finance.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Park Development Fund

Resource	Amount	Expenditure	Amount
All Resources (unchanged)	2,674,690	Program	155,080
		Contingency	437,500
		All other requirements unchanged	2,082,110
Revised Total Fund Resources	2,674,690	Revised Total Fund Requirements	2,674,690

Explanation of change(s):

This fund has held the costs associated with the Park and Recreation Open Space Plan update. The PROS project has made great progress towards completion recently and we have the opportunity to continue the momentum. Expenses anticipated to come in the next fiscal year have been rescheduled to happen in the current year. To add appropriation authority for this activity, a FY2023-24 contingency transfer in the amount of \$62,500 will be made to the Park Development fund's program category.

FUND: Insurance Services Fund

Resource	Amount	Expenditure	Amount
Charges for Services	1,317,274	Insurance Services	1,410,820
Miscellaneous	167,465	Contingency	173,000
All resources unchanged	628,429	All other requirements unchanged	529,348
Revised Total Fund Resources	2,113,168	Revised Total Fund Requirements	2,113,168

Explanation of change(s):

The Insurance Services Fund had particular uncertainty in projecting its revenues and expenses due to the fire district transition as well as budgeting for increases in insurance costs in the recent inflationary environment. An increase of \$216,500 in its FY2023-24 program budget is proposed. Of that amount, \$139,500 will be offset by higher revenues and the balance of \$77,000 will be a contingency transfer.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

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SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Park Development Fund

Resource	Amount	Expenditure	Amount
All Resources (unchanged)	2,674,690	Program	155,080
		Contingency	437,500
		All other requirements unchanged	2,082,110
Revised Total Fund Resources	2,674,690	Revised Total Fund Requirements	2,674,690

Explanation of change(s):

This fund has held the costs associated with the Park and Recreation Open Space Plan update. The PROS project has made great progress towards completion recently and we have the opportunity to continue the momentum. Expenses anticipated to come in the next fiscal year have been rescheduled to happen in the current year. To add appropriation authority for this activity, a FY2023-24 contingency transfer in the amount of \$62,500 will be made to the Park Development fund's program category.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public meeting of the McMinnville City Council will be held on [June 11, 2024](#) at 7:00 pm. The hearing will take place in person with remote engagement options as well. Seating capacity at Civic Hall, 200 NE Second Street in McMinnville, is available but limited. Information on remote viewing and real time public comment options is available in the calendar section of [mcminnvilleoregon.gov](#). In addition, public comment may be submitted ahead of the hearing online on the city's website [mcminnvilleoregon.gov/finance/webform/budget-public-comment](#). A summary of the supplemental FY2023-24 budget is presented below. A copy of the FY24 adopted budget is available online at [mcminnvilleoregon.gov/finance](#).

The purpose of the hearing is to discuss the supplemental budget with interested persons.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Park Development Fund

Resource	Amount	Expenditure	Amount
All Resources (unchanged)	2,690,690	Program	155,080
		Contingency	437,500
		All other requirements unchanged	2,098,110
Revised Total Fund Resources	2,690,690	Revised Total Fund Requirements	2,690,690

Explanation of change(s):

This fund has held the costs associated with the Park and Recreation Open Space Plan update. The PROS project has made great progress towards completion recently and we have the opportunity to continue the momentum. Expenses anticipated to come in the next fiscal year have been rescheduled to happen in the current year. To add appropriation authority for this activity, a FY2023-24 contingency transfer in the amount of \$62,500 will be made to the Park Development fund's program category.

FUND: Insurance Services Fund

Resource	Amount	Expenditure	Amount
Charges for Services	1,317,274	Insurance Services	1,410,820
Miscellaneous	167,465	Contingency	173,000
All resources unchanged	628,429	All other requirements unchanged	529,348
Revised Total Fund Resources	2,113,168	Revised Total Fund Requirements	2,113,168

Explanation of change(s):

The Insurance Services Fund had particular uncertainty in projecting its revenues and expenses due to the fire district transition as well as budgeting for increases in insurance costs in the recent inflationary environment. An increase of \$216,500 in its FY2023-24 program budget is proposed. Of that amount, \$139,500 will be offset by higher revenues and the balance of \$77,000 will be a contingency transfer.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public meeting of the McMinnville City Council will be held on June 11, 2024 at 7:00 pm. The hearing will take place in person with remote engagement options as well. Seating capacity at Civic Hall, 200 NE Second Street in McMinnville, is available but limited. Information on remote viewing and real time public comment options is available in the calendar section of mcminnvilleoregon.gov. In addition, public comment may be submitted ahead of the hearing online on the city's website mcminnvilleoregon.gov/finance/webform/budget-public-comment. A summary of the supplemental FY2023-24 budget is presented below. A copy of the FY24 adopted budget is available online at mcminnvilleoregon.gov/finance.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Park Development Fund

Resource	Amount	Expenditure	Amount
All Resources (unchanged)	2,690,690	Program	155,080
		Contingency	437,500
		All other requirements unchanged	2,098,110
Revised Total Fund Resources	2,690,690	Revised Total Fund Requirements	2,690,690

Explanation of change(s):

This fund has held the costs associated with the Park and Recreation Open Space Plan update. The PROS project has made great progress towards completion recently and we have the opportunity to continue the momentum. Expenses anticipated to come in the next fiscal year have been rescheduled to happen in the current year. To add appropriation authority for this activity, a FY2023-24 contingency transfer in the amount of \$62,500 will be made to the Park Development fund's program category.

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STAFF REPORT

DATE: June 25, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution declaring the City's election to receive certain state shared revenues

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Report in Brief: Council will consider a resolution electing to receive its share of certain state shared revenues.

Discussion:

Oregon Revised Statute (ORS) 221.770(1) designates that a share of certain revenues of the state of Oregon shall be apportioned among and distributed to the cities of the state for general purposes as provided for in the ORS. The City shall not be included in apportionments or receive distributions of state shared revenues unless the city:

- Elects to receive distributions for the fiscal year by enactment of a resolution expressing that election and filing a copy of the resolution with the Oregon Department of Administrative Services not later than July 31 of the fiscal year
- Holds at least one public hearing, after adequate public notice, at which citizens have the opportunity to provide comment to the authority responsible for approving the proposed budget for the fiscal year on the possible uses of the State distributions and certifies its compliance as required by ORS 221.770(1)(b)
- Holds at least one public hearing, after adequate public notice, at which citizens have the opportunity to provide comment to, and ask questions of, the authority responsible for adopting the city budget on the proposed use of distributions in relation to the entire budget of the city for the fiscal year and certifies its compliance as required by ORS 221.770(1)(c)

- Levied a property tax for the year preceding the year in which revenue sharing is due under ORS 471.810 (Distribution of available moneys in Oregon Liquor Control Commission Account)

The City of McMinnville has complied with the requirements to hold public hearings, after adequate public notice, and has levied a property tax for the year preceding the year in which revenue sharing is due.

The attached Resolution satisfies the requirement of 221.770(1)(a) which requires the City to elect to receive distribution of State shared funds by adopting such resolution. Upon Council adoption, City staff will file the Resolution with the Department of Administrative Services no later than July 31, 2024.

Fiscal Impact:

The City anticipates receiving \$508,000 in state shared revenues, a vital source of unrestricted general fund revenues to support public services.

Council Action Options:

1. Approve the resolution – staff recommendation. This will allow the City to request its share of state shared revenues.
2. Reject the resolution. This action would likely result in forfeiting state shared revenues or approximately \$508,000 in the FY2024-25 year.

Attachments:

Resolution 2024-33

RESOLUTION NO. 2024 – 33

A Resolution declaring the City’s election to receive certain state shared revenues.

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

1. Pursuant to ORS 221.770, the City hereby elects to receive state shared revenues for fiscal year 2024 – 2025.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes:_____

Nays:_____

Approved this 25th day of June, 2024.

MAYOR

Approved as to form:

CITY ATTORNEY

I certify that a public hearing before the Budget Committee was held on May 22, 2024, and a public hearing before the City Council was held on June 11, 2024, giving citizens an opportunity to comment on use of State Revenue Sharing.

CITY RECORDER

STAFF REPORT

DATE: June 25, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution certifying provision of municipal services by the City of McMinnville

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Discussion:

Oregon Revised Statute (ORS) 221.760(1) designates certain prerequisites for cities in a county of over 100,000 population to receive State shared revenues from cigarette, gas, and liquor taxes. The ORS states that the officer responsible for disbursing such funds to cities shall disburse such funds, in the case of a city located within a county having more than 100,000 inhabitants, only if the officer reasonably is satisfied that the city provides four or more of the following municipal services:

1. Police protection
2. Fire protection
3. Street construction, maintenance and lighting
4. Sanitary sewers
5. Storm sewers
6. Planning, zoning and subdivision control
7. One or more utility services

The attached Resolution certifies that the City meets the prerequisites for receiving cigarette, gas and liquor taxes.

Fiscal Impact:

The City anticipates receiving \$508,000 in state shared revenues, a vital source of unrestricted general fund revenues to support public services.

Council Action Options:

1. Approve the resolution – staff recommendation. This will allow the City to request its share of state shared revenues.
2. Reject the resolution. This action would likely result in forfeiting state shared revenues or approximately \$508,000 in the FY2024-25 year.

Attachments:

Resolution 2024-34

RESOLUTION NO. 2024 – 34

A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

RECITALS:

Whereas, ORS 221.760 provides that a city located within a county that has more than 100,000 inhabitants according to the most recent federal decennial census must provide four or more municipal services in order to qualify to receive revenues from cigarette, gas, and liquor taxes (Shared Revenues). These revenues are provided for in ORS 323.455, 366.785 to 366.820, and 471.805; and

Whereas, the services to be considered are:

- 1) Police protection
- 2) Fire protection
- 3) Street construction, maintenance, lighting
- 4) Sanitary sewer
- 5) Storm sewer
- 6) Planning, zoning, subdivision control
- 7) One or more utility services; and

Whereas, to assist the state officer responsible for determining the eligibility of the City to receive these revenues in accordance with ORS 221.760, the City may certify its eligibility; and

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

1. The City certifies that it provides the following municipal services as enumerated in ORS 221.760(1):
 - 1) Police protection—Yes
 - 2) Street construction, maintenance, lighting—McMinnville Water and Light provides lighting, otherwise Yes
 - 3) Sanitary sewer—Yes
 - 4) Storm sewer—Yes
 - 5) Planning, zoning, subdivision control—Yes
2. This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes:_____

Nays:_____

Approved this 25th day of June 2024.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

STAFF REPORT

DATE: June 25, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution authorizing interfund loans for capital expenditures included in the FY2024-25 Budget from the Wastewater Capital to the General Fund

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Report in Brief:

This action includes a resolution authorizing \$606,760 in interfund loans from Wastewater Capital Fund reserves for a variety of capital replacement and project purposes. These internal borrowings are included in the FY2024-25 budget, have initial payments in FY2025-26, and are extended for a five-year term at 5.7% interest.

Discussion:

This Resolution authorizes a loan from the Wastewater Capital Fund to the General Fund for a variety of purposes with the maximum principal noted:

Capital Investment Description	FY25 Loan
Replace fire alarm panel & annunciator in City Hall	30,000
Replace frontage sidewalk in front of Nelson House	60,000
Sedan replaces 2007 unit w/ compact 4x4 truck (Engineering)	45,000
Planning Inspections Vehicle	25,000
Community Development building - HVAC II	13,125
Replace 2017 Ford 839 (but keep as spare K9 in Police Dept)	84,335

Replace 2017 Dodge 801 (Move to SUV-Tahoe for Police Dept)	79,300
Community Center - Fire Panel Replacement	10,000
Senior Center - Replace vinyl flooring	11,700
Senior Center - Carpet replacement	54,700
11' Rotary large area mower - replace 2013 (Park Maint)	90,000
Thompson Park ADA ramp with tactile warning	15,000
Sprinkler/Riser Deficiency Repairs (Library)	25,000
Shared Info Services - Network Switches, Host Servers, WiFi upgrade	51,600
MDT's for replacement patrol vehicles (Police Dept)	12,000
Total FY25 Interfund Loans Authorized	606,760

The Wastewater Capital Fund has reserve funds available to loan to the General Fund, which at the end of FY2024-25 is estimated to be more than \$18.4 million including these loans.

These loans are incorporated into the FY2024-25 budgets for the Wastewater Capital Fund and General Fund.

Oregon Revised Statute (ORS) 294.468 allows a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body. Further, when the purpose of the loan is for capital expenditures, the maximum repayment term may be 10 years and principal and interest must be stated and the loan budgeted.

Therefore, this resolution authorizes a maximum of \$606,760 in internal loans from the Wastewater Capital Fund to the General Fund. The interest rate is set at 5.70% per annum; the Local Government Investment Pool rate of 5.20% (last updated on 2.01.2024) plus .50% additional earnings to be accrued to the Wastewater Capital Fund. The term of all the loans provides for five annual installment payments beginning in FY2024-26.

Fiscal Impact:

The internal borrowing allows the City to make investments in capital replacement and capital projects as it did in FY2023-24 after being unable to budget for capital investments in the General Fund for the two years prior due to budget constraints. The

actual capital purchase amounts will be reimbursed by the interfund loans up to the authorized maximum; the resolution represents a contractual obligation for the General Fund to repay the loans with interest within the stated term.

Council Action Options:

1. Approve the resolution – staff recommendation. This will allow the City to move forward with the capital investments listed here as well as included in the FY2024-25 approved budget.
2. Reject the resolution. This action would mean these capital investments would not receive the planned resource to support them. While alternative funding sources might be found for some of the investments, a rejection of the internal borrowing resolution would likely result in the inability to move forward with most of these projects in the FY2024-25 year.

Attachments:

Resolution 2024-35

RESOLUTION NO. 2024-35

A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments.

RECITALS:

Whereas, Oregon Local Budget Law allows a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body (ORS 294.468); and

Whereas, this resolution authorizes a loan from the Wastewater Capital Fund to the General Fund for purposes of capital purchases as listed in Exhibit A; and

Whereas, all of these internal borrowings are included in the FY2024-25 Approved Budget for the City of McMinnville, as voted on by the Budget Committee on May 23, 2024, and in the proposed FY2024-25 Adopted Budget before the Council on June 25, 2024; and

Whereas, pursuing internal borrowing for these capital outlays has both a lower actual cost and transaction cost for the General Fund compared to a commercial lease arrangement; and

Whereas, the Wastewater Capital Fund has reserve funds available to loan to the General Fund; and

Whereas, as provided for in ORS 294.468, this resolution authorizes an interfund loan of no greater than a total of \$606,760 from the Wastewater Capital Fund to the General Fund for the capital investments listed in Exhibit A; and

Whereas, ORS 294.468 requires that an interfund loan to acquire a capital asset be repaid in full within 10 years of the date of the loan; and

Whereas, the capital equipment and vehicle assets to be purchased have a useful life of five to ten years; and

Whereas, the capital building projects on existing city facilities have a useful life of up to twenty years; and

Whereas, all loans will be made for five-year terms with a rate of interest on the loan is set at 5.70% per annum, a rate of return that exceeds the current interest rate for funds invested in the local government investment, 5.20% as of February 1, 2024; and

Whereas, a loan repayment schedule under which the principal and interest is to be repaid is also included in Exhibit A of this resolution; and

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

1. **Authorize the Interfund Loans** from the Wastewater Capital Fund to the General Fund.

2. **Funds loaned will not exceed a total of \$606,760** and shall be from unrestricted reserve funds available in the Wastewater Capital Fund.
3. **Interest will accrue at the rate of 5.7%** per annum repayment of principal and interest will be made according to the amortization schedules noted in Exhibit A.
4. **Advanced repayment of the loans is permitted** and may be made in at any time.

This Resolution will take effect on July 1, 2024, 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 25th day of June, 2024 by the following votes:

Ayes:_____

Nays:_____

Approved this 25th day of June, 2024.

Mayor

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

EXHIBITS:

- A. Wastewater Capital Fund to the General Fund for the capital investments listed

Exhibit A

A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments

IS: Technology Shared Capital Investments

Loan Amount: 51,600 **Annual interest rate:** 5.70%

	Principal	Interest	Total Payment
Year 1	9,208.65	2,941.20	12,149.85
Year 2	9,733.54	2,416.31	12,149.85
Year 3	10,288.36	1,861.49	12,149.85
Year 4	10,874.79	1,275.06	12,149.85
Year 5	11,494.66	655.20	12,149.86
Total	51,600.00	9,149.27	60,749.26

Admin: City Hall Capital Investment Fire Panel

Loan Amount: 30,000 **Annual interest rate:** 5.70%

	Principal	Interest	Total Payment
Year 1	5,353.87	1,710.00	7,063.87
Year 2	5,659.04	1,404.83	7,063.87
Year 3	5,981.60	1,082.26	7,063.87
Year 4	6,322.55	741.31	7,063.87
Year 5	6,682.94	380.93	7,063.87
Total	30,000.00	5,319.34	35,319.34

Admin: Nelson House Capital Investment Sidewalk

Loan Amount: 60,000 **Annual interest rate:** 5.70%

	Principal	Interest	Total Payment
Year 1	10,707.73	3,420.00	14,127.73
Year 2	11,318.07	2,809.66	14,127.73
Year 3	11,963.20	2,164.53	14,127.73
Year 4	12,645.11	1,482.63	14,127.73
Year 5	13,365.88	761.86	14,127.74
Total	60,000.00	10,638.67	70,638.67

Engineering: Vehicle replacement 2007 unit

Loan Amount: 45,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	8,030.80	2,565.00	10,595.80
Year 2	8,488.56	2,107.24	10,595.80
Year 3	8,972.40	1,623.40	10,595.80
Year 4	9,483.83	1,111.97	10,595.80
Year 5	10,024.41	571.39	10,595.80
Total	45,000.00	7,979.00	52,979.00

Cmty Dev: Vehicle

Loan Amount: 25,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	4,461.56	1,425.00	5,886.56
Year 2	4,715.86	1,170.69	5,886.56
Year 3	4,984.67	901.89	5,886.56
Year 4	5,268.79	617.76	5,886.56
Year 5	5,569.12	317.44	5,886.56
Total	25,000.00	4,432.78	29,432.78

CDC: Capital Investment HVAC II

Loan Amount: 13,125 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	2,342.32	748.13	3,090.44
Year 2	2,475.83	614.61	3,090.44
Year 3	2,616.95	473.49	3,090.44
Year 4	2,766.12	324.32	3,090.44
Year 5	2,923.79	166.66	3,090.45
Total	13,125.00	2,327.21	15,452.21

MPD: Replace 2017 Ford Expl 839 (keep as spare K9) - priority 1

Loan Amount: 84,335 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	15,050.61	4,807.10	19,857.71
Year 2	15,908.50	3,949.21	19,857.71
Year 3	16,815.28	3,042.43	19,857.71
Year 4	17,773.75	2,083.95	19,857.71
Year 5	18,786.86	1,070.85	19,857.71
Total	84,335.00	14,953.54	99,288.54

MPD: Replace 2017 Dodge Ch 801 (Move to SUV-Tahoe) - priority 2

Loan Amount: 79,300 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	14,152.05	4,520.10	18,672.15
Year 2	14,958.72	3,713.43	18,672.15
Year 3	15,811.37	2,860.79	18,672.15
Year 4	16,712.62	1,959.54	18,672.15
Year 5	17,665.24	1,006.92	18,672.16
Total	79,300.00	14,060.78	93,360.78

IS: MDTs for PD

Loan Amount: 12,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	2,141.55	684.00	2,825.55
Year 2	2,263.61	561.93	2,825.55
Year 3	2,392.64	432.91	2,825.55
Year 4	2,529.02	296.53	2,825.55
Year 5	2,673.17	152.37	2,825.55
Total	12,000.00	2,127.73	14,127.73

P+R CC: Fire Panel

Loan Amount: 10,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	1,784.62	570.00	2,354.62
Year 2	1,886.35	468.28	2,354.62
Year 3	1,993.87	360.75	2,354.62
Year 4	2,107.52	247.10	2,354.62
Year 5	2,227.65	126.98	2,354.63
Total	10,000.00	1,773.12	11,773.12

P+R SC: Replace vinyl flooring

Loan Amount: 11,700 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	2,088.01	666.90	2,754.91
Year 2	2,207.02	547.88	2,754.91
Year 3	2,332.82	422.08	2,754.91
Year 4	2,465.80	289.11	2,754.91
Year 5	2,606.34	148.56	2,754.91
Total	11,700.00	2,074.54	13,774.54

P+R SC: Carpet replacement

Loan Amount: 54,700 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	9,761.88	3,117.90	12,879.78
Year 2	10,318.31	2,561.47	12,879.78
Year 3	10,906.46	1,973.33	12,879.78
Year 4	11,528.12	1,351.66	12,879.78
Year 5	12,185.23	694.56	12,879.79
Total	54,700.00	9,698.92	64,398.92

Park Maint: replace 2013 large area mower

Loan Amount: 90,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	16,061.60	5,130.00	21,191.60
Year 2	16,977.11	4,214.49	21,191.60
Year 3	17,944.81	3,246.79	21,191.60
Year 4	18,967.66	2,223.94	21,191.60
Year 5	20,048.82	1,142.78	21,191.60
Total	90,000.00	15,958.00	105,958.00

Park Maint: Thompson Park-upgrade ADA ramp

Loan Amount: 15,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	2,676.93	855.00	3,531.93
Year 2	2,829.52	702.41	3,531.93
Year 3	2,990.80	541.13	3,531.93
Year 4	3,161.28	370.66	3,531.93
Year 5	3,341.47	190.46	3,531.93
Total	15,000.00	2,659.66	17,659.66

Library: Fire suppression sprinklers

Loan Amount: 25,000 Annual interest rate: 5.70%

	Principal	Interest	Total Payment
Year 1	4,461.56	1,425.00	5,886.56
Year 2	4,715.86	1,170.69	5,886.56
Year 3	4,984.67	901.89	5,886.56
Year 4	5,268.79	617.76	5,886.56
Year 5	5,569.12	317.44	5,886.56
Total	25,000.00	4,432.78	29,432.78

	Principal	Interest	Total Payment
Total	606,760.00	107,585.35	714,345.35

STAFF REPORT

DATE: June 25, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution extending workers' compensation coverage to City of McMinnville volunteers

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Discussion:

For purposes of workers compensation coverage, Oregon Revised Statute (ORS) 656.031 defines municipal personnel, other than those employed full-time or part-time, as volunteer personnel. A city utilizing volunteer personnel may elect to have such personnel covered by workers compensation insurance by filing a written application with the city's insurer. The city must also submit a resolution to the insurer declaring its intent to cover volunteer personnel and provide a description of the work to be performed by such personnel.

The City annually submits a written application to SAIF electing to cover volunteer personnel under its workers compensation insurance plan. The attached Resolution extends workers' compensation coverage to City of McMinnville's Public Safety volunteers and meets ORS and SAIF requirements.

All other City volunteers, including council and committee members, will be covered by an Accident Medical Insurance policy with CHUBB. Under this accident policy, the City will see reduced administrative tracking requirements relative SAIF. The policy includes up to \$100,000 Accident Medical Expense coverage and a \$250 per week Temporary Total Disability benefit. This is the second year of adding this policy to our portfolio and it has added administrative efficiencies, and continues to offer a slightly lower premium cost, and total single incident coverage for the City's volunteers that is higher than SAIF's total benefit.

Fiscal Impact:

The cost for the city's volunteers coverage under either a workers comp or accidental medical insurance policy is included in the FY2024-25 budget.

Recommendation:

Approve the Resolution.

Attachments:

Resolution 2024-36

RESOLUTION NO. 2024 – 36

A Resolution extending workers' compensation coverage to City of McMinnville volunteers.

RECITALS:

Whereas, the City of McMinnville's insurance provider is SAIF Workers Comp Insurance for public safety volunteers; and

Whereas, SAIF provides coverage to these volunteers under certain circumstances; and

Whereas, adoption of a resolution setting out the information below is a prerequisite to coverage that will be provided during the fiscal year beginning July 1, 2024.

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

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on SAIF payroll schedule, and verified at audit:

1. Public safety volunteers

Used for public safety volunteers in the following volunteer positions:

Police reserve
Firefighter

2. Rosters

The City will maintain rosters for these volunteers and will make them available at the time of a claim or audit to verify coverage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes:_____

Nays:_____

Approved this 25th day of June 2024.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

STAFF REPORT

DATE: June 25, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution adopting the budget for fiscal year beginning July 1, 2024; making the appropriations; imposing the property taxes; and categorizing the property taxes

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Report in Brief:

This Resolution adopts the FY2024-25 budget for the City of McMinnville fiscal year beginning July 1, 2024. It makes appropriations, imposes property taxes, and categorizes the property taxes, as required by the Oregon Revised Statutes (ORS).

Discussion:

Oregon Revised Statute (ORS) 294.456 requires the City to enact a resolution to adopt the City's budget for the upcoming fiscal year prior to the end of the year that is closing. The City of McMinnville will typically schedule this resolution for the last Council meeting of the fiscal year.

ORS 294.456 also allows the City Council to make changes to the budget that was approved by the Budget Committee. If a change increases expenditure by more than 10 percent, the City must publish a revised financial summary and hold a second budget hearing before the adjusted budget can be adopted. For the FY2024-25 budget some changes have been made since the budget was approved by the Budget Committee on May 23, 2024, and no fund has an expenditure increase of over 10%.

The attached schedule shows the difference for each fund between the approved and appropriation budget by appropriation category. The notated reasons for the changes are as follows:

1. The General Liability and Property Insurance has not increased as much as was originally forecast. Program costs in almost all funds are reduced by the portion of the insurance coverage that applies to its insured assets and risks. In most cases, this reduced cost was offset by an increase in ending fund balance. The exception was the Affordable Housing fund where its offset was applied to its contingency.

The impact to the General Fund overall was \$17,749 in savings this increasing its ending fund balance by that amount.

2. As directed by the Budget Committee, a grant is being pursued for community court efforts of our Municipal Court that includes the implementation of a new court management system. To support that significant effort, the Finance Director's time has been updated to 10% for Municipal Court and 90% Finance from 5%/95% in the approved budget, resulting in a smaller appropriation in the Finance Department, a higher appropriation in the Municipal Court department of the General Fund and slightly lower support services allocations to all funds supported by financial services. The net impact to the General Fund Ending Fund balance is \$2,037 and reflects a slight increase in transient lodging tax (TLT) share to the General Fund due to the lower cost of support services in the TLT fund.
3. Also as directed by the Budget Committee in its May 23 meeting, a Planning Manager position was added to the General Fund's budget for the Community Development Department. The position is budgeted for 10 months in FY25, funded partially by vacancy savings (the open Code Compliance staff position will not be filled during FY25). An increase in overtime for the Code Compliance division and funds to update the planning fee schedule to reflect the added capacity and cost for services are also included. The net impact of these changes is \$31,562 in added cost which will reduce the General Fund's ending fund balance.
4. The federal request amount for the first year of the four-year community courts grant that staff is applying for is included as a new program expense in Municipal Court with an offsetting revenue of \$315,644.
5. Park Maintenance planned outlays in FY2023-24 will be moved to FY2024-25 for the Splashpad renovation, purchase of a facility maintenance vehicle and a building condition assessment. These were all budgeted in the previous year and this move has no net impact on outlays across the two years. As the Splashpad is part of the portfolio of projects funded by the American Rescue Plan Act, and unspent funds are now held in a committed fund reserve because the ARPA grant was formally closed out with the Treasury Department in FY2022-23, these adjustments also impact these balances from a fiscal year timing perspective only.
6. The Yamhill 911 service district (YCOM) needed to increase its fees by 12% over FY2023-24 rates and the budget did not anticipate such a high year over year adjustment; the additional funds needed are included as a transfer out from the General Fund, reducing the ending fund balance by the same \$48,672. The funds are paid out of the Emergency Communications Fund, which has an increase in its program cost which is largely offset by the transfer in from the General Fund.
7. The first interfund loan payments in FY2024-25 for two delayed FY24 capital investments in the amount of \$23,838 were not factored into the General Fund and Wastewater Capital ending fund balances. The schedule of ending fund balance totals by fund in the attached summary of changes is updated to reflect this timing issue.

The City of McMinnville budget for FY2024-25 includes an underlevy of \$1.00 per \$1,000 in taxable value of the city's permanent property tax rate for general city services. The Budget Committee asked staff in the fall of 2023 to propose a budget for FY2024-25 at that property tax level, representing an increase of 50 cents relative the FY2023-24 levy for the first year of the existence of the new voter-approved Fire District.

The resolution includes the following elements:

1. adopting the budget for the fiscal year beginning July 1, 2024, in the amount of \$135,586,441
2. making appropriations in the amount of \$106,077,132
- 3a. imposing the property taxes at the City of McMinnville's permanent property tax rate of \$4.0200 per \$1,000 assessed value¹ for general operations
- 3b. imposing property tax in the amount of \$3,023,580 for general obligation bond debt service

Fiscal Impact:

Enacting the annual budget allows the city to impose property taxes, the largest source of unrestricted general fund revenues to support public services, estimated at \$16.4 million² in FY2024-25. Passing this resolution is also a requirement to be able to draw down the resources to pay for voter-approved bond measures.

Council Action Options:

1. Approve the resolution – staff recommendation. This will allow the City to draw property tax for the General Fund and voter approved bond measures
2. Approve the resolution with amendments. The Council could opt to make changes within statutory limits to the budget approved by the Budget Committee. Reductions in the budget or tax levy are permitted, increases must be within 10% of a fund's appropriation total.
3. Reject the resolution. This action would result in forfeiting property tax revenue for the City in the FY2024-25 year.

Attachments:

1. FY2024-25 Approved to Adopted Budget Proposed Changes summary
2. FY2024-25 Approved to Adopted Budget Proposed Changes line-item detail
3. Resolution 2024-37

¹ McMinnville's permanent rate of \$5.02 - \$1.00 = \$4.02 per \$1,000 taxable property value

² Estimates of current year tax include a reduction factor to account for delinquent tax payments

FY2024-25 Approved Budget to Adopted Budget

City of McMinnville Summary Schedule

<u>Fund, Dept and Budget Category</u>	<u>FY25 Approved Budget</u>	<u>Proposed Changes</u>	<u>Proposed FY25 Adopted Budget</u>
General Fund			
Administration	2,673,986	(1,072)	2,672,914 ¹
Finance	1,012,444	(12,715)	999,729 ^{1,2}
Engineering	1,623,751	(320)	1,623,431 ¹
Community Development	2,699,960	31,093	2,731,053 ^{1,3}
Police	11,511,433	(10,643)	11,500,790 ¹
Muni Court	716,572	327,966	1,044,538 ^{1,2,4}
Park+Rec	4,096,247	(2,297)	4,093,950 ¹
Park Maint	2,889,453	594,608	3,484,061 ^{1,5}
Library	2,936,653	(1,163)	2,935,490 ¹
Non-dept Expense	164,830		164,830
Debt	611,508		611,508
Transfers	1,951,498	48,672	2,000,170 ⁶
Contingency	1,962,400		1,962,400
General Fund Total	34,850,735	974,129	35,824,864
Grant and Special Assessment Fund			
Program	314,000		314,000
Transfers	12,282	(124)	12,158 ²
Contingency	0		0
Special Assessment Total	326,282	(124)	326,158
Transient Lodging Fund			
Program	1,442,286	(13)	1,442,273 ²
Transfers	660,117	13	660,130 ²
Transient Lodging Fund Total	2,102,403	0	2,102,403
Affordable Housing Fund			
Program	1,774,989	(2)	1,774,987 ^{1,3}
Transfers	18,000	0	18,000 ²
Contingency	6,062	2	6,064 ^{1,3}
Affordable Housing Fund Total	1,799,051	0	1,799,051

City of McMinnville Summary Schedule

Fund, Dept and Budget Category	FY25 Approved Budget	Proposed Changes	Proposed FY25 Adopted Budget
Telecommunications Fund			
Program	190,150		190,150
Contingency	1,500		1,500
Telecommunications Fund Total	191,650	0	191,650
Emergency Communications Fund			
Program	591,358	64,896	656,254 ⁶
Debt	37,173		37,173
Transfers	2,397	(63)	2,334 ²
Contingency	50,000		50,000
Emergency Comms Fund Total	680,928	64,833	745,761
Street Fund			
Program	2,829,892	(1,684)	2,828,208 ¹
Transfers	817,347	(124)	817,223 ²
Contingency	500,000		500,000
Street Fund Total	4,147,239	(1,808)	4,145,431
Airport Maintenance Fund			
Program	1,873,298	(1,072)	1,872,226 ¹
Transfers	62,260	(124)	62,136 ²
Contingency	300,000		300,000
Airport Maintenance Fund Total	2,235,558	(1,196)	2,234,362
Transportation Fund			
Program	1,567,920		1,567,920
Debt	201,249		201,249
Transfers	138,261	(186)	138,075 ²
Contingency	500,000		500,000
Transportation Fund Total	2,407,430	(186)	2,407,244
Park Development Fund			
Program	600,530		600,530
Transfers	71,145	(497)	70,648 ²
Contingency	500,000		500,000
Park Development Fund Total	1,171,675	(497)	1,171,178

City of McMinnville Summary Schedule

Fund, Dept and Budget Category	FY25 Approved Budget	Proposed Changes	Proposed FY25 Adopted Budget
Debt Service Fund			
Debt	2,997,900		2,997,900
Debt Service Total	2,997,900	0	2,997,900
Building Fund			
Program	895,338	(289)	895,049 ¹
Transfers	81,645	(62)	81,583 ²
Contingency	200,000		200,000
Building Fund Total	1,176,983	(351)	1,176,632
Wastewater Services Fund			
Program	6,641,817	(9,411)	6,632,406 ¹
Transfers	6,791,347	(249)	6,791,098 ²
Contingency	900,000		900,000
WW Services Fund Total	14,333,164	(9,660)	14,323,504
Wastewater Capital Fund			
Program	29,246,190		29,246,190
Transfers	1,297,995	(249)	1,297,746 ²
Contingency	2,500,000		2,500,000
Wastewater Capital Fund Total	33,044,185	(249)	33,043,936
Information Services Fund			
Program	1,925,224	(159)	1,925,065 ¹
Contingency	75,000		75,000
Information Services Fund Total	2,000,224	(159)	2,000,065
Insurance Services Fund			
Program	1,414,837	(60,372)	1,354,465 ¹
Transfers	82,776	(248)	82,528 ²
Contingency	150,000		150,000
Insurance Services Total	1,647,613	(60,620)	1,586,993
Fire District Transition Fund			
Program	0		0
Special Payments	0		0
Contingency	0		0
Fire District Transition Fund Total	0	0	0

City of McMinnville Summary Schedule

Fund, Dept and Budget Category	FY25 Approved Budget	Proposed Changes	Proposed FY25 Adopted Budget
Total City of McMinnville Appropriation			
Program	81,633,158	917,351	82,550,509
Debt	3,847,830	0	3,847,830
Transfers	11,987,070	46,759	12,033,829
Special Payments	0	0	0
Contingency	7,644,962	2	7,644,964
City of McMinnville	105,113,020	964,112	106,077,132
Unappropriated and Designated Ending Fund Balances			
General Fund	2,539,484	(97,683)	2,441,801 ⁷
Grant and Assessment Fund	173,952	124	174,076
Affordable Housing Fund	922		922
TLT, Telco, Emerg Comm Funds	121,157	(16,161)	104,996
Street Fund	1,003,806	1,808	1,005,614
Airport Maintenance Fund	409,084	1,196	410,280
Transportation Fund	5,437,905	186	5,438,091
Park Development Fund	2,067,734	497	2,068,231
Debt Service Fund	274,250		274,250
Building Fund	1,590,457	475	1,590,932
Wastewater Services + Capital	15,612,797	(13,929)	15,598,868 ⁷
Internal Service Funds	325,839	75,409	401,248
	29,557,387	(48,078)	29,509,309
Total City of McMinnville Budget	134,670,407	916,034	135,586,441

- ¹ General Liability and Property Insurance came in lower than estimated
- ² Reallocation of Finance Director's salary; 90% Finance/10% Municipal Court, due to anticipated additional workload necessary for Community Court/court management software implementation; also reduces transfers in to General Fund
- ³ Planning Manager Addition; allocation = 25% current planning & 75% long range planning (9/1/24 anticipated hire date). Lead Code Enforcement vacancy savings, increase in overtime due to vacancy. Professional Services for Community Development fee structure update due to Planning Manager addition.
- ⁴ Community Court grant that includes court management software implementation
- ⁵ Park Maintenance FY24 planned outlays move to FY25: Splashpad, facility maintenance vehicle and condition assessment
- ⁶ YCOM FY25 budget includes a 12% increase over FY24 rate
- ⁷ Two delayed FY24 capital investments funded by interfund loans totaling \$23,838 with first payments now in FY26, not FY25, need to be factored into General Fund and WW Capital Fund Ending Fund balance

City of McMinnville

FY25 Adopted Budget Detail with Proposed Updates

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 01 - General Fund				
Revenue				
<u>01 Beginning Balance</u>				
4001-90 Designated Begin Fund Balance - Committed	3,682,008	477,000	4,159,008	Splashpad project costs moved from FY24 to FY25
4090 Beginning Fund Balance	4,521,569	62,000	4,583,569	Park Maintenance timing delays from FY24 to FY25
<u>01-13 Municipal Court - intergovernmental</u>				
4597 US Department of Justice Grant	0	315,644	315,644	Year 1 of community court grant application
<u>01-99 Non-Departmental</u>				
6900-05 Transfers In Special Assessments	12,282	(124)	12,158	
6900-07 Transfers In Transient Lodging Tax	660,117	13	660,130	
6900-08 Transfers In Affordable Housing	8,906	(124)	8,782	
6900-15 Transfers In Emergency Communication	2,397	(63)	2,334	
6900-20 Transfers In Street	304,030	(124)	303,906	
6900-25 Transfers in Airport	62,260	(124)	62,136	Reduction of Transfers In due to reallocation of Finance Director's salary. Transient
6900-45 Transfers in Transportation	138,261	(186)	138,075	Lodging Tax 30% split higher so net impact is higher total transfer from that fund
6900-50 Transfers in Park Development	71,145	(497)	70,648	
6900-70 Transfers in Building	68,328	(62)	68,266	
6900-75 Transfers in Wastewater Services	646,557	(249)	646,308	
6900-77 Transfers in Wastewater Capital	250,985	(249)	250,736	
6900-85 Transfers In Insurance Services	82,776	(248)	82,528	
General Fund Revenue Total Change		852,607		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Expenses				
<u>01-01-002 Admin, City Manager Office</u>				
7610-05 Insurance Liability	5,507	(204)	5,303	
<u>01-01-002 Admin, City Property</u>				
7610-05 Insurance Liability	5,161	(191)	4,970	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	23,694	(644)	23,050	
<u>01-01-002 Admin, Legal</u>				
7610-05 Insurance Liability	882	(33)	849	
<u>01-03-013 Finance, Accounting</u>				
7000-05 Salaries & Wages Regular Full Time	514,395	(7,939)	506,456	
7300-05 Fringe Benefits FICA - Social Security	31,454	(480)	30,974	
7300-06 Fringe Benefits FICA - Medicare	7,538	(115)	7,423	Reallocation of Finance Director's salary allocation; 90% Finance/10% Municipal Court, due to anticipated additional workload necessary for Community Court and court management software implementation (from 95% Finance/5% Municipal Court)
7300-15 Fringe Benefits PERS - OPSRP - IA	171,618	(2,412)	169,206	
7300-20 Fringe Benefits Medical Insurance	97,863	(1,402)	96,461	
7300-22 Fringe Benefits VEBA Plan	10,712	(37)	10,675	
7300-25 Fringe Benefits Life Insurance	297	(3)	294	
7300-30 Fringe Benefits Long Term Disability	1,154	(18)	1,136	
7300-35 Fringe Benefits Workers' Compensation	573	(9)	564	
7300-37 Fringe Benefits Workers' Benefit Fund	104	(1)	103	
7300-45 Fringe Benefits Paid Family Leave	407	(6)	401	
7610-05 Insurance Liability	7,906	(293)	7,613	
<u>01-05 Engineering</u>				General Liability and Property Insurance increase lower than original projections
7610-05 Insurance Liability	8,091	(299)	7,792	
7610-10 Insurance Property	783	(21)	762	

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
<u>01-07-001 Community Development Administration</u>				
7750 Professional Services	0	5,000	5,000	Professional Services for Community Development fee structure update; by reason of new Planning Manager addition.
7610-05 Insurance Liability	7,538	(279)	7,259	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	6,957	(190)	6,767	
<u>01-07-025 Community Development Current Planning</u>				
7000-05 Salaries & Wages Regular Full Time	243,785	23,014	266,799	Planning Manager Addition; allocation = 25% current planning & 75% long range planning (anticipated hire date of 9/1/24)
7000-20 Salaries & Wages Overtime	1,119	1	1,120	
7300-05 Fringe Benefits FICA - Social Secu	14,817	1,392	16,209	
7300-06 Fringe Benefits FICA - Medicare	3,551	334	3,885	
7300-15 Fringe Benefits PERS - OPSRP - IA	78,280	6,997	85,277	
7300-20 Fringe Benefits Medical Insurance	39,002	4,894	43,896	
7300-22 Fringe Benefits VEBA Plan	5,050	750	5,800	
7300-25 Fringe Benefits Life Insurance	153	13	166	
7300-30 Fringe Benefits Long Term Disabili	576	56	632	
7300-35 Fringe Benefits Workers' Compensati	3,228	322	3,550	
7300-37 Fringe Benefits Workers' Benefit F	51	4	55	
7300-45 Fringe Benefits Paid Family Leave	190	18	208	
<u>01-07-028 Community Development Long Range Planning</u>				
7000-05 Salaries & Wages Regular Full Time	238,999	69,041	308,040	Planning Manager Addition; allocation = 25% current planning & 75% long range planning (anticipated hire date of 9/1/24)
7300-05 Fringe Benefits FICA - Social Secu	14,510	4,177	18,687	
7300-06 Fringe Benefits FICA - Medicare	3,477	1,001	4,478	
7300-15 Fringe Benefits PERS - OPSRP - IA	76,740	20,987	97,727	
7300-20 Fringe Benefits Medical Insurance	41,390	14,678	56,068	
7300-22 Fringe Benefits VEBA Plan	5,400	2,250	7,650	
7300-25 Fringe Benefits Life Insurance	138	37	175	
7300-30 Fringe Benefits Long Term Disabili	564	166	730	
7300-35 Fringe Benefits Workers' Compensati	3,317	967	4,284	
7300-37 Fringe Benefits Workers' Benefit F	46	13	59	
7300-45 Fringe Benefits Paid Family Leave	186	54	240	

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
<u>01-07-031 Community Development Code Compliance</u>				
7000-05 Salaries & Wages Regular Full Time	167,635	(80,982)	86,653	
7000-20 Salaries & Wages Overtime	170	9,998	10,168	
7300-05 Fringe Benefits FICA - Social Secu	10,153	(4,294)	5,859	
7300-06 Fringe Benefits FICA - Medicare	2,432	(1,029)	1,403	
7300-15 Fringe Benefits PERS - OPSRP - IA	51,019	(21,579)	29,440	
7300-20 Fringe Benefits Medical Insurance	33,592	(22,408)	11,184	Lead Code Enforcement vacancy savings and Increase in Overtime due to vacancy
7300-22 Fringe Benefits VEBA Plan	4,430	(3,000)	1,430	
7300-25 Fringe Benefits Life Insurance	134	(60)	74	
7300-30 Fringe Benefits Long Term Disabili	382	(180)	202	
7300-35 Fringe Benefits Workers' Compensati	2,325	(994)	1,331	
7300-37 Fringe Benefits Workers' Benefit Fl	47	(21)	26	
7300-45 Fringe Benefits Paid Family Leave	131	(55)	76	
<u>01-11-040-501 Police Chief's Office Program</u>				
7610-05 Insurance Liability	248,494	(9,185)	239,309	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	31,384	(853)	30,531	
<u>01-11-040-501 Police Chief's Office Transfers Out</u>				
9700-15 Transfers Out Emergency Commu	594,197	48,672	642,869	Transfer Out for higher than anticipated YCOM rate increase of 12%
<u>01-11-046-550 Police Investigation Building Maintenance</u>				
7610-05 Insurance Liability	3,022	(112)	2,910	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	18,114	(493)	17,621	

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
<u>01-13-060 Municipal Court</u>				
7000-05 Salaries & Wages Regular Full Time	250,856	7,939	258,795	
7300-05 Fringe Benefits FICA - Social Secu	22,242	480	22,722	
7300-06 Fringe Benefits FICA - Medicare	5,331	115	5,446	
7300-15 Fringe Benefits PERS - OPSRP - IA	111,789	2,411	114,200	Reallocation of Finance Director's salary
7300-20 Fringe Benefits Medical Insurance	73,476	1,402	74,878	allocation; 90% Finance/10% Municipal
7300-22 Fringe Benefits VEBA Plan	8,138	37	8,175	Court, due to anticipated additional
7300-25 Fringe Benefits Life Insurance	240	3	243	workload necessary for Community Court
7300-30 Fringe Benefits Long Term Disabili	645	18	663	and court management software
7300-35 Fringe Benefits Workers' Compens	406	9	415	implementation (from 95% Finance/5%
7300-37 Fringe Benefits Workers' Benefit F	92	1	93	Municipal Court)
7300-45 Fringe Benefits Paid Family Leave	287	6	293	
7610-05 Insurance Liability	2,666	(99)	2,567	GL and Property Insurance increase lower
				than original projections
7750-04 Grant expenses	0	315,644	315,644	Year 1 community court grant expenses. If
				approved by Dept of Justice, will divide out
				the costs more discretely including for court
				management software. If do not get grant,
				will not spend funds though will explore
				other options for funding all or part of the
				costs included in the four-year grant.
<u>01-19-001 Park and Rec Admin</u>				
7610-05 Insurance Liability	2,129	(79)	2,050	
7610-10 Insurance Property	446	(12)	434	
<u>01-19-087-501 Park and Rec Aquatic Ctr</u>				
7610-05 Insurance Liability	6,451	(239)	6,212	General Liability and Property Insurance
7610-10 Insurance Property	14,986	(407)	14,579	increase lower than original projections
<u>01-19-090-501 Park and Rec Community Ctr</u>				
7610-05 Insurance Liability	7,641	(283)	7,358	
7610-10 Insurance Property	35,418	(963)	34,455	

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
<u>01-19-096-501 Park and Rec Recreation Sports</u>				
7610-05 Insurance Liability	1,913	(71)	1,842	
7610-10 Insurance Property	196	(6)	190	
<u>01-19-099-501 Park and Rec Senior Ctr</u>				
7610-05 Insurance Liability	1,950	(73)	1,877	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	6,014	(164)	5,850	
<u>01-19 Park Maintenance</u>				
7610-05 Insurance Liability	18,898	(699)	18,199	
7610-10 Insurance Property	25,499	(693)	24,806	
7750-04 Professional Services, Grants	0	55,000	55,000	ARPA committed funding for splashpad project delayed from FY24 to FY25
9300-2 Park Improvements, Grants	250,000	479,000	729,000	
7780-15 Contract Services, Park Maintenanar	606,500	7,000	613,500	Facility maintenance condition assessment will be completed in FY25, not FY24
8850 Vehicles	156,000	55,000	211,000	Facility maintenance vehicle purchase in FY25, not FY24
8800 Building Improvements	0	17,500	17,500	Thompson restroom delay included in Adopted budget line item correction
9300-05 Park Improvements	32,500	(17,500)	15,000	
<u>01-21 Library</u>				
7610-05 Insurance Liability	16,375	(605)	15,770	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	20,477	(557)	19,920	

Line Item Detail		FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
<u>01-99 Non-departmental Ending Fund Balances</u>					
9901-90	Designated Ending Fd Balance - Committed	2,074,303	(57,000)	2,017,303	ARPA splashpad timing changes net impact on Committed ARPA funds for future project outlays
9999	Unappropriated Ending Fd Balance	489,019	(64,521)	424,498	Net first year cost of new planning manager (31,562), lower transfers in for Finance Dir work on community court project (2,298), higher YCOM cost (48,672), lower GL+Property insurance (-17,749), higher TLT revenue share (261)
General Fund Expense Total Change			852,607		
Fund 05 - Grants and Special Assessments Expenses					
<u>Transfers</u>					
9700-01	Transfers Out General Fund	12,282	(124)	12,158	Reduction of Transfers In due to reallocation of 5% Finance Director's salary to support community court and court management software implementation
<u>Ending Fund Balance</u>					
9999	Unappropriated Ending Fd Balance	173,952	124	174,076	
Grants and Special Assessments Fund Expense Total Chang			0		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 07 - Transient Lodging Tax Expenses				
<u>Program Expenses</u>				
8017 Tourism Promotion Programs	1,438,206	(13)	1,438,193	Reduction of Transfers In due to reallocation of 5% Finance Director's salary to support community court and court management software implementation. Flows through to 30/50 splits as well
<u>Transfers</u>				
9700-01 Transfers Out General Fund	660,117	(248)		
9700-01 Transfers Out General Fund		261	660,130	
Transient Lodging Tax Fund Expense Total Change		0		
Fund 08 - Affordable Housing Expenses				
<u>25 Construction Excise Tax</u>				
<u>Program Expenses</u>				
7000-20 Salaries & Wages Overtime	1,598	1	1,599	Increase in Overtime due to Lead Code Enforcement vacancy (allocation edit) GL and Property Insurance increase lower than original projections
7610-05 Insurance Liability	69	(3)	66	
<u>Transfers</u>				
9700-01 Transfers Out General Fund	8,906	(124)	8,782	Reduction of Transfers In due to reallocation of 5% Finance Director's salary to support community court and court management software implementation
9700-70 Transfers Out Building	9,094	124	9,218	
<u>Contingency</u>				
9800 Contingencies	6,062	2	6,064	net increase flows to Contingencies
Affordable Housing Fund Expense Total Change		0		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 15 - Emergency Communications				
Revenue				
<u>Transfer in Revenue</u>				
6900-01 Transfers In General Fund	594,197	48,672	642,869	Transfer in for higher than anticipated YCOM rate increase
Emergency Communications Fund Revenue Total Change		48,672		
Expenses				
<u>Program Expense</u>				
8180-05 YCOM Other Governmental Services	540,800	64,896	605,696	YCOM FY25 budget includes a 12% increase over FY24 rate
<u>Transfers</u>				
9700-01 Transfers Out General Fund	2,397	(63)	2,334	Reduction of Transfers In due to reallocation of 5% Finance Dir salary: community court and court management software implementation
<u>Ending Fund Balance</u>				
9999 Unappropriated Ending Fd Balance	120,452	(16,161)	104,291	Net impact of changes in revenue and expense updates for YCOM and less transfers in with reallocation of Fin Dir salary
Emergency Communications Fund Expense Total Change		48,672		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 20 - Street Expenses				
Program Expense				
7610-05 Insurance Liability	30,909	(1,143)	29,766	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	19,885	(541)	19,344	
Transfers				
9700-01 Transfers Out General Fund	304,030	(124)	303,906	Reduction of Transfers In due to reallocation of 5% Finance Director's salary to support community court and court management software implementation
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	943,806	1,808	945,614	
Street Fund Expense Total Change		0		
Fund 25 - Airport Maintenance Expenses				
Program Expense				
7610-05 Insurance Liability	11,015	(43)	10,972	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	20,085	(546)	19,539	
7740-05 Rental Property Repair & Maint	18,827	(123)	18,704	
7740-10 Rental Property Repair & Maint OS	171,750	(192)	171,558	
7740-20 Rental Property Repair & Maint 40:	11,013	(168)	10,845	
Transfers				
9700-01 Transfers Out General Fund	62,260	(124)	62,136	Reduction of Transfers In due to reallocation of 5% Finance Director's salary to support community court and court management software implementation
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	409,084	1,196	410,280	
Airport Maintenance Fund Expense Total Change		0		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 45 - Transportation				
Expenses				
Transfers				
9700-01 Transfers Out General Fund	138,261	(186)	138,075	Reduction of Transfers In due to reallocation of 5% Finance Director's salary to support community court and court management software implementation
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	175,267	186	175,453	
Transportation Fund Expense Total Change		0		
Fund 50 - Park Development				
Expenses				
Transfers				
9700-01 Transfers Out General Fund	71,145	(497)	70,648	Reduction of Transfers In due to reallocation of Finance Director's salary
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	2,051,734	497	2,052,231	
Park Development Fund Expense Total Change		0		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 70 - Building				
Revenue				
<u>Transfers In</u>				
6900-08 Transfers In Affordable Housing	9,094	124	9,218	Transfers edit due to reallocation of Finance Director's salary
Building Fund Revenue Total Change		124		
Expenses				
<u>Program Expense</u>				
7610-05 Insurance Liability	6,788	(252)	6,536	General Liability and Property Insurance increase lower than original projections
7610-10 Insurance Property	1,370	(37)	1,333	
<u>Transfers</u>				
9700-01 Transfers Out General Fund	68,328	(62)	68,266	Reduction of Transfers In due to reallocation of Finance Director's salary
<u>Ending Fund Balance</u>				
9999 Unappropriated Ending Fd Balance	1,590,457	475	1,590,932	
Building Fund Expense Total Change		124		

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes	
Fund 75 - Wastewater Services					
Expenses					
01 Administration					
Program Expense					
7610-05 Insurance Liability	149,789	(5,537)	144,252	General Liability and Property Insurance increase lower than original projections	
7610-10 Insurance Property	141,127	(3,835)	137,292		
7740-05 Rental Property Repair & Maint	15,000	(40)	14,960		
99 Non-Departmental					
Transfers					
9700-01 Transfers Out General Fund	646,557	(249)	646,308	Reduction of Transfers In due to reallocation of Finance Director's salary	
Ending Fund Balance					
9999 Unappropriated Ending Fd Balance	329,739	9,660	339,399		
Wastewater Services Fund Expense Total Change		0			
Fund 77 - Wastewater Capital					
Expenses					
Transfers Out					
9700-01 Transfers Out General Fund	250,985	(249)	250,736	Reduction of Transfers In due to reallocation of Finance Director's salary	
Ending Fund Balance					
9999 Unappropriated Ending Fd Balance	14,150,420	249	14,150,669		
Wastewater Capital Fund Expense Total Change		0			

Line Item Detail	FY25 Approved Budget	Proposed Changes	FY25 Adopted Budget	Notes
Fund 80 - Information Services				
Expenses				
Program Expense				
7610-05 Insurance Liability	4,112	(153)	3,959	
7610-10 Insurance Property	216	(6)	210	
Ending Fund Balance				General Liability and Property Insurance increase lower than original projections
9999 Unappropriated Ending Fd Balance	125,742	159	125,901	
Information Services Fund Expense Total Change		0		
Fund 85 - Insurance Services				
Revenue				
Program Revenue				
6070 Workers' Compensation Insurance	319,386	295	319,681	Personnel changes-Planning Manager, Lead Code Enforcement vacancy, CDD OT
6600-15 Other Income City County Insurance Services	30,000	14,335	44,335	GL and Property Insurance multiline credit higher than original projections
Insurance Services Revenue Total Change		14,630		
Expenses				
Program Expense				
8300 Property & Liability Ins Premium	961,551	(60,372)	901,179	GL and Property Insurance increase lower than original projections
Transfers Out				
9700-01 Transfers Out General Fund	82,776	(248)	82,528	Reduction of Transfers In due to reallocation of Finance Director's salary
Ending Fund Balance				
9999 Unappropriated Ending Fd Balance	185,022	75,250	260,272	
Insurance Services Fund Expense Total Change		14,630		
Total additional proposed appropriations		916,034		

RESOLUTION NO. 2024 - 37

A Resolution adopting the budget for the fiscal year beginning July 1, 2024; making the appropriations; imposing the property taxes; and categorizing the property taxes.

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

1. Adopting the Budget: The City Council for the City of McMinnville hereby adopts the budget for 2024 - 2025, now on file at City Hall, 230 NE Second Street, McMinnville, Oregon, as approved by the Budget Committee and amended by the City Council, in the sum of **135,586,441**

2. Making Appropriations: The amounts for the fiscal year beginning July 1, 2024 are for the purposes shown below and are hereby appropriated as follows:

General Fund

Administration	2,672,914
Finance	999,729
Engineering	1,623,431
Community Development	2,731,053
Police	11,500,790
Municipal Court	1,044,538
Parks & Recreation	4,093,950
Park Maintenance	3,484,061
Library	2,935,490
Not Allocated to Organizational Unit or Program:	
Unemployment	10,080
Billing Services	154,750
Debt Service	611,508
Transfers Out To Other Funds	2,000,170
Operating Contingencies	1,962,400

Total General Fund Appropriation \$ 35,824,864

Grant and Special Assessment Fund

Community Assessments	314,000
Transfers Out To Other Funds	12,158
Operating Contingencies	-

Total Grant and Special Assessment Fund Appropriation \$ 326,158

Transient Lodging Tax Fund

Tourism Promotion and Programs	1,442,273
Transfers out to Other Funds	660,130

Total Transient Lodging Tax Fund Appropriation \$ **2,102,403**

Affordable Housing Fund

Affordable Housing Programming	1,774,987
Transfers Out To Other Funds	18,000
Operating Contingencies	6,064

Total Affordable Housing Fund Appropriation \$ **1,799,051**

Telecommunications Fund

Public Education Access	190,150
Operating Contingencies	1,500

Total Telecommunications Fund Appropriation \$ **191,650**

Emergency Communications Fund

911 Emergency Communications	656,254
Debt Service	37,173
Transfers out to Other Funds	2,334
Operating Contingencies	50,000

Total Emergency Communications Fund Appropriation \$ **745,761**

Street Fund

Street Maintenance and Improvements	2,828,208
Transfers Out To Other Funds	817,223
Operating Contingencies	500,000

Total Street Fund Appropriation \$ **4,145,431**

Airport Maintenance Fund

Airport Maintenance and Operations	1,872,226
Transfers Out To Other Funds	62,136
Operating Contingencies	300,000

Total Airport Maintenance Fund Appropriation \$ **2,234,362**

Transportation Fund

Street Capital Improvements	1,567,920
Debt Service	201,249
Transfers Out To Other Funds	138,075
Project Contingencies	500,000

Total Transportation Fund Appropriation \$ 2,407,244

Park Development Fund

Park Acquisition and Improvements	600,530
Transfers Out To Other Funds	70,648
Project Contingencies	500,000

Total Park Development Fund Appropriation \$ 1,171,178

Debt Service Fund

General Obligation Bond Debt Service	<u>2,997,900</u>
--------------------------------------	------------------

Total Debt Service Fund Appropriation \$ 2,997,900

Building Fund

Building Plan Review and Inspection	895,049
Transfers Out To Other Funds	81,583
Operating Contingencies	200,000

Total Building Fund Appropriation \$ 1,176,632

Wastewater Services Fund

Wastewater Services Program	6,632,406
Transfers Out To Other Funds	6,791,098
Operating Contingencies	900,000

Total Wastewater Services Fund Appropriation \$ 14,323,504

Wastewater Capital Fund

Sewer Capital Improvements	29,246,190
Transfers Out To Other Funds	1,297,746
Project Contingencies	2,500,000

Total Wastewater Capital Fund Appropriation \$ 33,043,936

Information Systems & Services Fund

Information Technology Services	1,925,065
Operating Contingencies	75,000

Total Information Systems & Services Fund Appropriation	\$	<u>2,000,065</u>
--	-----------	-------------------------

Insurance Services Fund

Property, Liability and Workers Compensation Insurance	1,354,465
Transfers Out To Other Funds	82,528
Operating Contingencies	150,000

Total Insurance Services Fund Appropriation	\$	<u>1,586,993</u>
--	-----------	-------------------------

Total Appropriations, All Funds	\$	<u>106,077,132</u>
---------------------------------	-----------	---------------------------

Total Unappropriated and Reserved Amounts, All Funds		<u>29,509,309</u>
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<i>Total Adopted Budget</i>		<u><u>135,586,441</u></u>
------------------------------------	--	----------------------------------

3. Imposing & Categorizing Property Taxes: The City Council for the City of McMinnville hereby imposes the property taxes provided for in the Adopted Budget at the rate of \$4.0200 per \$1,000 of assessed value for general operations and in the amount of \$3,023,580 for general obligation bond debt service; and that these taxes are hereby imposed and categorized for tax year 2024 - 2025 upon the assessed value of all taxable property within the City.

	Subject to General Government Limitation	Excluded from General Government Limitation
General Fund	\$4.0200 / \$1,000	
General Obligation Bond Debt Service Fund		3,023,580
Category Totals	\$4.0200 / \$1,000	3,023,580

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 25th day of June 2024 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of June 2024.

MAYOR

Approved as to form

Attest

CITY ATTORNEY

CITY RECORDER

STAFF MEMO

DATE: June 18th, 2024
TO: Mayor and City Council
FROM: Susan Muir, Parks & Recreation Director
SUBJECT: Adoption of the Parks, Open Space and Recreation (PROS) Plan Update

City of McMinnville STRATEGIC PRIORITY & GOALS:



ENGAGEMENT & INCLUSION

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

STRATEGIC OBJECTIVE/S:

1. Actively protect people from discrimination and harassment
2. Celebrate diversity of McMinnville
3. Cultivate cultural competency and fluency throughout the community
4. Grow City's employees and Boards and Commissions to reflect our community
5. Improve access by identifying and removing barriers to participation

Report in Brief:

The purpose of this is to adopt the Parks, Recreation and Open Space Plan as recommended by the Diversity, Equity, Inclusion Advisory Committee and staff. The draft can be as an attachment to the resolution, it can also be found [here](#) online, or by going to mcminnvilleparksplan.com and clicking on the 'Final Plan Review' tab at the top of the project web page. After nearly two years of community outreach, internal project management team meetings, public meetings with the Diversity, Equity, and Inclusion Advisory Committee (formally acting as the Project Advisory Committee), Planning Commission and City Council, staff recommends adopting the new, updated plan.

Action: Approve the attached resolution

Background: After a nearly two-year process, the City has developed this Parks, Recreation and Open Space Plan (PROS Plan or Plan) that provides a 20-year vision and comprehensive guide for future projects, policies, and programs. The PROS Plan is founded on involvement from thousands of interested and involved community members and a technical analysis of needs and priorities.

This plan provides the city an updated inventory of existing facilities, an updated look at what park equity really means and moving beyond the outdated methods of only looking at an acreage goal and enhances the equitable measures for safe park access.

The plan, once adopted, will be the city's guiding document for the vision of the type of parks our community wants for the future. It will be the guiding document for the acquisition, design, maintenance and programming of City of McMinnville parks, open spaces and natural areas.

A special thanks goes to the many community members who took time out of their important schedules to help with this plan, there were thousands of community members who weighed in and helped craft this, and reinforced the importance of parks to our community.

Attachments:

- Resolution No. 2024-38
 - Exhibit A: Final Draft Parks, Recreation, and Open Space Plan

RESOLUTION NO. 2024-38

A Resolution adopting the Parks, Recreation and Open Space Plan.

RECITALS:

Whereas, the 1999 Parks, Recreation and Open Space Master Plan (PROS Plan) had a 20 year planning horizon; and

Whereas, the City Council kicked off the process to update the 1999 plan on June, 22, 2022 to develop an updated, modern, financially sustainable parks system grounded in equity; and

Whereas, the City's Strategic Plan, Mac-Town 2032 ensures equity and inclusion as a guiding framework for city plans and services; and

Whereas, the City's Diversity, Equity and Inclusion Advisory Committee (DEIAC) served as the Project Advisory Committee for the 2022 PROS plan project; and,

Whereas, the intent of this plan is to be the City's guiding document for acquisition, development, maintenance and programming of city owned parks, recreation facilities and open spaces; and,

Whereas, this project had broad reaching community engagement including participation by thousands of McMinnville community members; and

Whereas, on April 11, 2024, the DEIAC recommended City Council adopt the PROS plan update.

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

1. The Council adopts the McMinnville Parks, Recreation and Open Space Plan (PROS Plan), which is attached as Exhibit A, and incorporated by reference. This PROS Plan replaces and supersedes any previous PROS Plan currently in use for all purposes except land use.
2. The Council directs staff to begin preparing the Comprehensive Plan Amendments related to the PROS Plan for future Council consideration.
3. Nothing in this resolution is or shall be construed as a final decision by the Council that concerns the adoption, amendment or application of statewide planning goals, a comprehensive plan provision, or a land use regulation.
4. This resolution is effective upon adoption.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of June 2024.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Final Draft Parks, Recreation, and Open Space Plan



City of

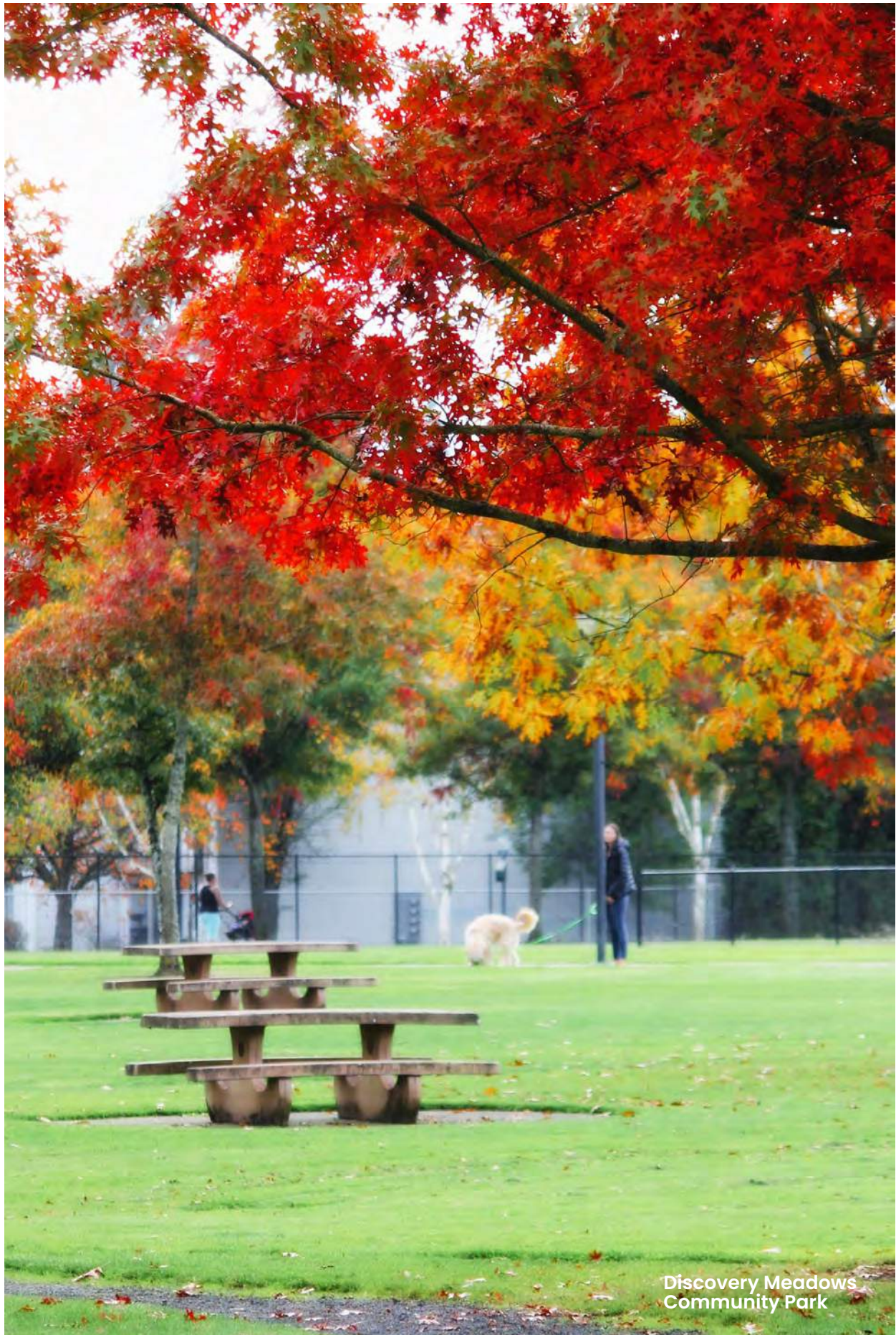
McMinnville

PARKS, RECREATION
AND OPEN SPACE
PLAN

Play | Explore | Grow | Connect

JUNE 2024





Discovery Meadows
Community Park

ACKNOWLEDGMENTS

The City of McMinnville extends deep gratitude to everyone who contributed to the development of the Parks, Recreation, and Open Space Plan. The immense amount of effort devoted to this planning process is indicative of the commitment by the residents, City staff, and elected officials of McMinnville to enact positive change within their community and to shape the parks and recreation system for years to come.

CITY COUNCIL

Mayor Remy Drabkin
Council President Adam Garvin, Ward 3
Councilor Sal Peralta, Ward 1
Councilor Chris Chenoweth, Ward 1
Councilor Kellie Menke, Ward 2
Councilor Zack Geary, Ward 2
Councilor Jessica Payne, Ward 3

PLANNING COMMISSION

Chair Sidonie Winfield, At Large
Co-Chair Gary Langenwalter, Ward 3
Beth Rankin, Ward 1
Rachel Flores, Ward 1
Brian Randall, Ward 2
Dan Tucholsky, Ward 2
Sylla McClellan, Ward 3
Matthew Deppe, At Large
Megan Murray, At Large

CONSULTANT TEAM



www.migcom.com
in association with Talitha Consults
and Community Attributes, Inc. (CAI)

DIVERSITY EQUITY AND INCLUSION ADVISORY COMMITTEE

Abby Thomas
Caitlin Nemeth
Christine Bader
Diane Rhee
Efrain Arredondo
Karina Alcantara
Katherine Martin
Larry Miller
Myrna Khoury
Tony Lai
Zack Geary

PROJECT MANAGEMENT TEAM

Susan Muir, Parks and Recreation Director
Anne Pagano, Public Works Director
David Renshaw, Superintendent
Heather Richards, Community Development
Director
Katie Noyd, Community Center Manager
Liz Fliszar, Park Maintenance Supervisor
Noelle Amaya, Communications &
Engagement Manager
Tom Schauer, Senior Planner

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Appendix B Online Values and Needs Survey Summary
Appendix C 20+ Year Capital Project and Operations Costs
Appendix D Online Priority Projects Survey Summary

EXECUTIVE SUMMARY

After a nearly two-year process, the City has developed this Parks, Recreation and Open Space Plan (PROS Plan or Plan) that provides a 20-year vision and comprehensive guide for future projects, policies, and programs. The PROS Plan is founded on involvement from thousands of interested and involved community members and a technical analysis of needs and priorities. This Plan is organized as follows:

1

CHAPTER 1: INTRODUCTION Outlines the purpose of the Plan, the planning process, and the plan organization.

2

CHAPTER 2: PARK SYSTEM SNAPSHOT Provides an overview of the McMinnville community and existing park system.

3

CHAPTER 3: VISION, GOALS, AND OBJECTIVES Presents the new vision, goals and objectives that will inform the envisioned future of McMinnville's parks and recreation system for the next 20 years.

4

CHAPTER 4: OPPORTUNITIES Summarizes community engagement key themes and park land, recreation facility, trail, and recreation program needs.

5

CHAPTER 5: ACTION PLAN Outlines recommendations for the future parks and recreation system, implementation, funding, and project prioritization.



**West Hills
Neighborhood Park**

PLANNING PROCESS

The PROS Plan was developed through a 31-month process that combined broad community engagement with a data-driven technical analysis to identify community needs and priorities. Community members, city leaders, and partner organizations all contributed to the development of the vision, goals, and objectives of this Plan. The planning process included four phases:

PHASE 01: INVENTORY

A review of existing conditions and analysis of opportunities and challenges across the park and recreation system.

PHASE 02: ASSESSMENT

Community outreach activities to document needs and ideas for future improvements and to develop the future vision for the park system.

PHASE 03: STRATEGY

Development of recommendations and projects for the long-term future.

PHASE 04: ACTION PLAN

Prioritize projects and develop, review, and refine the PROS Plan with the community.



DEIAC Meeting



Unidos Pop-Up Event



Parks Tour

PARK SYSTEM SNAPSHOT

The City of McMinnville manages 28 developed parks and three indoor community facilities in addition to three trail/linear park systems and 16 natural areas. These sites support a variety of indoor and outdoor recreation opportunities, events, and programs.



COMMUNITY ENGAGEMENT SUMMARY

The City held a variety of meetings, surveys, and outreach activities throughout the planning process to understand community needs and priorities and to develop the Plan's community vision for the future.



2,338

Online Values and Needs Survey (Survey 1) respondents



1,395

Online Priority Projects Survey (Survey 2) respondents



8

in-depth interviews



3

community pop-up events



12

meetings with City Council, Planning Commission, and the DEIAC

COMMUNITY VISION

The PROS Plan vision combines the values and interests of community members that contributed their ideas during the planning process.

McMinnville, parks and recreation define our incredible city by bringing the community together through an inclusive and interconnected system. From natural areas, vibrant public spaces, and variety of parks, events, and programs, our community enjoys a high quality of life that is safe and welcoming for everyone.

Together, these opportunities provide for lifelong learning and fun for all ages, healthy lifestyles and natural habitats, and community cohesion, while also supporting our local economy, and unique heritage and culture. McMinnville's parks and recreation system is equitable for everyone in every neighborhood, and we are committed to stewarding these places and opportunities for future generations.

INCLUSIVE - INTERCONNECTED - VIBRANT - SAFE - WELCOMING

THE FUTURE SYSTEM

Over the next 20 years, the City of McMinnville will enhance its park system through new park development, as well as maintaining, improving and enhancing existing sites. To help the City achieve this community vision, this Plan provides a guide for implementation of both short-term and long-term capital improvement projects for McMinnville's envisioned future park and recreation system.

20-YEAR CAPITAL IMPROVEMENT PROJECTS

There are **129** proposed capital improvement projects **that** will be completed over the next 20-plus years. These are organized into the following **four** key community need categories.



CONNECTIONS

Trails and access improvements

28 projects at **22** parks



PLAY AND GATHERING

Play areas, sports facilities, or community spaces

34 projects at **24** parks



REINVESTMENT

Infrastructure repair/replacement and replace worn or aging park assets

64 projects at **26** parks



NATURE

Natural area improvements

3 projects at **3** parks



Above: City Park



INTRODUCTION

Situated in the heart of the Willamette Valley at a bend in the South Yamhill River, McMinnville is a charming community with a walkable downtown, year-round attractions, and diverse recreational opportunities for people of all ages and backgrounds. This chapter provides an overview of the planning process, background information, and helpful context to set the stage for a plan that can increase quality of life in the city.

1 INTRODUCTION

It's an exciting opportunity for the City of McMinnville's parks, recreation and open space system. After a nearly two-year process, the City has developed this Parks, Recreation and Open Space Plan (PROS Plan or Plan) that provides a 20-year vision and comprehensive guide for future projects, policies, and programs. The PROS Plan is founded on involvement from thousands of interested and involved community members and a technical analysis of needs and priorities.

PURPOSE OF THE PLAN

This PROS Plan provides guidance for how McMinnville will grow, steward, and maintain parks for the next 20 years. The Plan builds on the vision and success of the 1999 PROS Plan to create a modern park system based on sufficient funding and grounded in equity.

Over twenty years ago the City adopted the 1999 PROS Plan that outlined a vision

for McMinnville's park and recreation system. Notably, the plan helped spur passage of a \$9 million large parks bond (about \$16 million in 2022 dollars) as well as grant funding and donations to support acquisition and development of several new parks and recreation facilities. Through that vision and funding, McMinnville has increased the number of developed parks significantly.

FIGURE 1-1: COMMUNITY ENGAGEMENT SNAPSHOT



2,338

Online Values and Needs Survey (Survey 1) respondents



1,395

Online Priority Projects Survey (Survey 2) respondents



8

in-depth interviews



3

community pop-up events



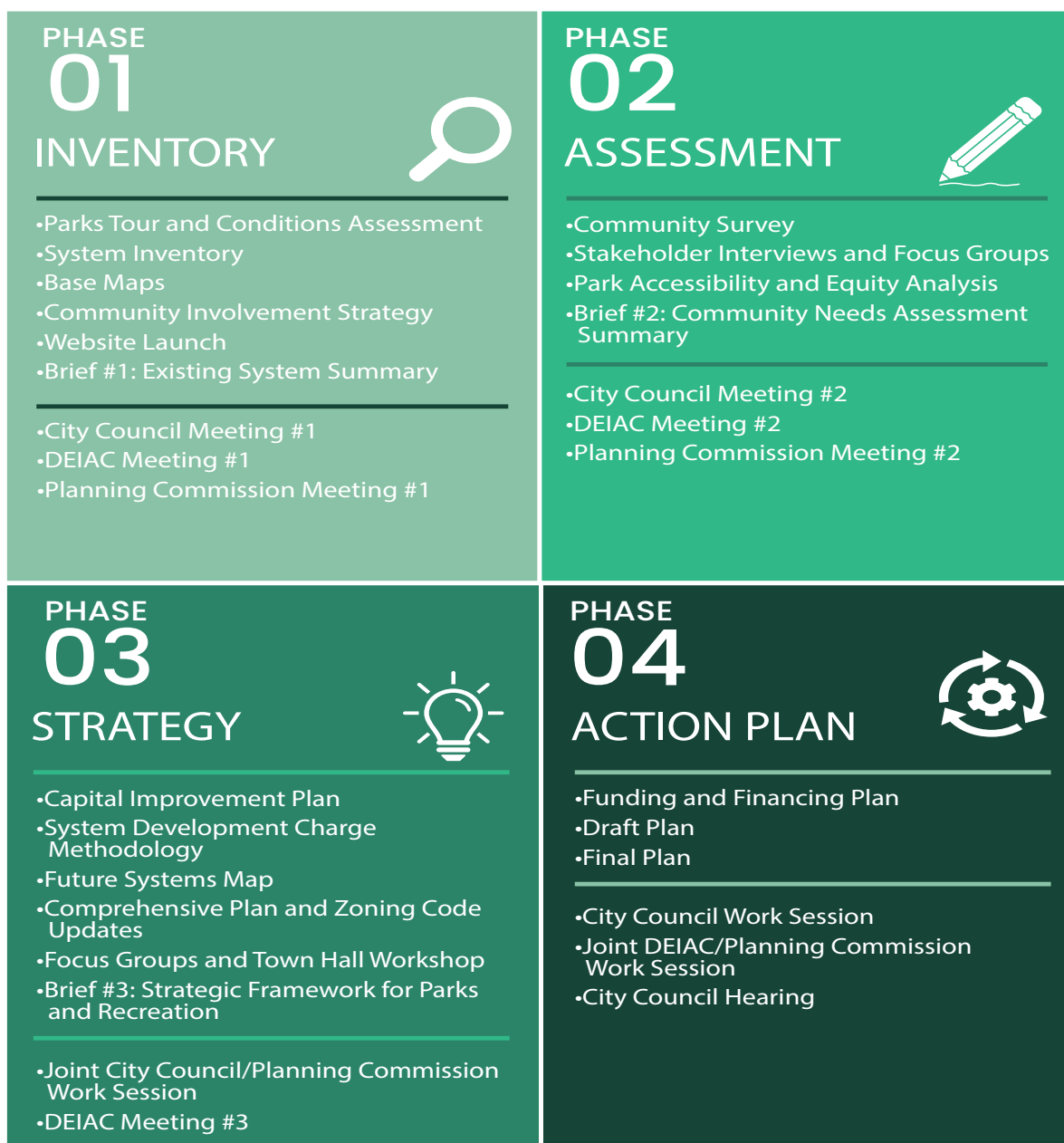
10

meetings with City Council, Planning Commission, and the DEIAC

PLANNING PROCESS

The PROS Plan was developed through a 28-month process that combined broad community engagement with a data-driven technical analysis to identify community needs and priorities (Figure 1-1). Community members, City leaders, and partner organizations all contributed to the development of the vision, goals, and objectives of this Plan (Figure 1-2). Each phase of the planning process is described in further detail in the remainder of this document as described on the following page.

FIGURE 1-1: THE PLANNING PROCESS



PLANNING BACKGROUND

The Plan builds on guidance from several prior plan and studies, most notably the City's Comprehensive Plan and Growth Management Plan.

COMPREHENSIVE PLAN (VOLUME 11) GOALS AND POLICIES 2022

The City's Comprehensive Plan provides guidance for the future for the entire city, as well as the Urban Growth Boundary (UGB) area, and includes several goals and policies related to parks, recreation, and open space (Chapters 3, 5, 6, 7, and 9). Key guidance relevant to development of the Plan include:

- **Accessibility** to parks for all modes of transportation, people of all abilities, and new developments;
- **Direction** for establishing parks and open space from Great Neighborhood Principles and Neighborhood Activity Center policies;
- **Zoning changes** to provide a Park Zone to apply to all public parks and facilities within city limits;
- **Reliance on the Parks, Recreation, and Open Space Plan** to identify park needs and guide implementation of park development and improvements city-wide; and
- **Fostering collaboration and coordination** between the City and other organizations such as the school district and private and public recreation groups to provide parks sites and programming.

GROWING MCMINNVILLE MINDFULLY; MCMINNVILLE GROWTH MANAGEMENT AND URBANIZATION PLAN (MGMUP), 2003 – 2023

The MGMUP includes recommendations for development and adoption of new comprehensive plan and zoning designations; a Framework Plan, which provides general guidance for development in the UGB expansion areas; Great Neighborhood Principles; and Neighborhood Activity Center guidance. The Framework Plan identifies potential new park and greenways in four future growth areas in the UGB:

- **Northwest:** New community and neighborhood park sites, and a greenway opportunity (Ridge Trail);
- **Southwest:** Community and neighborhood park and school sites and a greenway opportunity (Cozine Creek Loop);
- **South:** Neighborhood park site; and
- **East:** Neighborhood park and school sites, and a greenway opportunity (Yamhill River/Joe Dancer Trail).



SETTING AND CONTEXT

The City of McMinnville is in the center of Yamhill County approximately 25 miles northwest of Salem, and about the same distance to Portland to the northeast and the Oregon coast to the west (see Figure 1-3 on the next page). According to July 1, 2021 U.S. Census estimates, McMinnville has a current population of about 34,666 people. The city is well known for being in the heart of Willamette Valley, Oregon's wine country, and for its walkable downtown, cycling, farm-to-table dining, art galleries, and community events.

MAC-TOWN 2032, the City's Strategic Plan, provides a vision for the city which states "A collaborative and caring city inspiring an exceptional quality of life" with primary values of stewardship, equity, courage, and accountability. The Strategic Plan includes goals, objectives and strategic actions to achieve the community's vision. The Parks and Recreation Department is highlighted as playing a central role in building a community culture of safety and supporting resiliency for critical infrastructure. Other actions related to the parks and recreation system include increasing community wayfinding, improving McMinnville's sense of place, and supporting community connections.

"McMinnville is old enough to be substantial, young enough to be ambitious, big enough to be industrious, and small enough to be friendly."

-Historic Brochure of the City

FIGURE 1-3: REGIONAL CONTEXT



LAND USE AND DEVELOPMENT PATTERNS

McMinnville is bisected by Highway 99W (the Pacific Highway) which runs north/south and is split into a one-way couplet through the city. The Urban Growth Boundary (UGB) for McMinnville can be seen on Map 2-1 on page 26. McMinnville historically grew from the compact core area with the traditional grid pattern, growing outward from there.

West of the Pacific Highway are primarily low-density neighborhoods and Michelbook Country Club. The neighborhoods in the southwest and west portions of the city are newer and mostly single-family homes. Neighborhoods closer to the highway

are primarily older and on a grid street pattern.

Notable features include Linfield University to the south, the downtown in central McMinnville, and industrial uses to the east, including the McMinnville Municipal Airport. The city is bounded on the east by the South Yamhill River.



THE MCMINNVILLE COMMUNITY

Community characteristics and historic and future population patterns play a major role in planning for the park system. Over the past 21 years, McMinnville has added approximately 8,100 residents, a rate that is slightly higher than the county and state averages. It should be noted that smaller geographic areas generally have higher growth rates relative to a smaller population.

FUTURE POPULATION GROWTH

McMinnville prepared a draft Housing Needs Assessment, completed in 2019, which identifies future population growth projections sourced from 2017 data from the Population Research

Center at Portland State University. The city is projected to have continued growth over the next 20 years and beyond, with approximately 47,498 residents by 2041 (Figure 1-4 on the next page). It should be noted that the forecast 2021 population (projected in 2019), is 1,572 people higher than the current 2021 U.S. Census Population estimate of 34,666 residents. This level of growth has implications for the parks and recreation system. With more residents living in denser housing developments without private backyard space, there is a greater demand for public parks, open space, recreational facilities, and programs.

MCMINNVILLE AT A GLANCE



34, 666 Current Population



47, 498 Forecasted Population (2041)



22% 18 years and younger

19% 65 years and over

24% Hispanic/Latino



\$53,628 Median Household Income



AGE

Based on Census data, McMinnville has a similar age distribution compared to Yamhill County and the State of Oregon. Approximately 22% of the population is under age 18 and 19% are 65 years and older. Different age groups have different needs, from young children to older adults. Some examples include low impact recreation for older adults, play environments that offer learning, exploration, and skill building for children, competitive sport facilities and programs for youth and adults, and gathering spaces and events for all ages.

RACE AND ETHNICITY

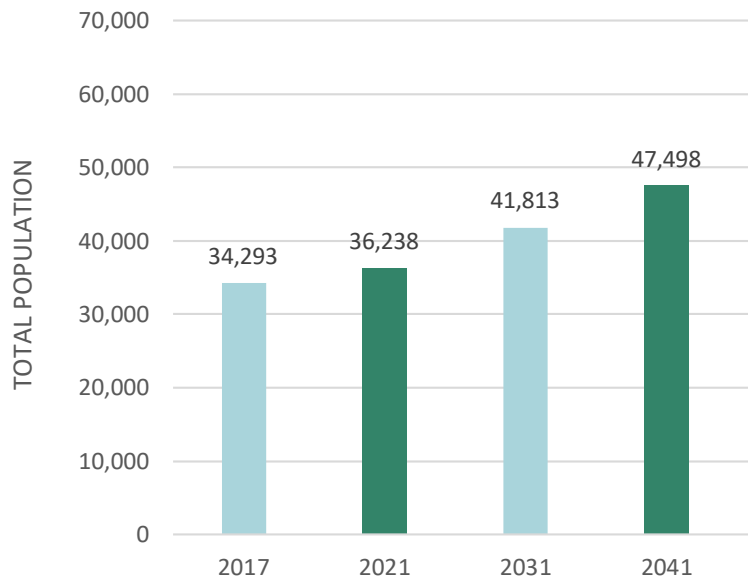
McMinnville's Hispanic or Latino population is the largest non-White demographic, representing about 24% of the population. The Hispanic/Latino population is higher than the county and state averages (Figure 1-5) and has also grown at a faster rate (3.3%) since 2010. Strong park and recreation systems provide opportunities that are reflective of all demographics and cultures in the community. The Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP) recommends parks and recreation facilities serve

unique needs of a diverse population. The 2017 SCORP survey found that outdoor court games other than tennis (basketball, beach volleyball, etc.), soccer, swimming, outdoor water activities (splashpads and outdoor pools), and social gatherings at parks are popular recreational activities for Latino communities in Oregon.

INCOME AND AFFORDABILITY

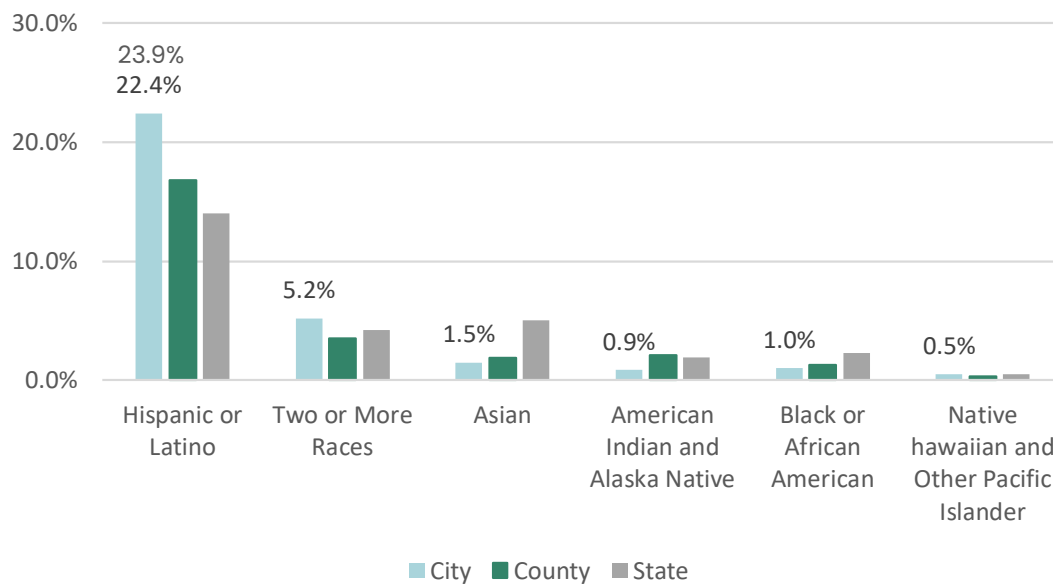
Income and affordability are additional key considerations that influence participation in parks/open space use and recreation programs among other factors. The median household income in McMinnville is \$53,628, which is lower than the county (\$67,296) and state (\$65,667) averages. In McMinnville, approximately 42.3% of renters in the city pay 35% or more of their household income on rent which is comparable to the county average. Public parks provide a low-cost recreation option and therefore are especially important in areas with a higher share of lower-income households. In places where housing costs are high, people are also more likely to live in dense, multi-family environments, where the need for substantial public open space is even more important.

FIGURE 1-4: POPULATION FORECAST MCMINNVILLE UGB: 2017-2041



Source: McMinnville Housing Needs Assessment, Population Research Center, PSU, 2017

FIGURE 1-5: COMPARISON OF NON-WHITE RACE AND ETHNICITY (CITY, COUNTY, STATE)



Source: 2020 U.S. Census



**Above: Joe Dancer
Park**



2

PARK SYSTEM SNAPSHOT

The City of McMinnville has a variety of parks, open spaces, trails, and facilities that provide recreation opportunities to the community. This chapter describes the existing park system including the park classifications that are referenced in this Plan, inventory of facilities and programs, and an overview of existing system operations and maintenance.

2 PARK SYSTEM SNAPSHOT

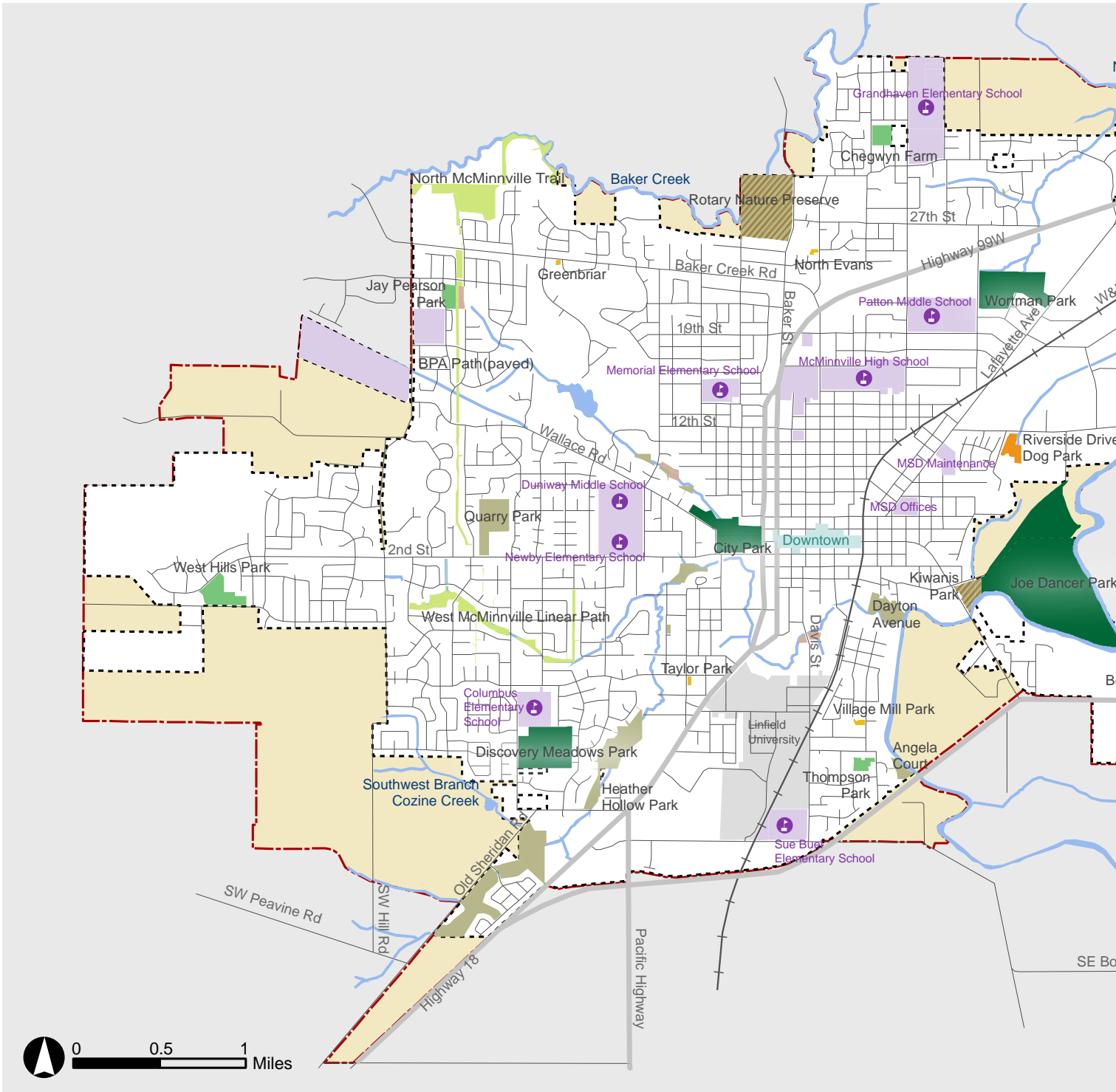
The McMinnville Parks and Recreation Department offers diverse recreational opportunities for McMinnville residents of all ages.

McMinnville's park and recreation system includes three major indoor facilities (the Aquatic Center, Community Center and Senior Center). Outdoor facilities include parks of various sizes, play opportunities, sports courts and fields, as well as natural areas and open spaces. The trail system connects through part of the city, serving both recreational and transportation needs. Recreation programs cover a wide variety of year-round subjects for various age and interest groups.











FIGURE 2-1: McMinnville’s Park and Recreation Facilities



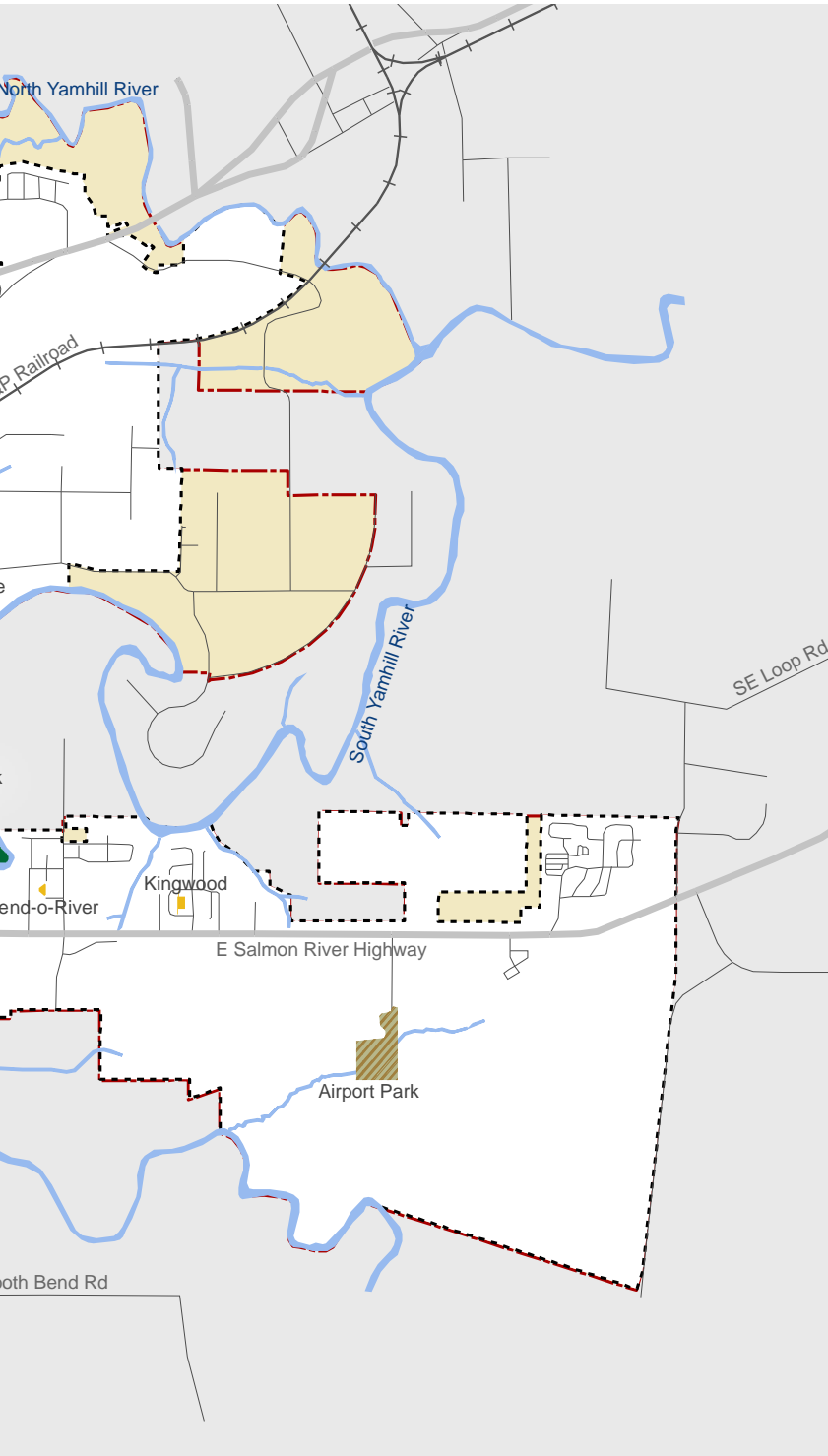


Park and Recreation Facilities

- | | | | |
|---|---------------------------|---|-------------------|
|  | Community Parks |  | Parklettes |
|  | Neighborhood Parks |  | Special Use Parks |
|  | Linear/Trail Parks |  | Undeveloped Parks |
|  | Developed Natural Areas | | |
|  | Undeveloped Natural Areas | | |

Base Map Features

- | | | | |
|---|---------------|---|----------------------|
|  | Major Streets |  | Schools |
|  | Streets |  | Landmarks |
|  | Railroads |  | Waterways |
| | |  | Cities |
| | |  | Unincorporated Areas |



MAP 2-1

EXISTING PARK AND RECREATION SYSTEM

Map 2-1 shows the distribution of parks across McMinnville's existing park and recreation system, including their classification. The 1999 Parks Plan classified parks into seven types by their benefit, size, and amenities/recreational opportunities included or not included. It also included site selection criteria and maintenance level and standards for each park type.

Parks are color-coded by the existing park classification types within the city: Neighborhood Parks, Parkettes, Community Parks, Special Use Parks, Linear/Trail Parks, Natural Areas (developed and undeveloped), and Undeveloped Parks. The Park Inventory on the next page further breaks down what currently exists within the McMinnville park and recreation system.

School District Property

Linfield University

Water Bodies

City Boundary

Urban Growth Boundary

PARK INVENTORY

The McMinnville community has access to several different types of parks and recreation opportunities that contribute to the quality of life for residents. McMinnville has a total of:

Park types and definitions help provide guidance for the siting, location and design of each park based on its intended purpose and role in the park system. A complete Parks and Recreation Facility Inventory can be found in Appendix A.

358 acres of park and open space land

28 total developed Parks

230 acres of developed parks

10.3 acres of total park land per 1,000 residents

PARKLETTES are small areas intended primarily for the use of children up to the early elementary grades and provide both active and passive activities. Often located within neighborhoods in close proximity to apartment complexes, townhouse developments, and within some isolated developments. Parklettes should be centrally located within a neighborhood to provide safe walking and bike access for children by preventing the need to cross major streets. Contents may include playgrounds, swings, paved areas for wheeled toys, basketball hoops, benches, horseshoes, lighting, and some off-street parking.

6 sites | **2.3** acres

SPECIAL USE PARKS are facilities for a specialized or single recreation activity, including historic and cultural sites, and recreation facilities.

1 site | **3.6** acres

NEIGHBORHOOD PARKS are the foundation of the parks and recreation system, providing accessible recreation and social opportunities to nearby residents. When developed to meet a neighborhood’s recreational needs, school sites may serve as neighborhood parks.

4 sites | **16.9** acres

COMMUNITY PARKS provide a variety of active and passive recreational opportunities for all age groups. These parks are generally larger in size and serve a wider base of residents than neighborhood parks. Community parks often include developed facilities for organized group activity as well as facilities for individual and family activities.

4 sites | **163.7** acres

LINEAR/TRAIL PARKS are public access routes including sidewalks, bikeways, multi-use trails, and paths that are typically built on natural corridors, such as utility rights-of-way, drainage-ways, vegetation patterns, or natural acreage. Linear/trail parks may provide for one or more modes of trail oriented recreational travel (jogging, biking, walking) and connect or link several components of the park system or other community facilities. Trail/path surfacing can vary, including both soft and hard surfaces.

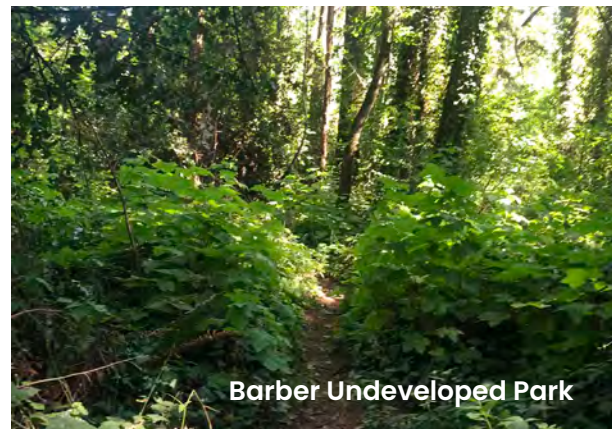
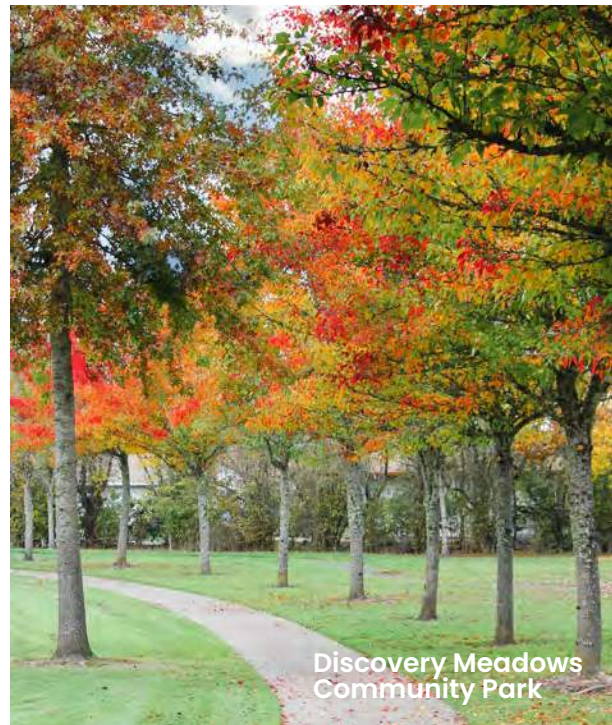
13 trail/path segments | **43.8** acres

NATURAL AREAS are areas of natural quality that protect valuable natural resources and provide wildlife habitat. They also provide opportunities for nature-related outdoor recreation, such as viewing and studying nature and participating in trail activities. Natural areas can be partially developed with amenities such as trails or picnic areas, or undeveloped with no improvements.

16 sites (3 developed) | **123.4** acres

UNDEVELOPED PARKS are publicly-owned sites, under management of the Parks and Recreation Department, that are not yet developed but are intended for future park or facility development. There are four sites totaling approximately 4.2 acres that are currently undeveloped.

4 sites | **4.2** acres



NATURAL RESOURCES AND OPEN SPACE

In addition to parks and recreation amenities, natural resources and open space exist in and near McMinnville which allow residents and visitors additional access to nature. The Yamhill River forks just northeast of McMinnville. The North Fork briefly follows the northeastern city boundary (for about 1/3 mile) near NW Riverside Drive. The South Fork follows the southeastern city boundary for almost three miles. Kiwanis Park contained the city's only boat ramp to the Yamhill River until winter river turbulence caused the boat ramp and hillside to collapse. According to the Greater Yamhill Watershed Council, "four major waterways drain the City of McMinnville: Cozine Creek with its branches, Baker Creek, North Yamhill River, and the South Yamhill River." Approximately 50 percent of the watershed is drained by Cozine Creek, which then discharges into the Yamhill River. McMinnville is prone to flooding in some areas where the flood channels are shallow, in particular along Cozine Creek and its branches. The 100-year floodplain (designated by FEMA) is designated as F-P on the City's zoning map.

The Rotary Nature Preserve at Tice Woods is a sensitive environment which includes one seasonally influenced pond, a wetland, an upland forest, and views of Baker Creek which flows adjacent to the park. Boardwalks and soft-surface trails are used to traverse the park. Bird watching is common in this park during all seasons. Galen McBee Airport Park also provides a flowing creek year-round and several micro-environments and uncommon plants.

Additional parks within the city that contain creeks or wetlands include City Park, Joe Dancer Park, Discovery Meadows, Wortman Park, Airport Park, Ash Meadows, James Addition, and Jandina III.

About 2.5 miles northwest of the city limits, the Miller Woods Conservation Area belongs to the Yamhill Soil and Water Conservation District. The 130 acres of forest and grass land includes several hiking trails and regular demonstrations and education programs.

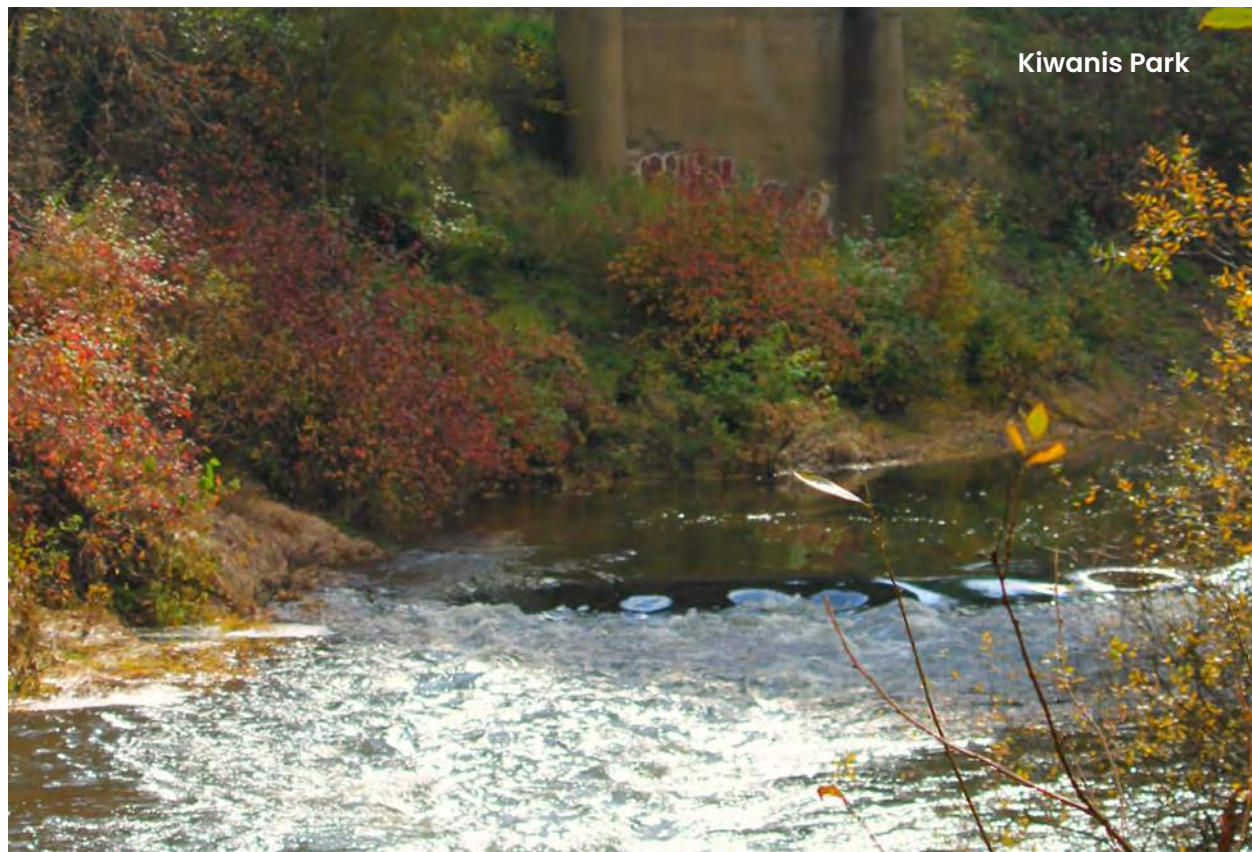
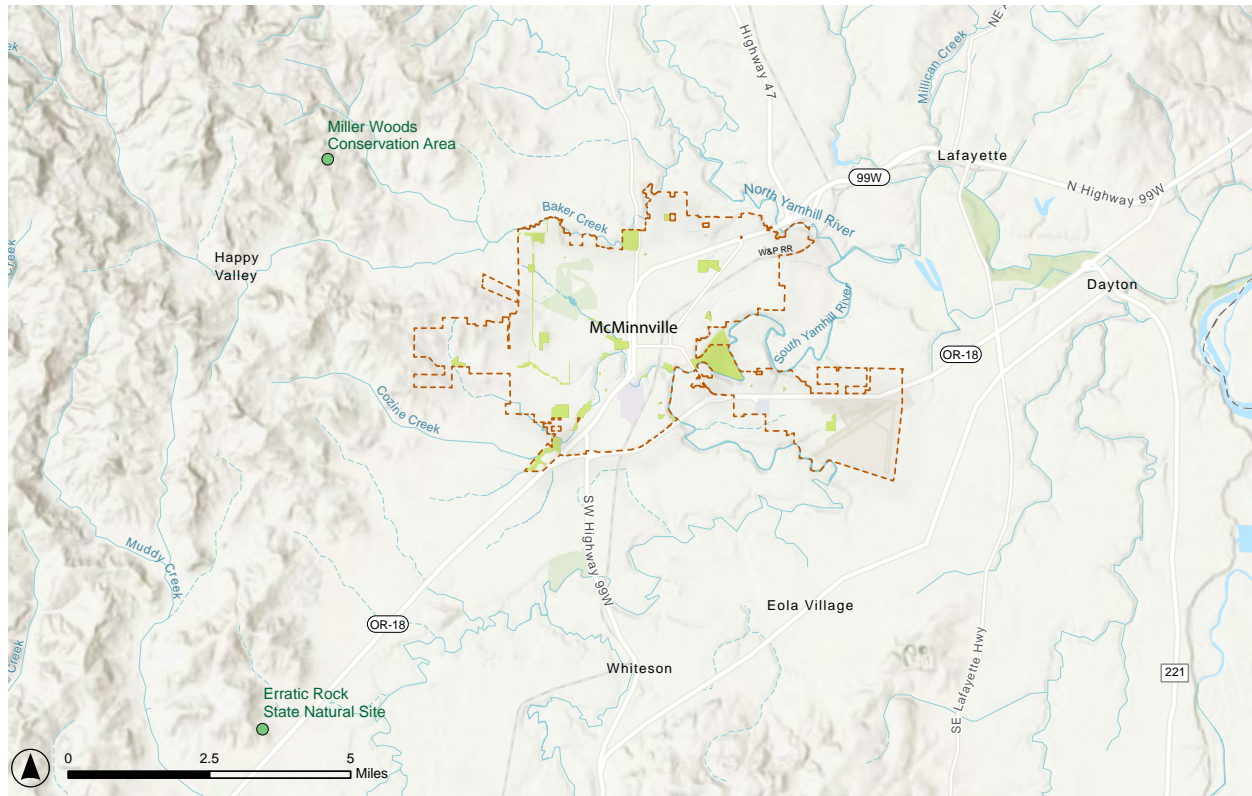
Erratic Rock State Natural Site is about five miles south of McMinnville along the Pacific Highway. According to the Oregon State Parks website, "This 90-ton rock was deposited during an Ice Age flood. It floated over 500 miles in an iceberg 12,000 to 17,000 years ago, by way of the Columbia River. When the ice melted, the rock was left behind. This is the largest glacial erratic found in the Willamette Valley." This area includes hiking trails, a scenic viewpoint, and interpretive information.

The State of Oregon requires a detailed natural open space inventory as part of the City's Comprehensive Plan (Goal 5). For this Plan, the project team relied on existing City data. This Plan does not provide a complete Goal 5 inventory update.

McMinnville has always incorporated the natural beauty of Oregon, and I hope that continues in years to come.

-Online Survey Respondent

FIGURE 2-2: REGIONAL NATURAL RESOURCES





Westside Bicycle
Pedestrian Greenway

TRAILS

McMinnville’s parks contain approximately **10.5 miles of paved paths and 5.5 miles of soft trails**. About 60% of these are within the city’s Community Parks. Most of the city’s parks designated as “Linear/Trail Parks” only have paved paths, with the exception of portions of the North McMinnville Trail. The City’s three developed natural areas include either paved paths or soft trails with the exception of Tice Woods – Rotary Nature Preserve which has both. Three parklettes have no internal trails or paths: Greenbriar, Heather Hollow, and Village Mill Parks.

There are three primary connected trail networks in McMinnville: West McMinnville Linear Path, BPA Path, and the North McMinnville Trail. The West McMinnville Linear Path (made up of Ash Meadows, Goucher Street Pathway, James Addition, Jandina and Jandina III, and Westvale) follows the west branch of Cozine Creek between SW Westvale Street and SW Russ Lane and continues north up Goucher to 2nd Street. The BPA Path connects 2nd Street to Baker Creek Road. The North McMinnville Trail includes Baker Creek North and Oak Ridge Meadows. Existing trails outside of city parks are limited in McMinnville, despite several miles of creeks, streams, and the Yamhill River.

10.5 miles of paved paths
5.5 miles of soft trails

TABLE 2-1: LINEAR/TRAIL PARKS INVENTORY

Linear/Trail Parks	Acres
West McMinnville Linear Path	
Ash Meadows	1.5
Goucher St. Pathway	1.7
James Addition	1.3
Jandina	2.6
Jandina III	2.1
West McMinnville Linear Park	0.2
Westvale	4.5
BPA Path (Paved)	
BPA Pathway I (2nd Street to Wallace)	2.8
BPA Pathway II (Wallace to 23rd)	4.1
Roma Sitton (23rd to Baker Creek Road)	1.7
BPA North (Baker Creek Road to chip path)	1.3
North McMinnville Trail	
BPA Pathway I (2nd Street to Wallace)	2.8
BPA Pathway II (Wallace to 23rd)	4.1
TOTAL ACRES	43.8

Source: City of McMinnville

PARTNERSHIPS

In addition to the City of McMinnville's parks and recreation offerings, the public relies on recreation opportunities provided by the local school district and higher education facilities.

McMinnville has one public high school, two public middle schools, and five public elementary schools. These are distributed throughout the city west of the Yamhill River. The middle and high schools also contain indoor and outdoor sports fields. Each elementary school has indoor and outdoor recreation/play facilities and large open fields. The City also partners with Camp Fire Columbia to provide after-school childcare for elementary aged children in McMinnville's grade schools.

Two higher education facilities exist in McMinnville, Linfield University and Chemeketa Community College. Linfield University has a full athletics program and several indoor and outdoor facilities including a football stadium, tennis courts, track, baseball and softball stadiums, aquatics building, basketball courts, soccer/lacrosse fields, and practice fields. Chemeketa Community College is a much smaller facility than Linfield, consisting of one building, but does include an indoor conditioning/fitness center and a small park/plaza space. Chemeketa has an athletics program which primarily operates at home fields/courts at the Salem campus, but also utilizes the Linfield track in McMinnville.



PARK CONDITION ASSESSMENT

In the summer of 2022, the project team conducted a tour of selective parks and recreation facilities to document existing conditions, issues, and opportunities. The project team used multiple criteria to subjectively evaluate conditions related to safety, accessibility, functionality, age, and other factors. Newer parks have facilities and amenities that are in good condition such as Chegwyn Farms Park or Jay Pearson Park. However, several older parks have facilities and amenities that are in fair to poor condition, such as play areas and pathways in Kingwood Park and City Park. The following summarizes key issues:

- **Play Equipment:** With some exceptions, play equipment is aging and will need likely need replacement within the next 5–10 years. The lifespan of the typical play structure found in parks is 10–20+ years depending on maintenance and use. Replacement will need to be phased according to condition.
- **Irrigation:** Most parks have irrigated turf fields and some parks have had irrigation partially or completely turned off due to lacking resources to mow turf and repair systems. Hotter summers and climate change adaptation will continue to impact water use for field irrigation.
- **River/Creek Access:** There is no formal public water access in the system, yet several sites have creeks where people can access water and there is potential at several sites for formal access.
- **Flooding:** Flooding is a significant issue in several parks and will continue to require routine management and long-term strategies to reconsider how these areas are programmed. Some parks are within the regulatory floodway which can limit future development.

- **Accessibility:** Many parks have ADA accessibility issues including physical barriers to access park features for people with disabilities and missing or narrow pathways.
- **Restroom Facilities:** There is one Neighborhood Parks and one Community Park that don't have restrooms. No Parklettes or Special Use Parks have restrooms.
- **Picnic Areas:** Some larger, popular parks include a reservable or group picnic area and cook shelter. Most natural areas do not have a picnic area (Airport Park is the only Natural Area with picnic tables). However, almost all of the Neighborhood Parks have picnic tables, and three have picnic shelters. Only one parklette has picnic tables.
- **Sports Fields:** 11 of 13 softball, baseball, and T-ball fields are located in Joe Dancer Park. Joe Dancer Park also contains all 12 soccer fields in the system. All of the Joe Dancer Park fields are located within the floodplain. Topography along the floodplain creates barriers to future development such as permanent restrooms.
- **Sports Courts:** Basketball hoops are distributed throughout six parks, with only Thompson Park (a Neighborhood Park) sporting a court with two hoops. Two tennis courts and six pickleball courts are provided at City Park.
- **Small Parks:** Some smaller parks have aging amenities, and two lack amenities entirely. This is especially noticeable in southern and eastern McMinnville.
- **Natural Areas:** Natural areas have specialized needs that range from riparian corridor management, tree health, invasive vegetation management, soil compaction, erosion control, and public access management.



Senior Center

RECREATION PROGRAMS

McMinnville Parks and Recreation is a regional provider of recreation services with approximately 30% of participants coming from outside of the city (City of McMinnville participation data, 2022). The Department offers a wide array of year-round classes, sports, social services programs, and activities for people of all ages as shown in Table 2-2.

Like many cities in the United States, McMinnville faces challenges in the delivery of recreation services in a cost effective and efficient manner. It is normal for parks and recreation agencies to have strengths and weaknesses. In January 2020, the City completed a Facilities and Recreation Plan & Feasibility Study to analyze the condition of recreation facilities and programs in McMinnville. The following summarizes some of the key recreation program findings from the assessment:

Recreation Program Strengths:

- Gymnastics
- Youth sports and camps
- Aquatics (swim lessons)
- After school recreation activities
- Opportunities for older adults

Recreation Program Weaknesses:

- Cultural, visual and performing arts
- Outdoor recreation
- Education
- Opportunities for adults, families and teens
- Opportunities for individuals with disabilities and special needs

60+ programs/events

77,000 traditional recreation program participants in 2018-2019

TABLE 2-2: RECREATION PROGRAM SUMMARY

Program Area	Age				Season		
	Youth	Teens/Tweens	Adult	Older Adult	Winter	Spring/Summer	Fall
Water Fitness Classes			•	•	•	•	•
Silver & Fit/Silver Sneakers/Senior Fitness				•	•	•	•
Adult Fitness			•		•	•	•
Yoga				•	•	•	•
McMinnville Swim Club	•	•			•	•	•
Barracudas Lap Swim			•	•	•	•	•
Learn to Swim	•				•	•	•
Lifeguard Training		•	•		•		
Playschool, Pre-K, Toddler Programs	•				•	•	•
Summer Camps (29 offered)	•	•				•	
Gymnastics	•	•			•	•	•
Art		•		•	•	•	•
Theater						•	•
Soccer	•	•			•	•	•
Tee-ball	•					•	
Baseball/Softball	•	•	•			•	
Volleyball			•		•	•	
Basketball	•		•		•	•	•
Archery		•	•	•		•	
Pickleball		•	•	•	•	•	•
Ultimate Disc (Frisbee)		•	•			•	
Kayaking		•	•	•		•	
Music		•	•	•	•	•	•
Birdwatching			•	•		•	•
Technical Programs			•	•	•	•	•
Educational Classes/Lectures			•	•	•	•	•
Day Trips				•	•	•	•
Personal Support		•	•	•	•	•	•
Social Groups			•	•	•	•	•
Community Events	•	•	•	•	•	•	•

Source: McMinnville 2019 Recreation Program Guides

Note: Program cost and capacity/demand varies by season.

INDOOR RECREATION FACILITIES

The City of McMinnville's park and recreation system also includes three indoor recreation facilities that provide a diverse range of recreation programs and services. Most of the Department's indoor based recreation programming emanates out of one of these facilities.



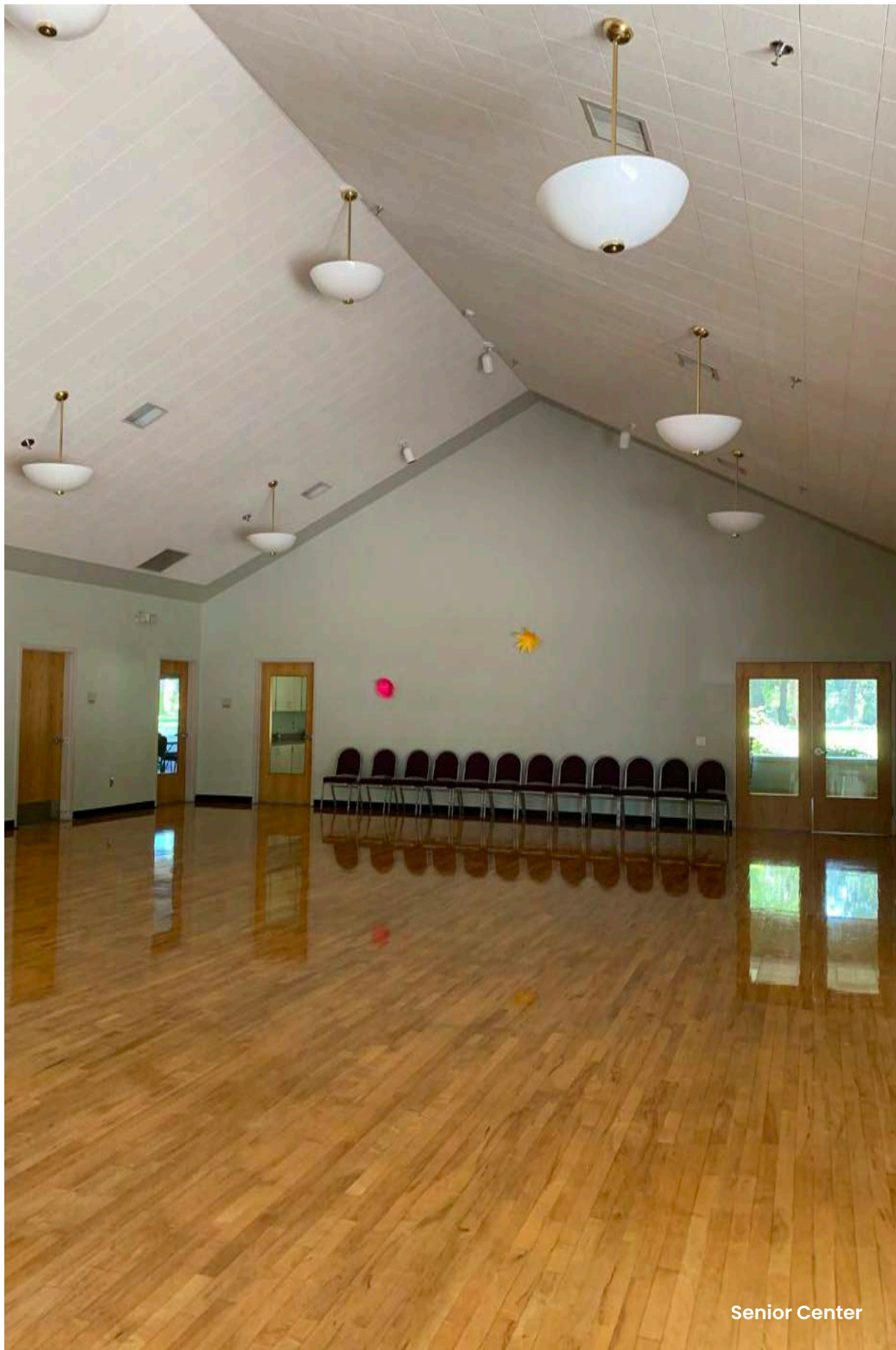
The **COMMUNITY CENTER** provides a wide variety of programs, activities, events, and drop-in opportunities for all ages and abilities. Located within easy walking distance of McMinnville's Historic Downtown District, the Center includes recreational facilities, meeting rooms, classrooms, and a performing arts auditorium. Recreational activities include basketball courts, pickleball courts, an indoor track, racquetball, and the Tiny Tots Indoor Playspace. The Center is also home to the Mac Makerspace, a collaborative project between the Parks and Recreation Department and the McMinnville Public Library with arts and crafts materials and 3-D building supplies.



The **AQUATIC CENTER** includes two indoor swimming pools and a Fitness Center. The Center is located adjacent to the historic downtown, City Park and the McMinnville Library. Recreational opportunities include drop-in opportunities, swimming lessons, water fitness classes, and specialty programs such as sensory friendly swim and kayak lessons.



The **SENIOR CENTER** serves the needs of McMinnville's older population through recreational opportunities and human service programs such as social events, fitness classes, continuing education courses, and other special interest opportunities (e.g. cooking and art classes, games, etc.).



Senior Center



SYSTEMS OPERATIONS AND MAINTENANCE

Operations and maintenance are key to a safe, vibrant, clean, and sustainable parks and recreation system.

STAFFING

Leadership for McMinnville's Parks and Recreation Department includes the Parks and Recreation Director, Recreation Sports Manager, Senior Center Supervisor, Community Center Manager, and Aquatic Center Manager. The Parks and Recreation Department is responsible for offering recreational opportunities and programs for residents, putting on several community events, park planning and managing recreation facilities.

Park Maintenance is housed within the Public Works Department. Public Works has an overall Director and an Operations Superintendent who oversees the Parks Maintenance Supervisor and staff. Core services of the Park Maintenance section includes maintenance of park facilities and amenities, turf/landscape, sports turf, trees, buildings, skate parks, and play equipment. Other core responsibilities include recreation program facility support, community event/volunteer support, and emergency response.

The Proposed 2022–2023 Budget includes 24.7 Full Time Equivalent (FTE) employees for Parks and Recreation and nine for Park Maintenance. The change in FTE's for Parks and Recreation and Park Maintenance are shown in Figure 2–4, with an overall decrease in Parks and Recreation FTE's from the 2021–2022 fiscal year. The budget notes for Parks and Recreation that "Staffing shortages continue to complicate some programs and could result in curtailed service levels."

VOLUNTEERISM

In 2021, 500 people volunteered with Park Maintenance and 205 people volunteered with Parks and Recreation. These volunteer numbers were similar to 2020, but there was about a 40% decrease in volunteers during 2021.

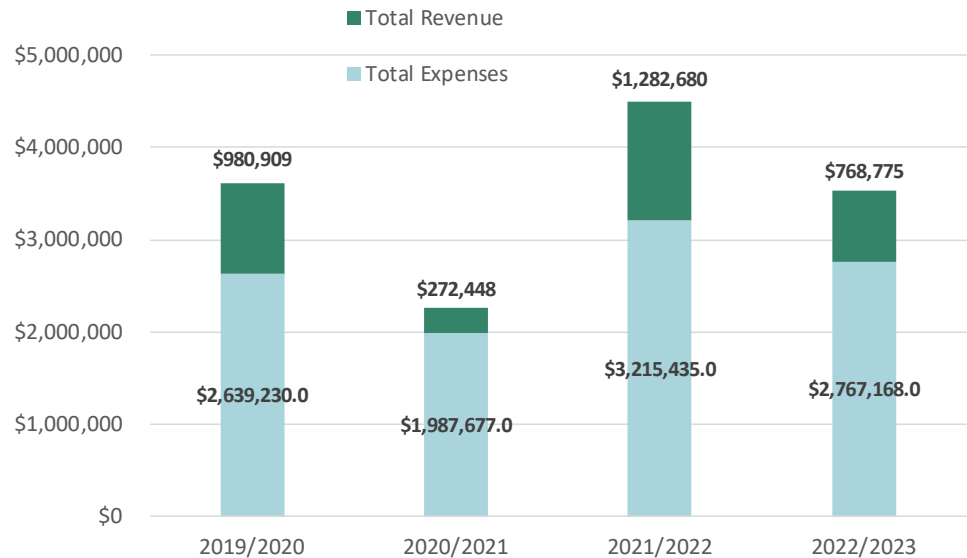
BUDGET

The Parks and Recreation budget comes in part from the General Fun (Figure 2-3). The department saw a large dip in actual revenue and expenses early in the COVID-19 pandemic (fiscal year 2020/2021). Since then, revenue has fluctuated between higher and lower than pre-pandemic levels, and expenses remain higher than pre-pandemic levels.

Outside of the General Fund, the 2022-

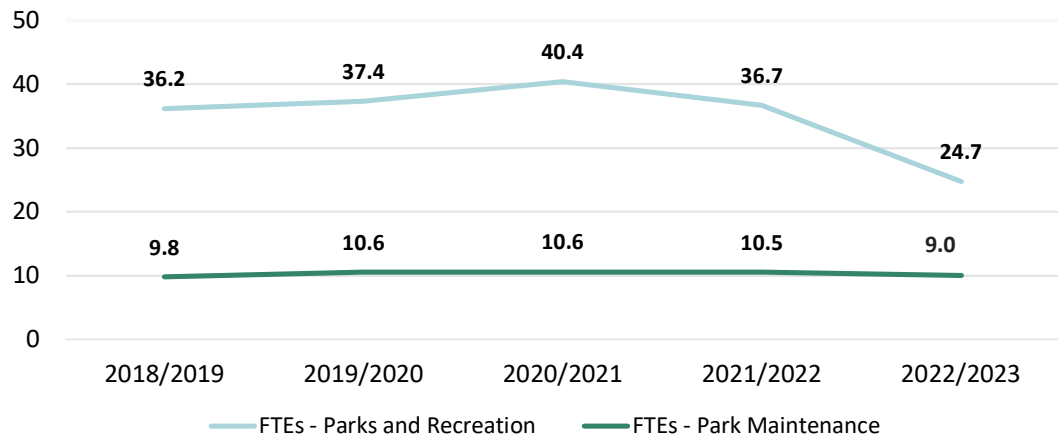
2023 adopted City Budget includes a Park Development Fund of \$2,348,041 as one of two funds within the Capital Projects Fund. The Parks and Recreation Director manages the Park Development Fund. The Park Maintenance budget comes from the General Fund and is \$1,481,894 for the 2022-2023 fiscal year. Expenses are expected to increase by 23% over the next fiscal year and more subtle increases have occurred over the past five years.

FIGURE 2-3: PARKS AND RECREATION DEPARTMENT BUDGET



Source: City of McMinnville Proposed 2022-2023 Budget

FIGURE 2-4: PARKS AND RECREATION EMPLOYEES, 2018/2019-2022/2023



Source: City of McMinnville Adopted 2021-2022 Budget

MAINTENANCE COMPARISONS

Maintaining parks and recreation facilities is a major financial responsibility for the City especially when considering the growing population and demands on the park system. While historic and current budget data are important to evaluate, maintenance resource information from other park systems provides a helpful comparison. In Winter 2022, the City gathered maintenance information from several comparable municipal park system providers in Oregon with a similar population and park system size. The following figures provide comparisons to McMinnville with these communities using park maintenance expenditures and employees provided by the respective cities.

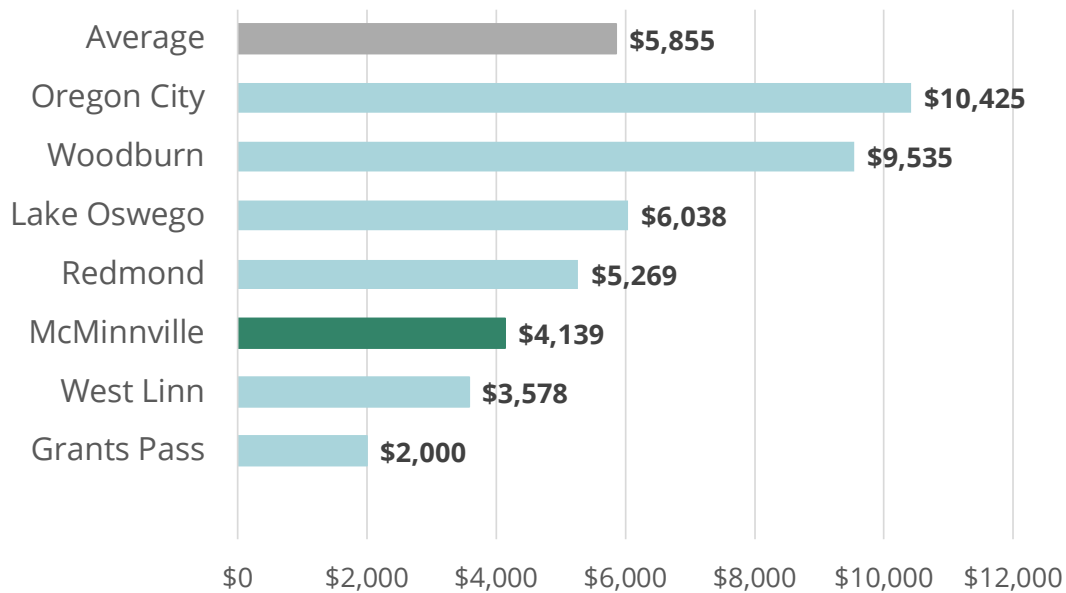
Figure 2-3 provides a comparison of maintenance expenditures per park acre for McMinnville with comparable city park systems. In general, a higher cost per acre indicates greater resources to care for each acre of park land. For 2022-2023, the City of McMinnville budgeted \$1,481,894 to maintain 358 park acres.

McMinnville operates with slightly less resources per acre than the average comparable park system.

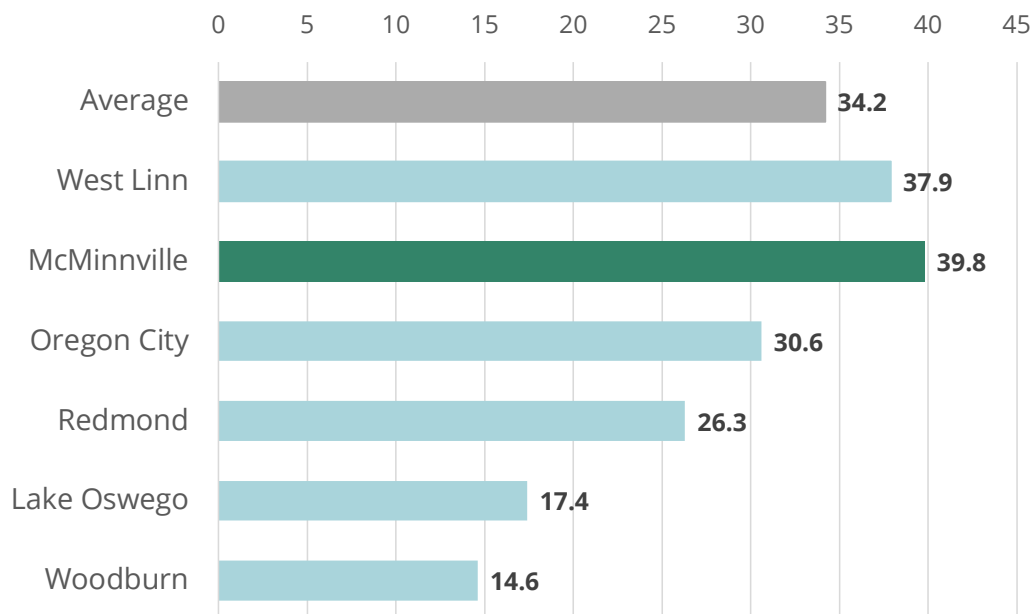
The cost to maintain each acre in McMinnville is similar to West Linn which has a similar park size and budget, but only half as much as Woodburn and Oregon City. While Woodburn has fewer acres to maintain, Oregon City has more park acres and a larger budget.

Figure 2-4 shows a comparison of park acres per maintenance employee for McMinnville, with comparable community park systems. The ratio of acres to employee helps illustrate the overall workload needed by system for park maintenance. For 2022-2023, McMinnville has budgeted nine maintenance employees responsible for 358 acres of park land, for an average of 39.8 acres per employee. When compared to the other cities, McMinnville is above the average of 34.2 acres per employee.



FIGURE 2-5: MAINTENANCE EXPENDITURES PER PARK ACRE BUDGET COMPARISON, 2022-2023

Source: City of McMinnville. All expenditures are from 2022-2023 adopted budgets. Budget information and park acreages provided by individual cities. Some cities, such as Grants Pass, have extensive open space in their park system which typically requires less intensive maintenance.

FIGURE 2-6: PARK ACRES PER MAINTENANCE EMPLOYEE COMPARISON, 2022-2023

Source: City of McMinnville. Park acreages and number of employees provided by individual cities. Some cities, such as Grants Pass, have extensive open space in their park system which typically requires less intensive maintenance.



**Above: West Hills
Neighborhood Park**



3

VISION, GOALS, AND OBJECTIVES

Driven by community needs and priorities identified from the planning process, this chapter builds off the 1999 Parks, Recreation, and Open Space Plan and presents the envisioned future direction of the parks and recreation system for the next 20 years. Existing goals and policies from the City of McMinnville's Comprehensive Plan, MAC-TOWN 2032, and other plans and studies also informed the vision, goals, and objectives included in this Plan.

3 VISION, GOALS & OBJECTIVES

The PROS Plan provides a 20-year vision and guide for future projects, policies, and programs built on community values and needs.

COMMUNITY ENGAGEMENT SUMMARY

A variety of meetings, surveys, and outreach activities were conducted throughout the planning process to understand community needs and priorities. Appendices B and D provide more detailed results of the Plan's outreach efforts.

- **Project Team Meetings:** City staff and the MIG consultant team (the Project Team) held ongoing meetings throughout the planning process to discuss planned activities and review draft materials and information. City departments included representatives from Parks and Recreation, Parks Maintenance, Public Works, Community Development, and Communications and Engagement.
- **Diversity, Equity, Inclusion Advisory Committee (DEIAC):** The City's DEIAC is an advisory committee appointed by the City Council that is responsible for making policy recommendations to the City Council. In alignment with the City's strategic plan, MacTown 2032, this committee also advises City staff on culturally responsive service delivery, programming, and communication strategies. The project team met with the DEIAC on August 11, 2022, May 11, 2023, and September 14, 2023. The first meeting was an opportunity to discuss challenges and opportunities of McMinnville's PROS system through the lens of equity and inclusion, as well as discuss outreach ideas to reach McMinnville's diverse population. At the second meeting, the DEIAC reviewed community outreach results and discussed key needs. At the third meeting the DEIAC discussed priorities for near and long-term projects.
- **Parks Tour:** On August 11, 2022, DEIAC, Planning Commission and City Councilors were invited to attend an informational tour of McMinnville's parks system led by the City project team.
- **In-Depth Interviews:** In the summer and fall of 2022, the project team held eight one-on-one interviews with City staff, members of the DEIAC, and members of the community. The interviews were intended to help shape the public engagement plan and hear from diverse voices, including multi-lingual households.
- **Pop-Up Events:** During a resource



fair hosted by Unidos Bridging Community (nonprofit organization which advocates for Latino immigrant families) in February 2023 and the Día de los Niños event in April 2023, City staff hosted a Spanish language pop-up event to provide information about the plan, and to learn about how people currently use parks and recreation facilities, and ask what facility improvements are needed.

- **Focus Group:** On February 28, 2023, the project team held a meeting with various City of McMinnville partners, including Yamhill County, McMinnville School District, Visit McMinnville, McMinnville Downtown Association, Linfield University, and Chemeketa Community College.
- **Online Values and Needs Survey (Survey 1)*:** The City held an interactive, map-based online community survey that was open for seven weeks, from December 16, 2022 – February 5, 2023. During this time, 2,338 people responded. Respondents represented a variety of McMinnville residents, employees, students, and visitors of many demographics. Questions focused on values related to parks and recreation, how people use different parks, what improvements are needed, and recreation program participation.
- **Decision-Maker Meetings:** The project team met with City Council a total of seven times throughout the planning process, including one joint meeting with the McMinnville School District Board of Directors on March 22, 2023 and one joint meeting with the Planning Commission on September 20, 2023. The project team met with the Planning Commission individually an additional two times. The meetings gathered feedback on the various phases of the planning process, discussed opportunities and challenges, and answered questions.
- **Online Priority Projects Survey (Survey 2)*:** The City held a second interactive, map-based online community survey that was open from October 12, 2023 – November 19, 2023. During this time, 1,395 people responded. Respondents represented a variety of McMinnville residents, employees, students, and visitors of many demographics. Questions focused on identifying community priorities for Plan recommendations and projects.

*Both surveys were promoted through email blasts, yard signs in all parks, City newsletters, social media posts, door-to-door outreach, gift card drawings, polling at Saturday soccer days with 800 families, and giveaways such as \$2 bills and City tote bags.

VISION, GOALS & OBJECTIVES

The renewed **vision** builds on community aspirations from the 1999 PROS Plan that focused on a high quality of life, a strong community, environment, and economy.

The **goals** provide general direction to decision-makers and staff for implementing the vision and to ensure a consistent long-term direction. The Plan’s seven goals were developed based on DEIAC, City leader, and community input, the Needs Assessment, and the 1999 PROS Plan.

The **objectives** guide system-wide administration and management of programs, activities, and actions to achieve the long-term goals. The objectives also clarify what the City expects for future improvements to the park system. Like the vision and goals, objectives are expected to be achieved over the next 20 years. However, there are several recommended objectives that are already ongoing and should continue as noted. These objectives also

directly support the City of McMinnville Comprehensive Plan. Objectives are organized into five categories and detailed throughout this chapter:

OBJECTIVES

A

PARKS AND FACILITIES

B

OPEN SPACES,
GREENWAYS, AND
TRAILS

C

RECREATION
PROGRAMS AND
SERVICES

D

MAINTENANCE AND
STEWARDSHIP

E

MANAGEMENT AND
COLLABORATIVE
PARTNERSHIPS

VISION

INCLUSIVE - INTERCONNECTED - VIBRANT - SAFE - WELCOMING

McMinnville, parks and recreation define our incredible city by bringing the community together through an inclusive and interconnected system. From natural areas, vibrant public spaces, and variety of parks, events, and programs, our community enjoys a high quality of life that is safe and welcoming for everyone.

Together, these opportunities provide for lifelong learning and fun for all ages, healthy lifestyles and natural habitats, and community cohesion, while also supporting our local economy, and unique heritage and culture. McMinnville’s parks and recreation system is equitable for everyone in every neighborhood, and we are committed to stewarding these places and opportunities for future generations.

GOALS

The City of McMinnville strives to achieve this vision through the following goals for parks, recreation, and open spaces.

- 1 ENSURE EQUITABLE PARK ACCESS**
Ensure equitable park access by striving for universal design in parks and facilities, enabling year-round outdoor recreation, and providing parks within a 10-minute walking distance of all residents.
 - 2 SUPPORT COMMUNITY COHESION**
Provide opportunities and events for social gatherings, empower residents in decision-making, and build long-term support for the system by strengthening partnerships.
 - 3 PROVIDE A WELCOMING SYSTEM**
Support projects, policies, and programs that reflect McMinnville's different cultures and ethnicities, age groups, incomes, abilities, and backgrounds.
 - 4 PROVIDE SAFE AND CLEAN PARKS**
Provide safe and clean parks through regular maintenance of public spaces and amenities, replacement or repair of aging facilities, increased maintenance capacity as new parks and facilities are added, and a collaborative approach to addressing unsafe activities and behavior.
 - 5 SUPPORT DIVERSE RECREATION OPPORTUNITIES**
Provide a diverse range of opportunities at different scales and in different locations throughout the park system.
 - 6 CELEBRATE AND PRESERVE NATURE**
Protect natural resources, wildlife habitats, and tree canopy while fostering environmental stewardship and expanded water access, educational opportunities, and ways to experience nature.
 - 7 INCREASE OFF-STREET TRAIL CONNECTIONS**
Integrate off-street trail connections for non-motorized transportation and recreation, while creating better linkages between parks, neighborhoods, and community destinations.
-



A

PARKS AND FACILITIES

A.1 Equitably distribute park and recreation facilities.

Strive to ensure that all neighborhoods are within a 10-minute walk/bike distance ($\frac{1}{4}$ -mile to $\frac{1}{2}$ -mile) to a park and recreation area through the recommended level of services, and recommendations in the Plan. Prioritize future parks and recreation facilities in underserved areas with the greatest need. Use outcomes of the park equity and access mapping analysis to prioritize improvements in underserved areas of McMinnville.

A.2 Maintain current parkland level of service standards as one of several ways to meet parkland needs.

Strive to exceed a total minimum ratio of 10.3 acres of parkland per 1,000 residents. This minimum ratio should serve as one of multiple benchmarks to measure needs when combined with other factors including park quantity, quality, and access.

**See page 64 for how current and recommended conditions compare to these standards.*

A.3 Apply updated facility guidelines.

Continue to provide a variety of recreation facilities based on national benchmarks (National Recreation and Park Association metrics) of comparable park systems as a guideline. As guidelines, these ratios should continue to be monitored and adjusted to account for changing recreation trends and community growth.

- a. Basketball courts – full court (1 per 7,117 residents)
- b. Rectangular fields (1 per 4,947 residents)
- c. Tennis courts – outdoor (1 per 5,815 residents)
- d. Pickleball courts – outdoor (1 per 9,257 residents)
- e. Diamond (baseball/softball) fields (1 per 5,033 residents)
- f. Multiuse (tennis, pickleball, and basketball) courts (1 per 14,800 residents)

**See page 83 for how current and recommended conditions compare to these standards.*



A.4 Design and monitor parks and facilities for safety.

Apply a range of design and management strategies to create safer and more welcoming parks and recreation facilities. This includes designing to ensure surveillance and clear sight lines into the site from surrounding uses to help reduce crime, vandalism, inappropriate activities, and address personal safety concerns. Provide lighting and video surveillance where appropriate. Allocate adequate security/park ranger resources to monitor activities, deter crime, and support safety in parks and open spaces for all users.

A.5 Prioritize park accessibility improvements and design.

Complete an ADA assessment and/or transition plan to identify required upgrades in accordance with the Americans with Disabilities Act. Apply accessible design best practices to new parks and facilities that at a minimum meet and/or strive to exceed ADA standards and include sensory elements.

A.6 Develop interactive, unique play areas across the park system.

Incorporate barrier-free and universal play areas, water play and nature play. If a park is located near another play area, consider further investments in existing play infrastructure at the adjacent site rather than duplicating the same style and design.

A.7 Create unique parks and memorable and engaging spaces.

Emphasize park design, site character, identity, and sense of place through the use of art, colors, plantings, natural elements and topography. Incorporate natural, cultural, and historical elements and interpretive/ educational features to convey the regional, local, or site-specific context.

A.8 Design parks with consideration for sustainability, water quality, water conservation, flood impact mitigation, and wildfire resiliency.

All new recreation facilities should be designed and constructed using green design and sustainable development practices. New facilities should be designed for energy efficiency, climate/natural disaster resiliency, water conservation, water quality improvements, and to minimize impacts to the natural environment.



A.9 Add a greater variety of facilities within existing parks.

Community gardens, natural play areas, all-abilities playgrounds, off-leash dog areas, a new skate park with accessible features, multi-use courts, all-weather/year-round facilities (turf fields, covered courts and play areas, etc.), and other recreational facilities are all needed in McMinnville. Several existing parks have capacity to either replace or add these facility types. Consider prioritizing adding needed facilities and amenities to existing parks prior to developing new sites.

A.10 Strategically increase permanent restrooms to enhance visitor comfort and park use.

Strive to provide safe and well-maintained permanent restrooms in community and at trailheads, prioritizing parks with the highest use and need. Only provide restrooms in neighborhood parks if deemed necessary by park use and design. Utilize permanent restroom models that support safety and accessibility.

A.11 Provide updated, comprehensive signage to direct users to parks and provide information and interpretation within parks and facilities.

Convey history and culture through art and interpretive installations. Include interpretive elements about local history, fish, wildlife, native plants, conservation, and indigenous people. The signage and wayfinding system should be based on a thoughtful and easy-to-understand design that utilizes inclusive interpretive design and adheres to a common design and branding theme that is consistent across all park and recreation providers (City, State, Federal). Consider providing QR codes on signage to allow for additional information, reduced signage sizes, and language translations.





A.12 Continue pursuing a new community recreation and aquatic center.

As recommended in the Parks, Recreation & Library Buildings Plan (2021), determine the possible role of any partners in the operations of the aquatic/recreation center or the provision of programs and services in the facility. Determine possible reuse options (or demolition) for the existing Aquatic Center and Community Center buildings. Due to the Aquatic Center's current location within a park, intentionally redesign the area as the gateway to 3rd street and along the main highway through town. Plan to take these structures off-line as recreation facilities as soon as the new aquatic/recreation center opens and remove them from the Parks and Recreation budget. Utilize indoor recreation facilities that are flexible and multi-use to support year-round physical and mental health and reduce social isolation. Ensure capacity, open hours, and accessibility are strategically maximized.

A.13 Evaluate senior center expansion feasibility.

As recommended in the Parks, Recreation & Library Buildings Plan (2021), complete a planning study for the expansion of the Senior Center. Confirm amenities and their sizing for the facility to develop a concept plan for the expansion.





Tice Woods - Rotary Nature Preserve



B OPEN SPACES, GREENWAYS, AND TRAILS

B.1 Acquire new natural areas and protected open space.

Acquire open space lands with the goal of protecting unique environments and providing low impact recreation opportunities such as hiking, picnicking, and wildlife viewing.

B.2 Connect to the South Yamhill River.

Pursue phased implementation of Transportation System Plan projects that connect McMinnville's trail network to the South Yamhill River and its tributaries such as Cozine Creek and Baker Creek to increase access to water, nature, and wildlife viewing opportunities. Acquire, develop, and/or activate strategic areas along the river and creeks within existing parks or as part of future park or natural area opportunities to provide community water access.

B.3 Prioritize access to nature and preservation of natural resources.

Provide opportunities for residents and visitors to connect with nature via new or improved access to natural areas.

Create or preserve meadow habitat in natural areas or transition spaces between developed and natural areas (habitat friendly native grasses and herbaceous perennials/annuals/bulbs that require minimal mowing/pruning and weed management). Reveal and enhance nature and natural processes using native plants and by using stormwater management as a functional and aesthetic park feature.

B.4 Incorporate habitat and nature in McMinnville's developed parks.

Promote site-appropriate habitat and nature in parks by planting more large canopy trees and clusters of trees, adding more understory plantings and richer planting palettes, replacing of turf with ecolawn, and adding rain gardens and green stormwater infrastructure. Reestablish Camas and other traditional/native prairie plants and edible flora. Also focus on creating year-round pollinator friendly environments with clustered native flowering plants such as Vine Maple, Lupine, and the



Tall Oregon Grape (the Oregon state flower). Attracting bees, butterflies, hummingbirds, and other pollinators is essential for local food production and overall ecosystem health.

B.5 Integrate site-specific flood mitigation measures into site design.

Parks in flood zones, such as Joe Dancer Park, should be managed and designed to work with natural systems. Where feasible, these measures (such as berms and detention ponds) should be wide enough to maximize mitigation potential and be designed to include changes in topography to slow water, while also designed for passive recreation and non-motorized connections. Where possible, impervious surfaces should be minimized to reduce additional runoff, while choosing landscaping that will help absorb runoff and associated pollutants.

B.6 Improve community walkability and bikeability.

Continue to provide and expand an interconnected, accessible pedestrian and bicycle system that safely links McMinnville's parks and open spaces to other parts of the city including neighborhoods, commercial areas,

downtown, schools, and regional trail systems.

B.7 Pursue natural surface trails in parks and natural areas.

A system of natural surface trails should be provided to offer single and multi-use trail access in parks and natural areas. New trails should be considered on a case-by-case basis where there is public access and include accessible options as part of the connected trail network.

B.8 Implement the City's Transportation System Plan (TSP) to provide safe and direct connections for pedestrians and bicyclists.

Acquire and develop segments of off-street trails as envisioned in this Plan and continue to prioritize completion of the pedestrian and bicycle network identified in the City's current TSP and future TSP updates. Develop safe crossings and attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations. Continue collaborating with other agencies and the public to prioritize user safety of the trail system through planning, design, maintenance, and enforcement.



RECREATION PROGRAMS AND SERVICES

C.1 Increase recreational programs and events in parks and facilities.

Continue to provide a full range of fundamental recreation programs provided by the City and other partners. Seek opportunities to expand and diversify existing programs and emphasize new programs. Consider existing demand when expanding program offerings and capacity. Focus recreation options in the following program areas: aquatics, adult fitness, sports, and wellness classes, community events, arts and culture, and opportunities and programs for youth, children, and young adults and teens. Consider the following:

- a. Recruit non-profits, partners, or individual recreation providers to offer free or fee-based activities in parks. Establish a user agreement with guidelines on park or facility costs and use.
- b. Establish a competitive recreation grant fund and process to fund programs and community events provided by other partner providers

and non-profits or individuals in City parks and facilities. Develop criteria for award selection and distribution identifying target programs (e.g., community, neighborhood and family activities, teen and adult programs, multi-cultural and Latino activities, events, or programs) and target audiences (youth, teens, seniors, low-income persons, people with disabilities and/or underserved populations).





C.2 Program parks and facilities to encourage use, activity, and safer spaces.

Program parks to generate activity at different times of the day, during the evening, and on weekends:

- a. Offer programming at underused parks or spaces that will encourage more widespread use of parks and increase use.
- b. Locate programmed activities along site edges, entrances or along a main pedestrian path to promote community access and visibility.
- c. Ensure that programmed activities take place from early morning to evening all times of day, and days of the week to ensure working families and individuals can have access to activities.
- d. Increase outreach and marketing to expand community awareness of park programming opportunities and events. Market programs through a variety of platforms and methods to encourage community-wide visibility.

C.3 Explore pilot programs to encourage recreation participation.

Provide pilot programs to attract people to parks, create a volunteer program, and test viability of new and emerging classes, recreation programs and events. This experimental approach may not always result in viable programs but will allow the system to evolve over time and respond to changing community preferences and needs. Continue to track trends on a regional and national basis to determine possible pilot programs.

C.4 Explore a variety of parks and open streets events at different scales.

Continue to partner with the McMinnville Downtown Association and others to create, market, and staff a pop-up park and additional open street events with food, music, games, and other activities like the UFO Festival. Include interactive outreach activities at community events to learn more about needs in the area and perceived barriers to recreation options and park use.



C.5 Recruit local businesses, entrepreneurs, and private industry partners to increase variety and expand program offerings.

Partner with non-profit groups such as Unidos, or higher education providers such as Chemeketa Community College and Linfield University to offer culinary arts courses, business management and operations programs, and other similar opportunities while supporting small businesses and job recruitment.

C.6 Promote events to increase community cohesion and inclusion.

Continue to sponsor or facilitate community-wide activities and events that promote interaction among people of different generations, cultures, and abilities like the citywide Summer Fun activities. Coordinate community partners to provide and facilitate opportunities for recreation programs and sites. Enhance programs, activities and events for multi-generational families, teens/young people, and multi-cultural residents. Provide recreation materials in both English and Spanish. Consider establishing an annual marketing plan and hiring a Marketing Coordinator.

C.7 Identify opportunities for arts and culture programming.

Support local arts and culture in McMinnville by teaming with area partners including Visit McMinnville, Yamhill Valley Heritage Center, and others, as well as local galleries and artists. Include interpretation of the local and regional heritage, tribal traditions, and natural, cultural, and historical resources.

C.8 Facilitate events to promote regional tourism.

Work with partners to provide community and regional-scale events and revenue-generating activities in public spaces in and around downtown, such as in City Park, to support tourism and associated benefits for local restaurants, galleries, and businesses. Avoid larger-scale events and tournaments that are not supported by sufficient infrastructure, maintenance and staffing to address site impacts and direct needed resources to core park and recreation services.



C.9 Add games (temporary or permanent) to increase activity at parks and encourage social interaction.

This could include bocce ball, futsal, shuffleboard, 9 square, ga-ga ball, bocce ball or similar activity. Invest in more mobile recreation equipment and pop-up activities and games that can be used in different parks, then stored and secured when not in use.

C.10 Establish an adequate programming operations budget.

As recommended in the Parks, Recreation & Library Buildings Plan (2021), establish an adequate operations budget for one facility and the indoor programming there, to support growth in programs and services. Apply this same model to youth and team sports, the Senior Center programming as well as new/free community programs. This is estimated to be an additional \$25,000 to \$35,000 per year across most program accounts with an additional \$25,000 to \$30,000 in revenue.

C.11 Monitor and adjust recreation staffing levels based on participation levels and program offerings.

When combined with other staffing strategies outlined in this chapter,

the City should ensure that non-City providers provide staffing to offset City staffing needs. The City should consider additional City programming staff based on cost recovery goals of program offerings and the recommended operations budget for indoor programming (Objective C.10).





MAINTENANCE AND STEWARDSHIP

D.1 Increase park and facility maintenance staffing numbers.

Reduce the ratio of maintained acres to 32.5 acres per FTE. Maintenance staff are responsible for carrying out routine and ongoing maintenance across the park system and for groundskeeping, as well as responding to unplanned requests or special projects. Maintenance is a top priority and will provide needed resources to respond to increasing park impacts related to trash pick-up, mowing, vandalism, and other needs.

D.2 Budget at least \$5,000 per acre per year for the maintenance of developed park acreage.

The City should establish a minimum threshold for park maintenance services at \$5,000 for each developed acre; an increase of approximately 21% from the current average. After several years, the actual cost should be re-evaluated to account for inflation and to ensure sufficient maintenance of existing parks and new parks. This figure is exclusive of major capital renovation and repairs. The City should adjust this minimum

threshold periodically to account for inflation.

D.3 Design parks to create transitional zones between manicured areas and natural areas such as forests and wetlands.

Create transition areas between developed and natural areas to promote parks and open spaces as an extension of natural systems. Use transition plantings such as habitat friendly native plants and understory vegetation to soften edge zones, reduce maintenance demand, promote natural processes, and enhance habitat value.

D.4 Develop a capital improvement program, which specifies a six-year schedule for acquisition and development of park and recreation lands.

Create and update a formal capital improvement plan that is adopted as part of the city's budget process. This will increase transparency on project priorities with the public and ensure alignment with financial resources.



D.5 Employ a tiered maintenance system based on park type.

Develop a tiered maintenance system based on the needs and characteristics of specific parks. The four-tiered system should be applied to existing parks and facilities to determine maintenance level of service and to ensure adequate resources and future budgeting.

a. **Basic:** Most natural areas and underdeveloped parks should receive a basic level of maintenance. The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas, and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection. A sub-category for undeveloped land is part of this maintenance type and would include limited responsibilities, except for emergency needs.

b. **Standard:** More heavily or frequently- used sites require a higher standard of maintenance. These sites receive the types of maintenance provided at “basic” maintenance sites on a more frequent basis.

c. **Enhanced:** Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites are maintained at the highest level and receive priority during peak use times.

D.6 Provide periodic updates to the maintenance asset management tool.

The City’s asset management software tool should be periodically updated to re-evaluate costs, track the life cycle of park assets and implement an annual replacement schedule. This should include a range of routine and ongoing maintenance responsibilities including mowing, trash pick-up, turf and irrigation repair, restroom sanitation, vandalism remediation as well as longer-term or periodic tasks such as trail/pathway resurfacing and equipment replacement. Dedicate a capital repair and replacement reserve fund to reinvest in aging facilities over their lifespan.

D.7 Apply best practices in sustainable maintenance and operations.

Incorporate sustainable park and facility maintenance practices to reduce waste, conserve water, promote energy efficiency, and mitigate potential environmental issues (including invasive species. Examples include performing regular energy audits, promoting recycling, and regular training of maintenance staff on current best practices in sustainable management. Materials appropriate to the local climate should be required in equipment purchases.



E

MANAGEMENT AND COLLABORATIVE PARTNERSHIPS

E.1 Create a parks and recreation advisory committee.

Form a city-wide advisory committee to provide guidance on proposals and topics related to the park and recreation system to the City Council.

E.2 Promote diversity, equity and inclusion in McMinnville parks and recreation.

Continue to collaborate with other departments and organizations to improve diversity, equity and inclusion in parks and recreation. Convene regular meetings with the proposed parks and recreation advisory committee, the Diversity, Equity, Inclusion Advisory Committee (DEIAC), community leaders and community-based organizations to improve outreach efforts and organizational cultural competency.

E.3 Continue partnership with McMinnville School District.

Continue to maintain a cooperative relationship with the McMinnville School District regarding the development, use,

and operation of school facilities and parks located adjacent or near schools. Regularly coordinate and collaborate on areas of common interest and ensure both organization's values, needs and capacity are considered through planning and decision making. Improve communications with the McMinnville School District, with the City acting as a liaison with private and non-profit recreation organizations.

E.4 Update and formalize facility use agreements.

Regularly revisit agreements with institutional or long-term users such as the McMinnville School District, Linfield University, Soil and Water, Watershed Council, club sports, and others for facility use. Discuss potential programming arrangements to maximize recreational options for the community.



E.5 Employ equitable and inclusive place naming practices.

Conduct intentional outreach to ensure the names of future parks and facilities promote community values, cultural diversity, and a sense of belonging for all community members.

E.6 Improve communication with all residents and highlight success.

Communicate progress made to achieve community recreation priorities and provide pathways for additional community feedback on future programming and development. Promote PROS Plan goals through a variety of media, including utility bills, events, press releases, email, and social media. Continue to reach out to the Hispanic/Latino community through contacts and processes identified in this planning process, using tools such as Facebook and culturally specific messages to increase involvement. Improving communication and demonstrating successes will help increase partner involvement and voter support for future funding measures. Establish being bilingual as an important hiring criterion and actively recruit staff that speaks fluent Spanish for front line staffing positions.

E.7 Continue expanding partnerships in downtown McMinnville.

Ensure that parks (especially City Park) and recreation are a central ingredient in strengthening the downtown. Continue working with the McMinnville Downtown Association, McMinnville Area Chamber of Commerce, private partners, and other groups to discuss opportunities for activating downtown through open street events, programs and events of all sizes, and renewed parks and facilities in and around downtown.

E.8 Expand volunteer programs.

Continue to leverage volunteer opportunities in McMinnville and expand, formalize and coordinate volunteer recruitment along with new pilot recreation programs, park clean ups, events, and activities. Develop a volunteer credit program to encourage volunteerism and recreation participation. Work with Linfield University to develop a student volunteer program to support recreation programs and community events. Budget for a volunteer coordinator to manage/improve volunteer programs, oversight, relationships and communications with partners, volunteers, and City staff.



Above: Rotary Nature Preserve



4

OPPORTUNITIES

McMinnville residents believe strongly that parks, the trail network, and variety of facilities and programs are important to their quality of life. Despite this, there are unmet needs in the park system. This chapter presents the findings from the community engagement process and technical analyses used to assess community needs for parks and recreation and identify opportunities for future improvements.

4 OPPORTUNITIES

McMinnville's PROS Plan is rooted in equity and intended to reflect the current and projected needs of the community.

ENGAGEMENT COMMON THEMES

Across all activities, there were several common engagement themes that emerged and informed opportunities for McMinnville's PROS system.

- **Parks and recreation provide a high quality of life:** According to the survey results, nearly all respondents feel that parks are important and most (70%) visit parks regularly. Results from other outreach activities also highlighted the importance of parks and recreation in McMinnville.
- **Safe parks and public spaces:** Feeling safe in parks and recreation activities was a top priority across community outreach activities. The top concerns reflect national issues relating to the presence and/or perceptions of homelessness, drug activity, and mental illness in and around parks and public spaces.
- **Improving Accessibility:** Many parks have ADA accessibility issues and physical barriers to access park features for people with disabilities and missing or narrow pathways. Meeting ADA standards does not remove all barriers and should be considered a minimum that may not meet the City's equity and inclusion goals. Responses from outreach activities identified a lack of opportunities for older youth and children with special needs.
- **Improved City outreach and communications:** Responses noted a need to improve information sharing about what the City offers the community.
- **Addressing aging parks and facilities:** Outreach results indicated a desire for improvements to aging parks and facilities. In particular, some play equipment is aging and, if it doesn't already, will likely need replacement within the next 5-10 years.
- **Improving equity in program offerings:** Overall, respondents expressed a need for more community-wide activities to allow diverse members of the community to interact and feel connected. Some comments suggested that there are currently limited opportunities for people who speak a language other than English, or events or programs catered to a diversity of cultures in McMinnville.

- **Greater variety of activities, especially in older neighborhoods:** There is some concern that new housing and growth areas will continue to get new, higher quality parks and facilities while established neighborhoods will not receive the same level of investment at existing parks. High school focus group students expressed a need for more than just “grass and concrete”, with more outdoor activities (facilities) for teens and more access to nature.
- **Connecting to nature:** Across all outreach activities, respondents expressed a desire to prioritize access to natural areas and preserve wildlife habitat, tree canopy, and the natural environment. There is no formal public river or creek access in the system, yet there is potential in some existing parks for access.
- **Improved bike and pedestrian connections to parks and recreation facilities:** Connections throughout the city and to parks and recreation facilities is a key need, including trails, sidewalks, bike facilities, and access points. Respondents to the survey indicated that existing trails are popular, and many use these facilities for recreation as well as transportation.

FIGURE 4-1: COMMUNITY VOICES, SURVEY 2





PARK LAND NEEDS

To assess park land needs, the project team addressed park equity and access based on findings from community outreach, as well as mapping of existing parks and recreation areas and different demographic data within the city.

PARKLAND LEVEL OF SERVICE

As a minimum numeric based measurement, the existing level of service for parks is a measurement of developed park acreage per total population. It is expressed as a ratio of acres to 1,000 residents. The 1999 PROS Plan established level of service goals based on guidelines from the National Recreation and Park Association (NRPA). Since then, NRPA has recommended shifting away from guidelines related to numeric based standards for community park systems and has more recently recommended using a variety of indicators to influence needed parks and facilities. In particular, the cost to build, maintain and operate any new park or facility is one of the most critical factors that influences how much the city is able to take on in addition to existing resource needs.

As a minimum, the existing parkland

level of service should serve as a benchmark to measure needs when combined with other factors including park quantity, quality, and access. McMinnville currently provides a total of 10.3 acres of park land and open space per 1,000 residents based on 2021 population estimates (Table 4-1). When applying the 20-year population estimate to the current park acreage, the future parkland level of service would be 7.5 acres per 1,000 residents with no new park development, a difference of approximately 134 acres.

Growth Management Plan and Future Growth Areas

The City's Growth Management and Urbanization Plan (MGMUP) used some assumptions from the PROS Plan but used a different population estimate for a UGB designed to accommodate a population of 44,055 residents by 2023. That growth rate was not realized and land use planning is now based on different population forecasts according to state law, with adoption to occur by the end of 2023.

Table 4-2 shows the potential assignments of park land need per study area based on the MGMUP.

TABLE 4-1: CITY OF MCMINNVILLE CURRENT & FUTURE PARK LAND LEVEL OF SERVICE COMPARISON (2021 AND 2041)

Park or Facility Type	Acres	2021 Population Parkland LOS (acres/1,000)	2041 Population Parkland LOS (acres/1,000)
Neighborhood Parks	16.9	0.5	0.4
Parklettes	2.3	0.1	0.0
Community Parks	163.7	4.7	3.4
Special Use Parks	3.6	0.1	0.1
Linear/Trail Parks	43.8	1.2	0.9
Natural Areas	123.4	3.6	2.6
Undeveloped	4.2	0.1	0.1
Total	358	10.3	7.5

Source: City of McMinnville; 2021 Population Estimate (Census); 2041 Population Estimate (McMinnville Housing Needs Assessment, 2019; Population Research Center, PSU, 2017)

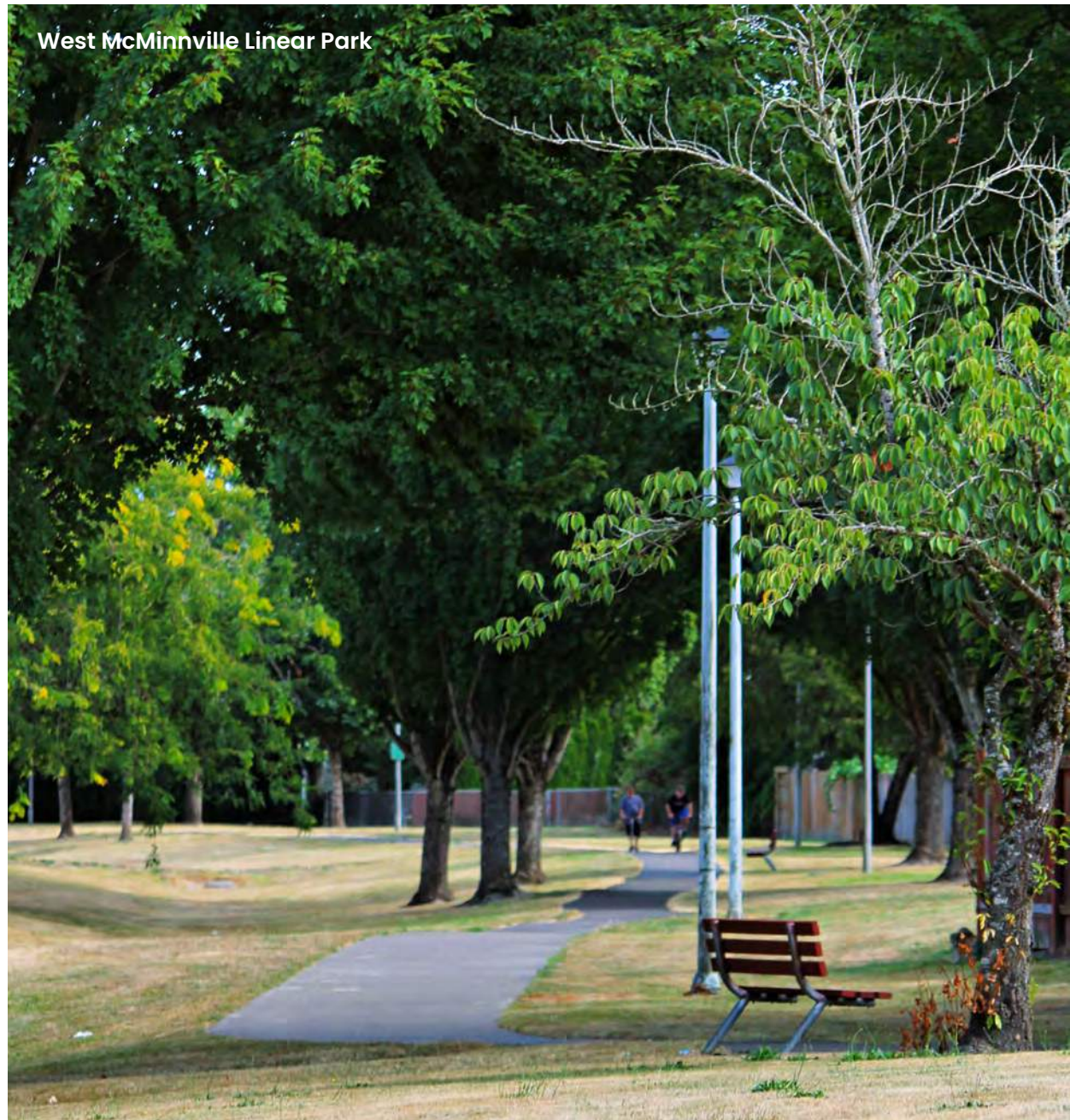
TABLE 4-2: GROWING MCMINNVILLE MINDFULLY; MCMINNVILLE GROWTH MANAGEMENT AND URBANIZATION PLAN PARK LAND NEEDS

Park Type	Planning Area					
	Southwest	Fox Ridge Road	Riverside South	Redmond Hill Road	Booth Bend Road	Riverside North
Neighborhood Parks	•	•	•		•	
Community Parks	•	•				
Greenways/ Natural Areas	•	•	•	•		•

Source: City of McMinnville Growing McMinnville Mindfully; McMinnville Growth Management and Urbanization Plan, 2003 – 2023, “Findings”, and Growth Management and Urbanization Plan, 2003–2023.

PARK ACCESS GAPS

Park distribution and access is another important way to measure park land need. To ensure equitable park access, the project team analyzed park access within a ¼-mile and ½-mile distance from park access points. This is roughly the equivalent of a 10-minute walk. The analysis also addressed unique demographic and socio-economic information within the park service area gaps.



WHY IS EQUITABLE PARK ACCESS IMPORTANT?



Parks promote healthy, connected, & resilient communities.



Parks increase physical activity, reducing the risk of chronic diseases, obesity, and cancer.



Parks improve mental well-being and productivity by reducing stress, anxiety, and depression.



Parks encourage community connectivity by decreasing social isolation and the associated risks of dementia, heart disease, and stroke.



Parks reduce crime rates and encourage community safety, trust, and capacity.

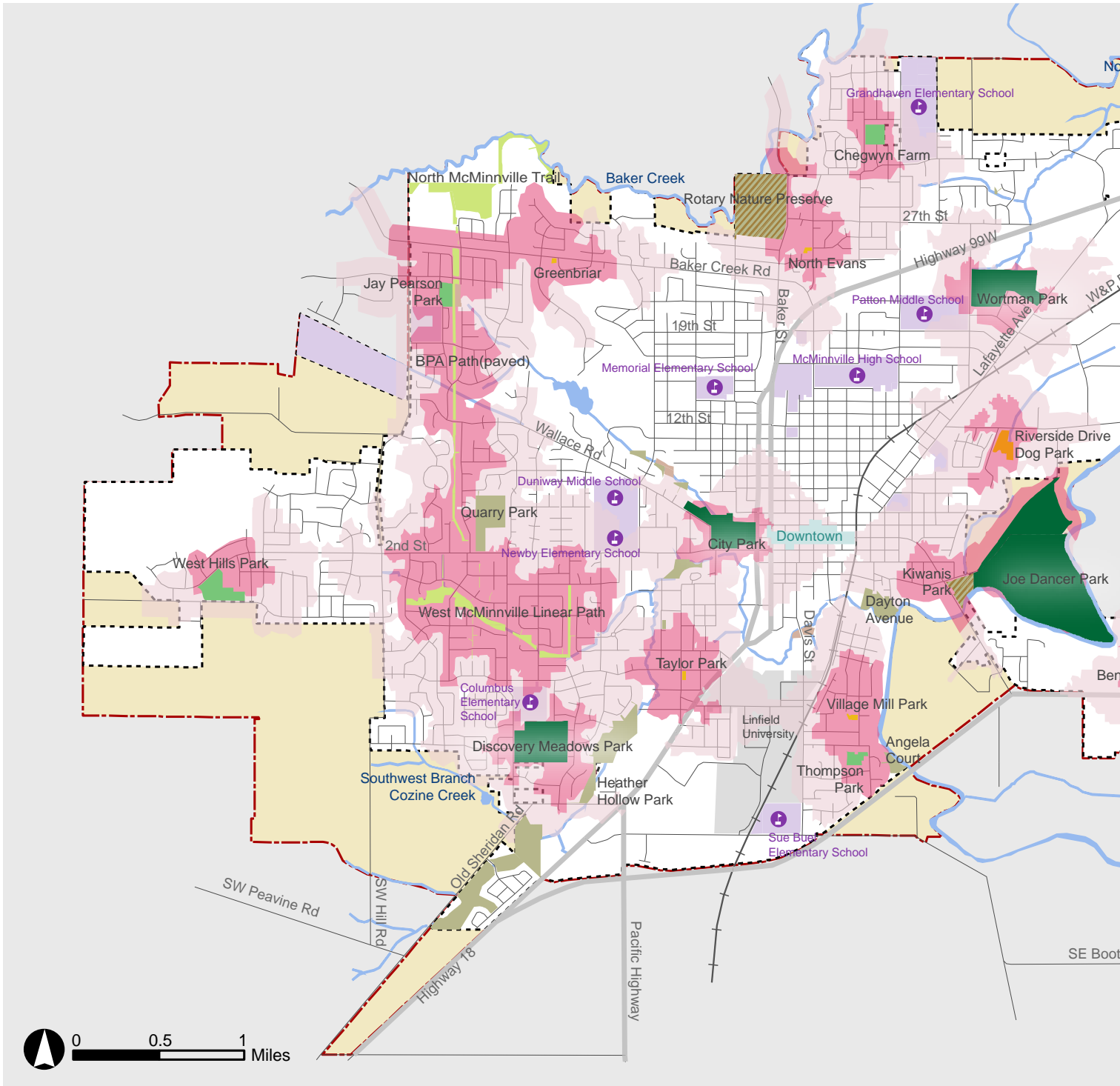


Parks improve environmental health and climate resilience by providing cleaner air and water, reducing urban heat, and protecting against natural hazards and disasters.











Parks promote economic activity, a high quality of life, and place-based tourism.


Source: MIG, The Health Benefits of Parks and Their Economic Impacts (Urban Institute)



Park and Recreation Facilities

	Community Parks		Parklettes
	Neighborhood Parks		Special Use Parks
	Linear/Trail Parks		Undeveloped Parks
	Developed Natural Areas		
	Undeveloped Natural Areas		

Developed Parks Service Area

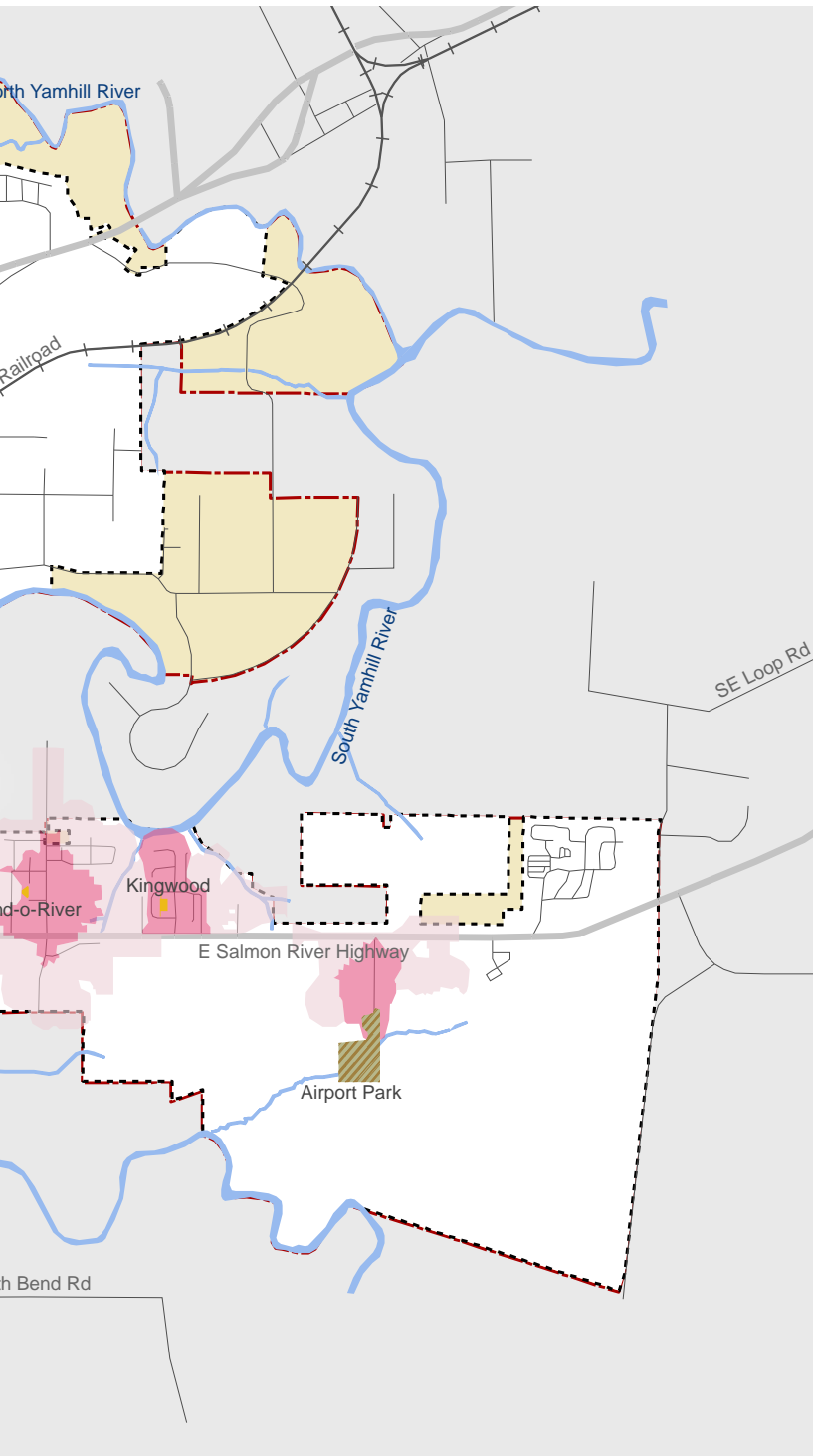
	1/4 Mile Walk
	1/2 Mile Walk

Base

+

MAP 4-1

DEVELOPED PARKS SERVICE AREA

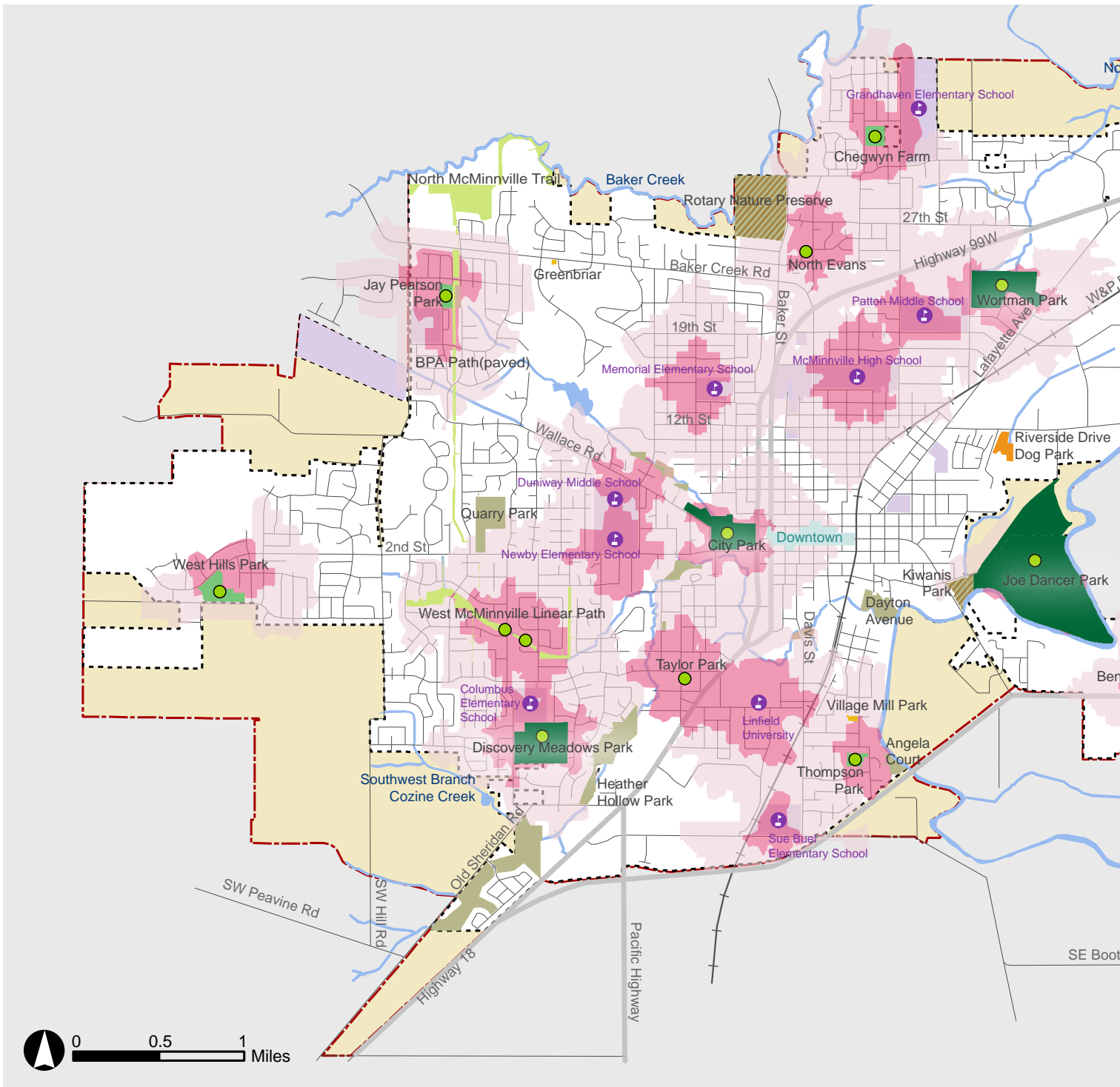


Map Features









— Major Streets	School District Property
— Streets	Linfield University
— Railroads	Water Bodies
	City Boundary
	Urban Growth Boundary

Map 4-1 shows $\frac{1}{4}$ and $\frac{1}{2}$ mile service areas from developed parks. While much of the city is within a 10-minute walk from a park, the north central area of the city is noticeably lacking parks but does have a consistent grid street network which allows for more direct connections. In that area there are several residential developments and schools. Elsewhere, a lack of connections appears to be the limiting factor for park access where existing parks are otherwise in proximity. On the northeast side of the city, the highway serves as a barrier between neighborhoods and Wortman Park. The residential areas south and east of Joe Dancer Park are separated by the Yamhill River. Airport Park and Baker Creek North Park are on the far southeast and northwest corners of the city but are near a limited street network. Some of this is in undeveloped areas where there are opportunities for increased connectivity as development occurs. Other watershed gap areas are primarily outside of residential areas. Areas that do not have a 10-minute walk to a developed park include:



- Central, near Memorial Elementary and the High School;
- West, including areas within the Urban Growth Boundary (UGB) (planning for urbanization would also need to account for parks);
- South, near Linfield University and south of Joe Dancer Park; and
- East, along the eastern end of E Salmon River Highway, including areas in the UGB.



Park and Recreation Facilities

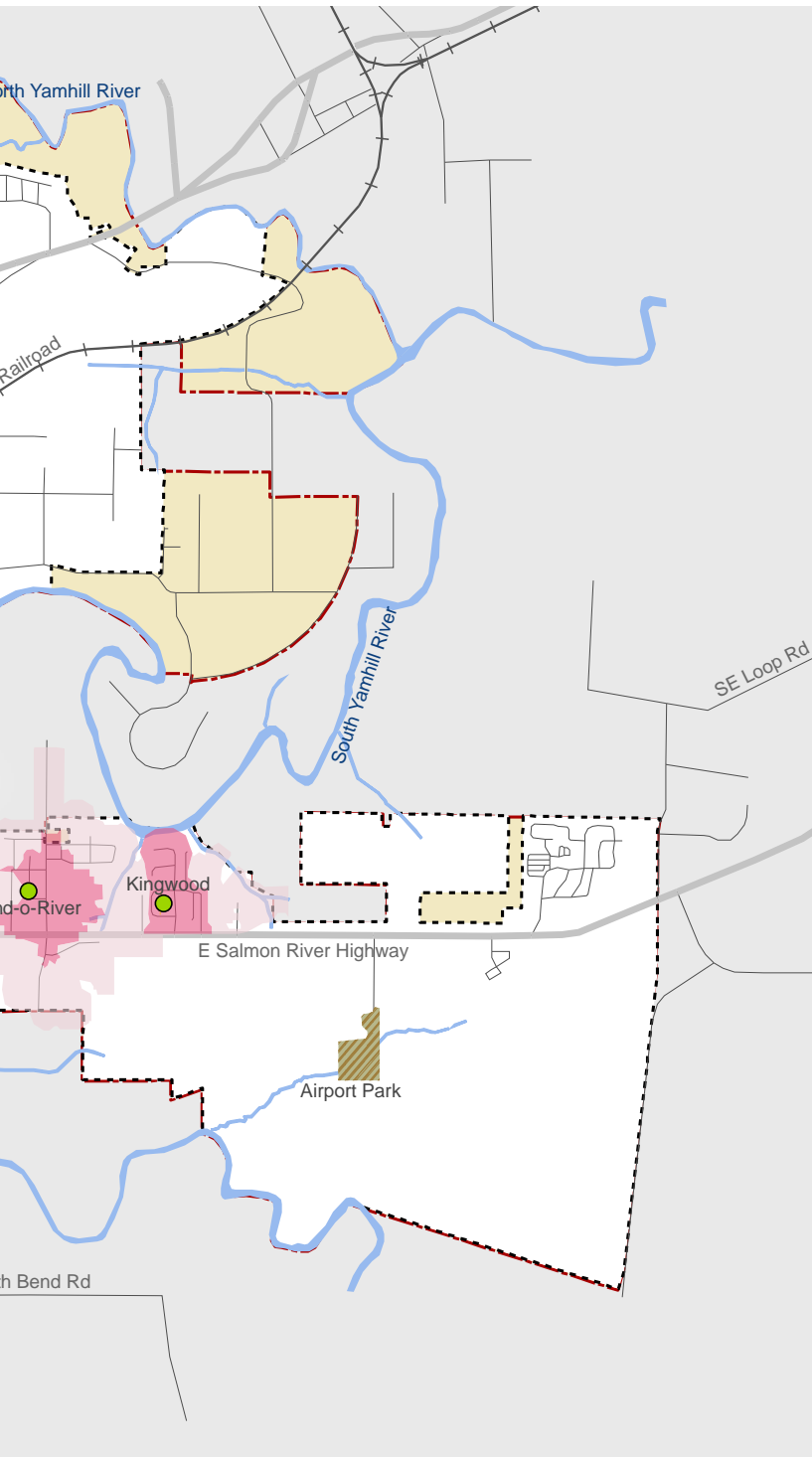
	Community Parks		Parklettes
	Neighborhood Parks		Special Use Parks
	Linear/Trail Parks		Undeveloped Parks
	Developed Natural Areas		
	Undeveloped Natural Areas		

Parks and Schools with Sport Facilities or Play Areas





-  Parks
-  Schools

Service Area

-  1/4 Mile Walk
-  1/2 Mile Walk



Base Map Features

-  Major Streets
-  Streets
-  Railroads
-  Water Bodies
-  City Boundary
-  Urban Growth Boundary

MAP 4-2

ACCESS TO SPORT FACILITIES AND PLAY AREAS

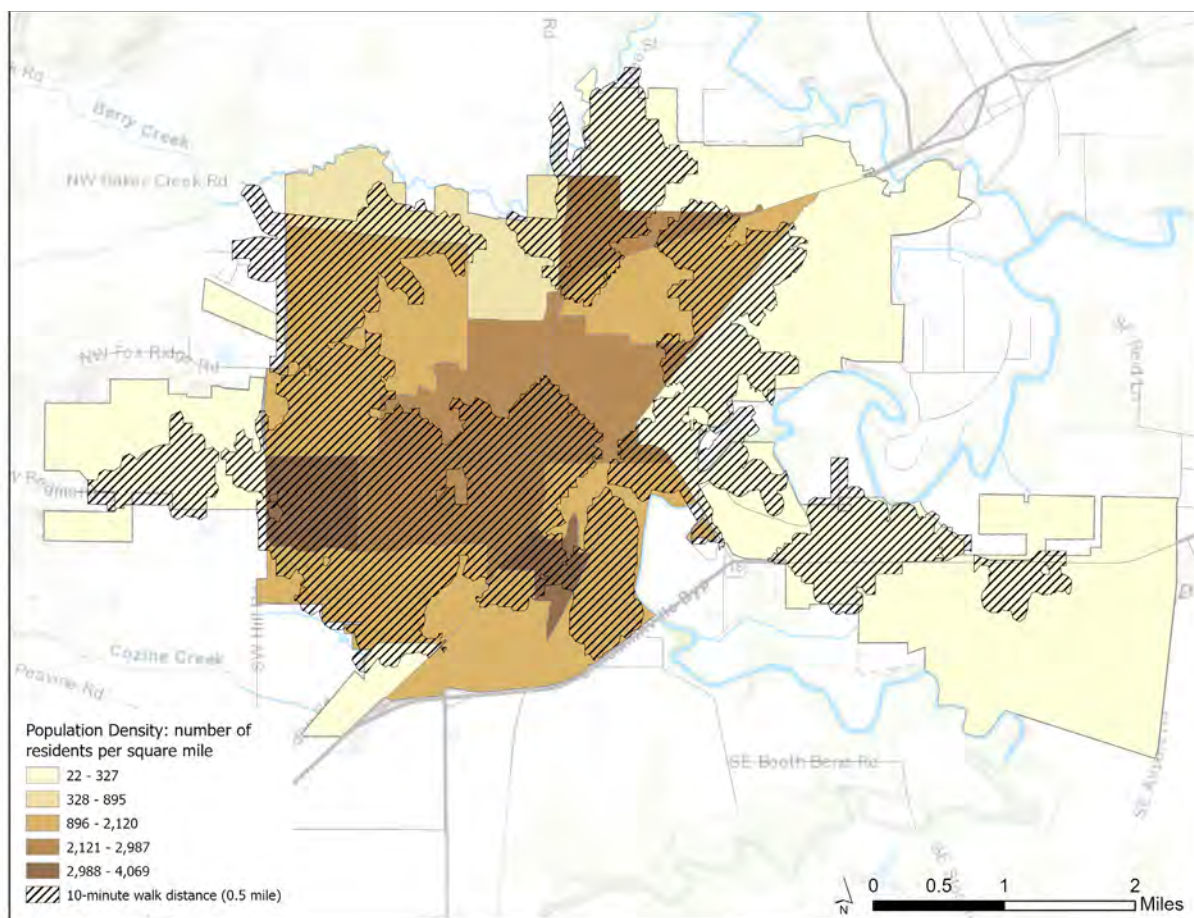
Map 4-2 shows ¼ and ½ mile service areas from parks and schools with play areas and sports fields or sports courts. When compared to Map 4-1, Map 4-2 shows gaps in other areas of the city and demonstrates the importance of partnerships with the McMinnville School District and Linfield University. Areas that do not have a 10-minute walk to sports facilities and play areas include:

- West, aside from the immediate surroundings of West Hills Park and Jay Pearson Neighborhood Park;
- Central, east of Downtown; and
- East, along the eastern side of Hwy. 99 and the E Salmon River Highway, including areas in the UGB.

EQUITY FINDINGS

The planning process focused on equity, identifying historically underserved neighborhoods with a greater need for park and recreation services, and ensuring that underrepresented community members have a voice. The following maps show areas that lack nearby park access, and areas with a greater concentration of lower household incomes, higher population density, youth population, and areas with a greater percentage of people of color using Census block group data (US Census ACS 2015–2021). In each map, the black hatched areas represent areas of the city within a 10-minute walk/bike distance ($\frac{1}{4}$ -mile to $\frac{1}{2}$ -mile to a developed park).

FIGURE 4-1: POPULATION DENSITY



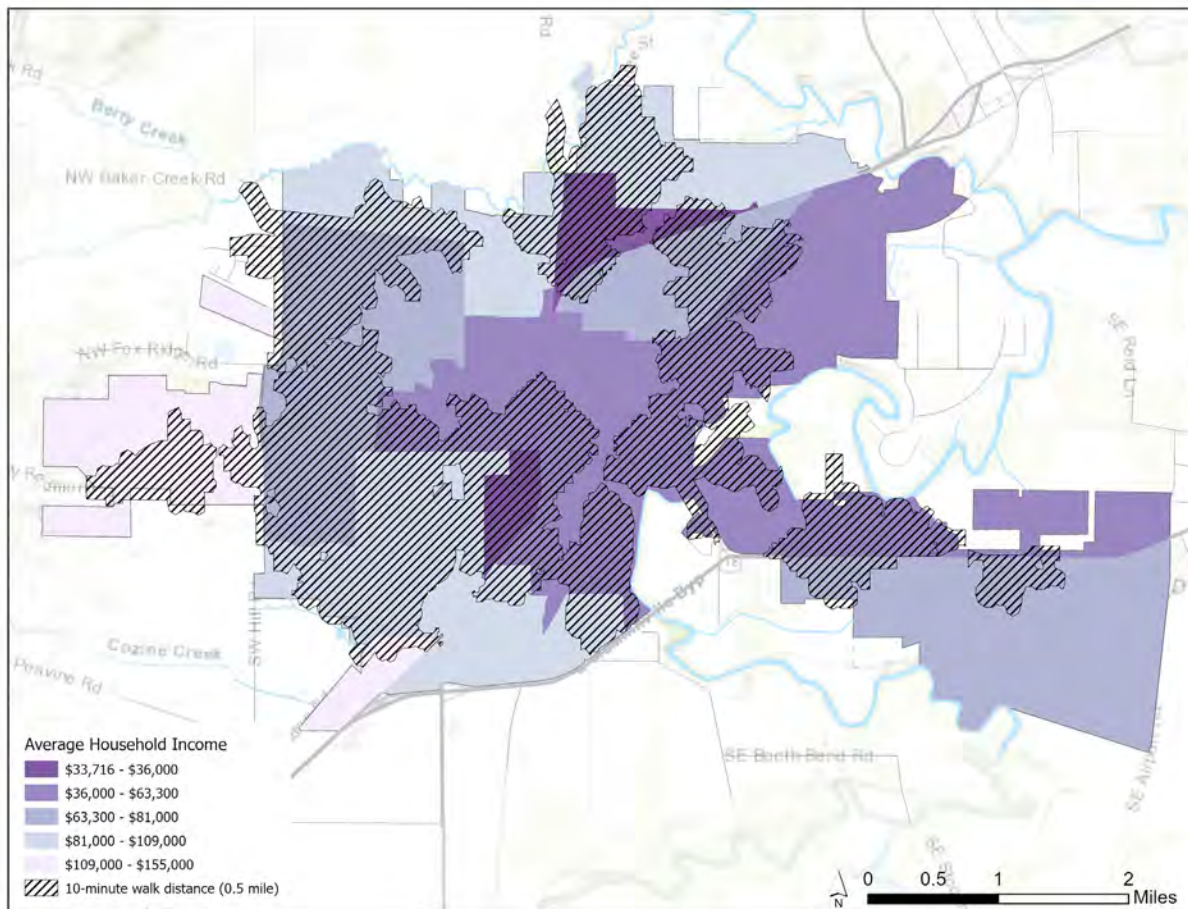
Source: MIG, US Census ACS 2015–2021

Areas with **higher population density** are important to consider as these areas typically have a greater percentage of housing types without yards or greenspace, including multi-unit housing or homes on smaller lot sizes. The residential density map identifies areas with a greater concentration of residents per square mile. The north central area and southern edge of the city have higher population densities but lack walkable access to parks. Other areas with a higher population density are well covered by walkable park access.

A mix of large community parks, smaller neighborhood parks and even smaller pocket parks that provide equitable access to nature, rest, and play for all of McMinnville's residents and visitors alike.

–Online Survey 1 Respondent, Vision for the PROS system

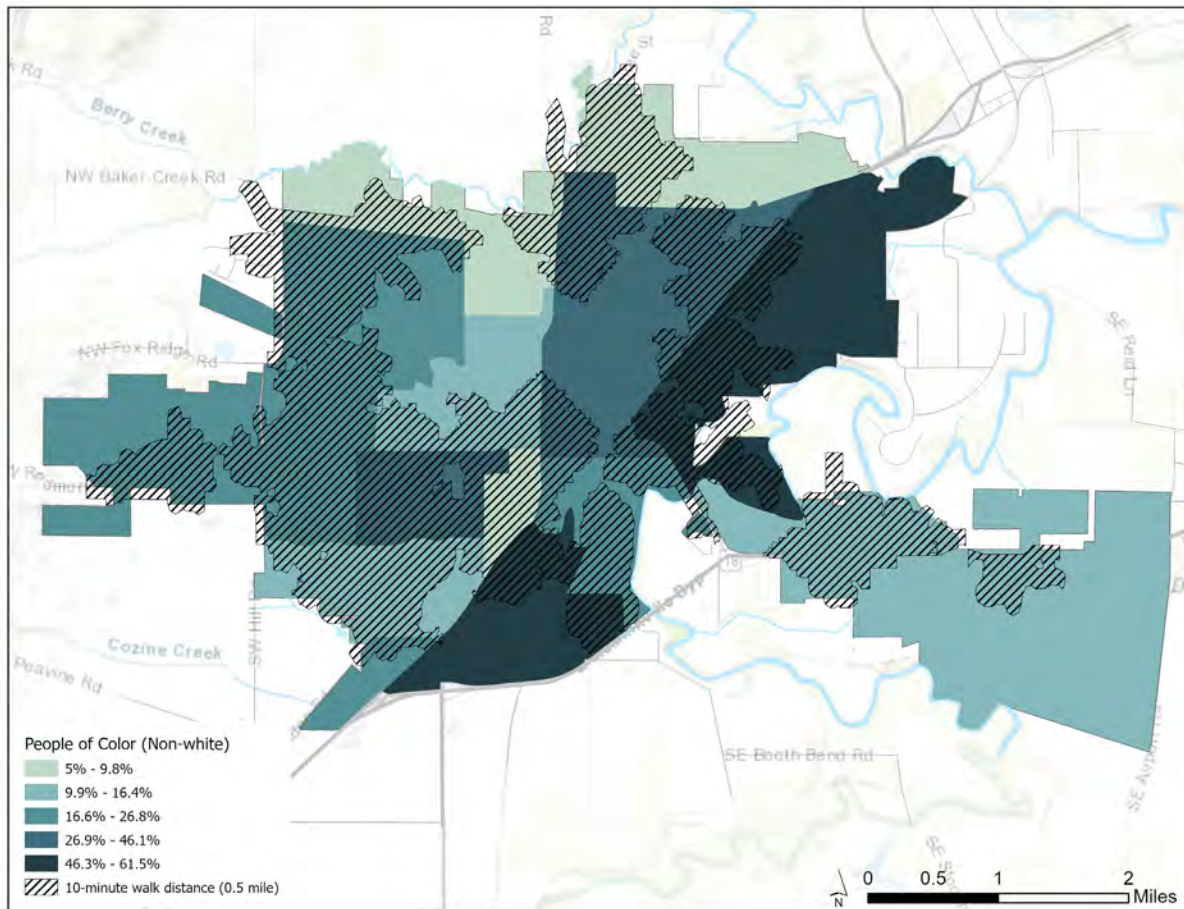
FIGURE 4-2: AVERAGE HOUSEHOLD INCOME



Source: MIG, US Census ACS 2015–2021

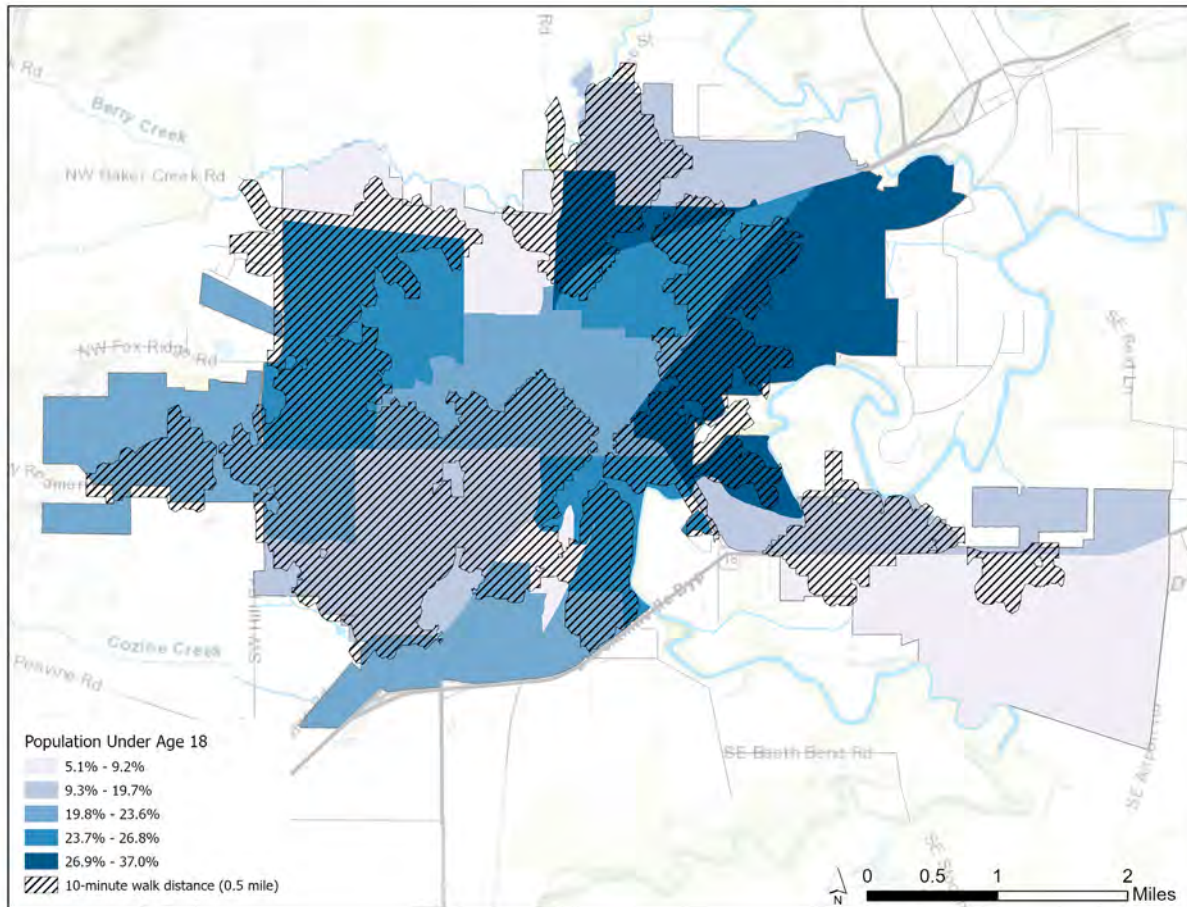
Lower income areas have often less public investment historically and may still have inequitable park access as a result. The average household income map identifies neighborhoods with lower incomes and a greater need for affordable or free park and recreation opportunities. Households in north central and southwestern areas of McMinnville primarily have low to medium incomes of \$36,000 to \$63,000. This is lower than most of the rest of the city. Households on the north, west, and south edges of the city within park access gaps generally have higher annual income of at least \$81,000 per household.

FIGURE 4-3: POPULATION OF COLOR



Source: MIG, US Census ACS 2015-2021

Across the U.S., **communities of color** have been historically disadvantaged through segregation, discrimination, environmental justice issues, and lack of public investment in facilities like parks and recreation. The population of color map shows areas with a greater percentage of the non-white population where there may be a greater need to understand different interests, concerns, or values than other areas of the city. Like the previous maps, the northeast side of the city lacks nearby developed park access, but this area also has a greater percentage of people of color. Another area with a higher percentage of people of color is around Linfield University (to the south) which does have nearby developed parks.

FIGURE 4-4: POPULATION UNDER 18

Source: MIG, US Census ACS 2015–2021

Parks provide a range of benefits for **youth of all ages** including support for social development, access to greenspace, and healthy activity options without needing to drive a car. The population under 18 map indicates areas of the city that have children or families. These areas may have a need for a greater variety of options. The areas of McMinnville with higher youth populations are in the northeast side of the city, but this likely represents a small number of residences within the area covered by walkable park access. Other areas with a higher percentage of youth and without nearby park access include the north central area, and western, and southern edges of the city.



Jay Pearson
Neighborhood Park

RECREATION FACILITY NEEDS

To identify recreation facility needs, the project team incorporated both statewide and regional trends as well as community engagement results. Consideration for McMinnville’s unique needs, such as the rainy climate, should continue to inform facility needs.

STATE AND REGIONAL TRENDS

Recreation trends at the national, state and regional level provide additional insight on popular activities, challenges, and potential opportunities to consider in the City’s park and recreation system. This section includes relevant information from Oregon’s Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2019–2023. The SCORP provides necessary guidance for state administered grant programs including the Local Grant, County Opportunity Grant, and Recreational Trails grant programs. The SCORP is about statewide recreation including local recreation facilities, not just state parks.

The SCORP measures statewide and county needs based on a survey of Oregon public recreation providers. Respondents were asked to rate the importance of county-level funding

need for a variety of recreation projects in their jurisdiction. **Trails, playgrounds, and restrooms** were the top needs at both the state and county level (Table 4-3).

The SCORP also includes statewide survey results for Oregon residents conducted by the Oregon Parks and Recreation Department. The survey asked residents to prioritize investments in their park and recreation system. The survey shows top priorities for four different demographic groups:

SCORP Top Priorities:

- **Latino:** Nature and wildlife viewing areas, children’s playgrounds and play areas made of natural materials;
- **Asian:** Security cameras, restrooms;
- **Families:** Children’s playgrounds and play areas made of natural materials, dirt/other soft surface walking trails and paths; and
- **Low Income:** Restrooms, dirt/other soft surface walking trails and paths.

COMMUNITY ENGAGEMENT RESULTS

The intended use and programming of McMinnville's parks vary based on park type. The City schedules nearly all recreation programs in three of six larger community parks due to available amenities such as parking and restrooms. The City programs most adult and youth field sports at Joe Dancer Park, and other events or camps are mostly programmed in Discovery Meadows Park or City Park. Interestingly, several of these same parks are also popular for relaxation, including City Park and Joe Dancer Park. Figure 4-5 summarizes the most popular parks in McMinnville by each of the four general activities from the online survey.

In addition to these, some of the most frequently mentioned activities for "other" activities included:

- Walking, biking, or hiking
- Playing or walking with dogs
- Being in nature
- Being with families and friends
- Working (remotely in parks)

FIGURE 4-5: "WHICH PARKS OR RECREATION AREAS DO YOU GO TO IN MCMINNVILLE AND WHY?": TOP RESULTS FROM SURVEY 1



Fun or Play

- City Park, Discovery Meadows



Sports or Fitness

- Joe Dancer Park, City Park



Relaxation

- Tice Woods/Rotary Nature Preserve



Programs or Events

- City Park, Joe Dancer Park

TABLE 4-3: PUBLIC RECREATION PROVIDER NEED, STATE AND REGIONAL COMPARISON (OREGON SCORP)

Top Statewide Needs	Top Yamhill County Needs
1. Community trail systems	1. Children's playgrounds and play areas made of natural materials
2. Restrooms	2 (tie). Community trail system
3. Children's playgrounds and play areas built with manufactured structures	2 (tie). Restrooms

Source: Oregon SCORP, 2019-2023

Community outreach results provided insights into the community’s desires for the future of the parks and recreation system. Results from the online survey showed that respondents value trails, passive gathering places, and play spaces in parks.

When asked about park and recreation system needs, the most frequently cited needs are to ensure safety and cleanliness at parks (Figure 4-6). City Park and Joe Dancer Park are two of the most popular parks and need the most improvements according to the survey results. Another common need in McMinnville’s parks was to provide more things to do.

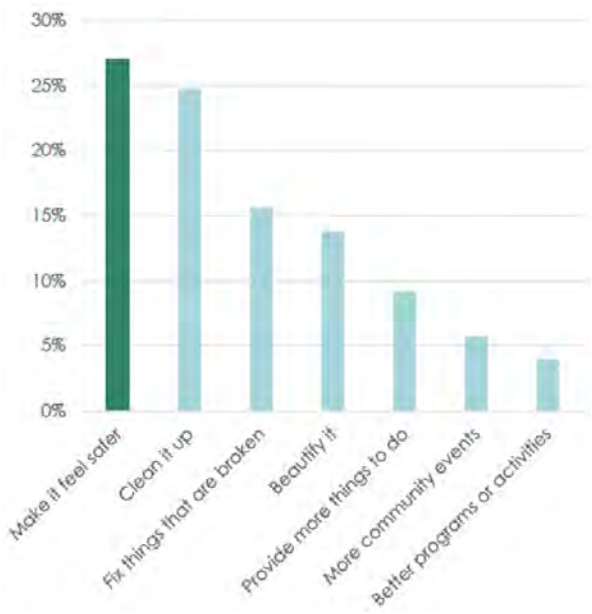
The project team also compared all results from the online survey with results from nine census block groups which have low household median incomes, higher rates of poverty, and a higher proportion of people who identify as Hispanic, Asian, and

Multi-Race. The comparison found that there aren’t substantial differences between the nine census block group responses and total responses from the survey. Noticeable differences for these census block group responses included slightly lower reported needs for park cleanup and slightly greater needs for providing more things to do in parks.

SPORTS FACILITIES

McMinnville has several public sports courts and fields. This inventory does not include sport fields and courts that are associated with schools which are not always available to the public. According to survey responses, people most often use Dancer Park, City Park, and Discovery Meadows Park for sports and fitness uses. This is likely due to the presence of 33 (out of 39 total) sports facilities, fields, and courts in those parks. New pickleball and basketball courts were the most prominent sports-related need in the online survey.

FIGURE 4-6: WHAT WOULD YOU CHANGE IN EXISTING PARKS IN MCMINNVILLE? (ONLINE SURVEY 1 RESULTS)



Expanding recreation facilities was one of the highest priorities from the 1999 PROS Plan. Actions listed in that plan include adding baseball/softball fields, outdoor basketball courts, outdoor volleyball courts, soccer fields, and tennis courts. Since 1999, the City has added 15 additional sports facilities. Table 4-4 provides a summary of McMinnville’s existing facilities with a comparison to NRPA metrics. When compared to communities of a similar size, McMinnville has more rectangular (soccer, football, etc.) and diamond fields (softball, baseball, etc.) but fewer courts (basketball, tennis, etc.). This suggests a need for additional courts, including pickleball, which is growing in popularity according to public outreach.



TABLE 4-4: CITY OF MCMINNVILLE RECREATION FACILITIES AND NRPA PARK METRICS (2021 AND 2041)

Facility Type	City of McMinnville		NRPA Benchmark (Residents per facility)	Difference from Metrics (Number of Facilities)	
	Current Inventory	Current Residents per Facility		Existing (2021)	Future (2041)
Basketball courts (full court)	1	34,666	7,117	4 (need)	6 (need)
Rectangular fields	12	2,889	4,947	-5 (surplus)	-2 (surplus)
Tennis courts (outdoor)	2	8,667	5,815	4 (need)	6 (need)
Pickleball (outdoor)	6	5,778	9,257	2 (surplus)	1 (surplus)
Diamond fields	13	2,667	5,033	-6 (surplus)	-4 (surplus)
Multiuse courts	0	0	14,800	2 (need)	3 (need)

Source: City of McMinnville and NRPA based on communities with a population of 20,000-50,000; 2021 Population Estimate (Census); 2041 Population Estimate (McMinnville Housing Needs Assessment, 2019; Population Research Center, PSU, 2017)

PLAY AREAS

Play opportunities are one of the top things McMinnville families with children love about parks. City Park and Discovery Meadows are the most popular parks for play in the city. The 1999 PROS plan identified a need for 13 additional playground areas and renovations to existing playground areas. Since then, five additional playgrounds have been built in the City. McMinnville now has 15 playgrounds.

Renovations are a more pressing need than most other typical recreational facilities in a park because most of the City's play equipment will likely need replacement around the same time and within the next 5-10 years. One theme that emerged from community engagement was the need for more splashpads/water play opportunities. Community input also identified a need for more physically accessible and sensory-sensitive play equipment in parks. While McMinnville has multiple accessible playgrounds, Jay Pearson Neighborhood Park is the only one with barrier-free play equipment that exceeds ADA standards

OTHER OUTDOOR RECREATION FACILITIES

There are several additional facilities that would further support outdoor recreation and the community's use and enjoyment of McMinnville's parks based on community survey results.

- **Off-leash dog areas:** Riverside Drive Dog Park is a much-loved community amenity, but there is a desire for an additional dog park by 2041.
- **Disc golf course:** Wortman Park has

an existing disc golf course as does Linfield University. This growing sport could potentially use another course in the city.

- **Water access:** There is limited public access to water bodies in McMinnville. Additional water access is needed to the South Yamhill River, either within existing parks or as part of future park or natural area opportunities.
- **Amphitheater:** There is desire for an outdoor performance area or amphitheater to serve as a venue for community concerts and other events.
- **Community gardens:** No public community gardens exist in the City. Based on community outreach results, there is potential need for multiple community gardens throughout McMinnville, especially in areas where there is higher density housing and smaller lot sizes.
- **Skate park:** Two skate parks exist in McMinnville, including the popular facility at Joe Dancer Park. While smaller additional skate features are needed in future parks, there is also a need to improve the existing facilities at Joe Dancer Park and Discovery Meadows.
- **Bike parks:** There are no off-road mountain biking facilities or bike skills parks in the city. There is a need for additional off-street cycling opportunities, including a bike skills course or pump track in existing community parks, or potentially in other sites that link to the on-street system. This need was especially highlighted by youth during outreach.

MCMINNVILLE PUBLIC FACILITY EVALUATION

In addition to the community engagement conducted for this Plan, park related public outreach was concurrently collected as part of the McMinnville Public Facility Evaluation for the Planning for Equity: Infrastructure & Investments in McMinnville Neighborhoods Project. Completed in June 2023, the Evaluation analyzed if the city has an equitable approach to maintenance, planning and prioritizing projects. Five key infrastructure systems were reviewed including pedestrian safety, roadway infrastructure, storm drainage system, sanitary sewer system and parks. Public outreach included an

online survey and tabling events with a printed version of the online survey map and corresponding comment cards. The Evaluation's park related public comments largely paralleled the findings from the PROS Plan's engagement activities to date. Common themes included the need for more public restrooms, lack of parks and greenspace in downtown McMinnville, drainage and flooding issues, lacking amenities in certain parks, maintenance concerns, and the desire for additional dog parks, skate parks, and opportunities for older youth.

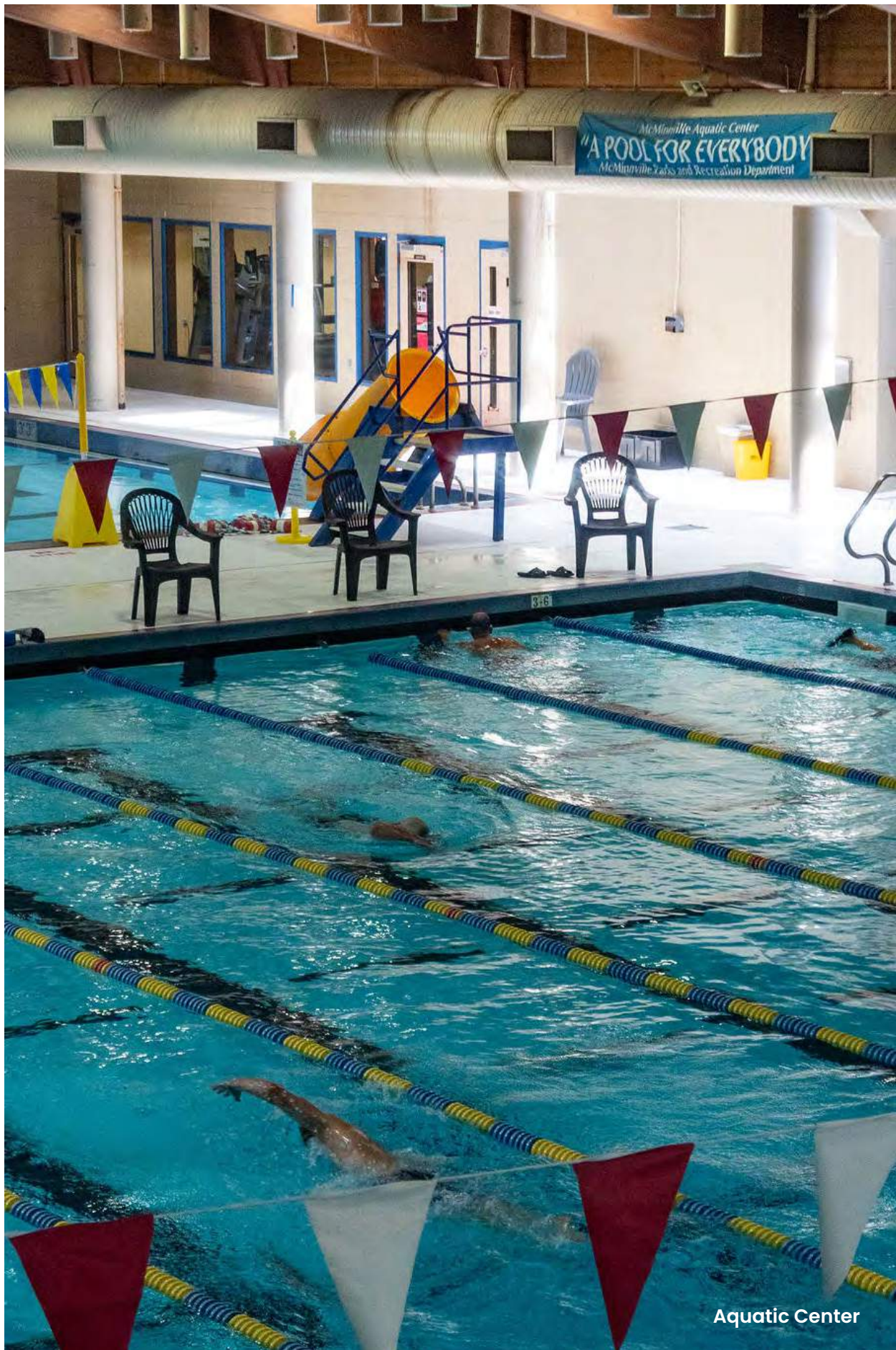




INDOOR AND SPECIALIZED FACILITY NEEDS

The City completed a Facilities & Recreation Plan & Feasibility Study in January 2020 to analyze the condition of recreation facilities and programs in McMinnville and to make recommendations regarding improvements, funding, operations, staffing, and implementation. A major finding of the Plan was a recommendation to build a new community/recreation/aquatic center.

- The **COMMUNITY CENTER** was found to be in poor condition with many repairs needed. It is not ADA accessible; not well designed for recreation, sports, fitness and art; not easy to supervise children; does not provide hub for community activities; not enough parking; no outdoor space for programs and activities.
- The **AQUATIC CENTER** was found to be in poor condition with many repairs needed. It is not ADA accessible; has inadequate locker rooms/no family changing room; needs recreation pool amenities; has security issues; the weight room is too small; and there is not enough parking.
- The **SENIOR CENTER** is in better condition because it is a newer building and has fewer needed repairs. It has no fitness or active recreation space; needs more event space; has poor access to back rooms; and is not well used by older adults and active seniors. The Plan's recommendation is to renovate the Senior Center and support senior fitness and events in a new recreation center.



Aquatic Center

TRAIL NEEDS

Trails are a high priority throughout Oregon and trails are a popular amenity in McMinnville, providing recreational opportunities and connecting people across neighborhoods. The 1999 PROS plan identified several new trail opportunities, identified in Figure 4-5 below.

The Transportation System Plan (TSP) is more recent, completed in 2010. The TSP includes planning for bike and pedestrian routes in McMinnville. This plan identified “shared-use paths” as a bikeway also used by pedestrians which often winds through open space and connects destinations and a need for a connected system both on- and off-street.

At the time of the TSP Plan, there were only two shared-use path facilities in McMinnville: “(1) the Southwest Greenway, which was also designed and functions as a linear park and

a stormwater detention facility, and (2) the newly constructed shared use path, located between West Second Street and Wallace Road.” The TSP found that these paths provided good neighborhood connectivity but did not provide significant cross-town connectivity. The TSP also stated that “(there is not) much opportunity to expand the shared-use path system., except for that portion planned for extension north of Wallace Road through the Shadden Claim to Baker Creek Road.”

This path network has been expanded since 2010, but new opportunities since then should continue to be explored including along waterways, utility corridors, railroad rights-of-way, and any newly acquired public lands. Aside from those opportunities, new paths/ trails can be provided on-street and within the City’s parks, in particular Airport Park and Tice Woods – Rotary Nature Preserve.

FIGURE 4-5: OFF-STREET TRAILS AND IMPLEMENTATION PROGRESS

1999 PROS Plan Recommendation	2023 Status		
	Not Started	In Progress	Completed
Development of linear parks in future neighborhoods	•		
Greenway connector between new neighborhood park proposed school and Tice property	•		
Yamhill River Greenway trail	•		
Trail connections to Dancer Park/Yamhill River	•		
Greenway along Baker Creek connecting Tice/BPA Easement	•		
Trail in the Baker Creek greenway			•
Westside Trail (BPA Easement)			•
Cozine Creek Greenway trails	•	•	
Pedestrian bridge from Bend-O-River Neighborhood to Dancer Park	•		
Trail from Dancer Park to Cozine Creek	•		
Linear park along Cozine Creek in southwest	•		
Barber Property trails	•		
Extend Westvale Linear Park to Hill Rd	•		

Source: 1999 PROS Plan, MIG



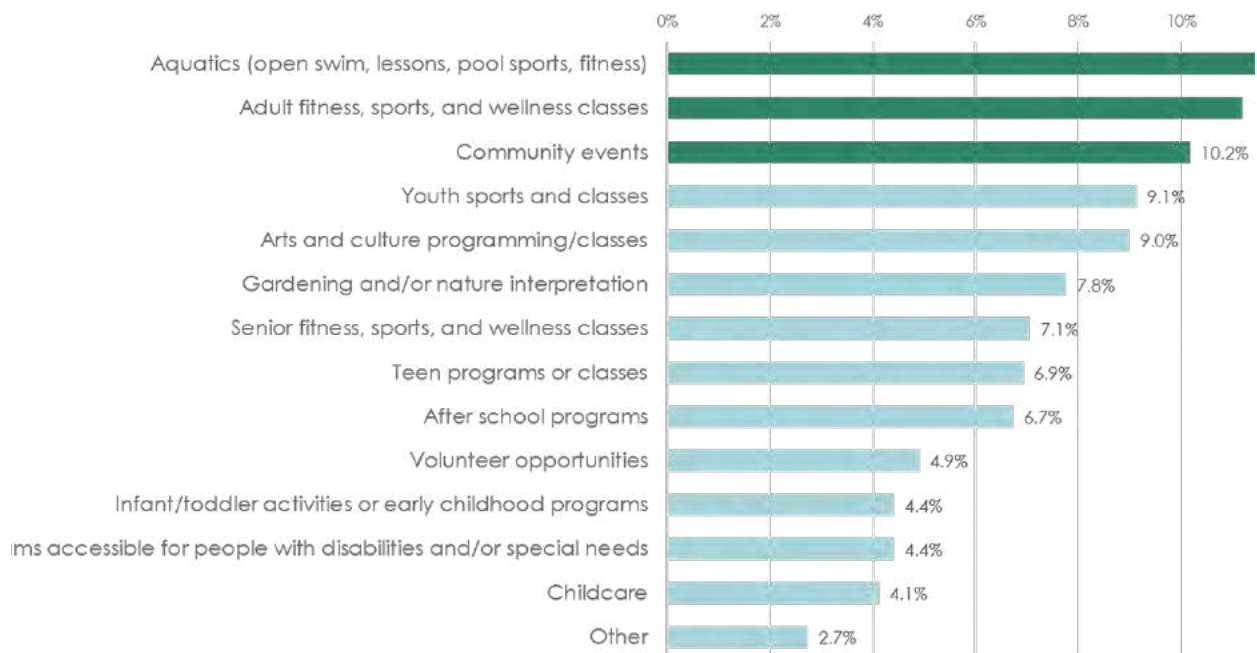
RECREATION PROGRAM NEEDS

The McMinnville Parks and Recreation Program offers a wide array of year-round classes, sports, and activities for people of all ages. McMinnville Parks and Recreation Department is a regional provider of recreation services with approximately 30% of participants coming from outside the city.

According to the online survey approximately 80% of respondents

participate in McMinnville’s recreation programs. People who don’t or rarely participate in City of McMinnville recreation programs cite a lack of information as the primary reason. Community engagement results also identified a lack of interest in the programs offered as a reason for not participating. More detail about the types of programs people would like to see more of are shown in Figure 4-6.

FIGURE 4-6: “WHAT TYPES OF RECREATION PROGRAMS AND ACTIVITIES WOULD YOU LIKE TO SEE MORE OF OFFERED BY THE CITY OF MCMINNVILLE?” (ONLINE SURVEY 1 RESULTS)





Above: Chegwyn Farms
Neighborhood Park



5

ACTION PLAN

Creating the envisioned future park system requires a phased approach with incremental improvements over time. Some projects are low cost and easy to implement, while others may be more complex or based on future opportunities. This chapter describes the envisioned park and trail system, identifies capital projects for the next 20 years, and explores capital and maintenance costs and funding sources. Using priorities based on community input, a short-term (five-year) action plan outlines projects that the City should pursue first and foremost to address community needs.

5 ACTION PLAN

Over the next 20 years, the City of McMinnville will enhance its park system through new park development, as well as maintaining, improving and enhancing existing sites.

This Plan represents the culmination of a long-term, community-driven vision for McMinnville’s park, recreation and open space system. Moving forward, the City must prioritize short-term actions that will advance long-term visionary projects. Preparation and flexibility will be necessary throughout implementation to respond to shifting community, political and economic interests over the next 20-years. In the face of this change, community needs and priorities should remain at the heart of the Plan’s future actions and priorities.

To help the City achieve this community vision, this chapter provides the long-term planning-level cost estimates for McMinnville’s envisioned future park and recreation system. This includes costs for existing parks and recreation facilities, as well as proposed sites and greenways. The summary includes cost assumptions used to base estimated costs for each proposed project or improvement.

FIGURE 5-1: ACTION PLAN PROCESS



20-YEAR CAPITAL IMPROVEMENT PROJECTS

Projects identified in the capital project list represent the long-term 20-year need for parks and recreation in McMinnville and will require phasing and funding from a range of different resources. Inputs utilized to create the capital project list included staff interviews, online public surveys and other community/stakeholder outreach, and discussions with the DEIAC, Planning Commission, and City Council (Figure 5-1).

The total cost of developing and maintaining the system is critical to plan implementation and the build-out of the system. Tables 5-1 and 5-2 summarize the general order-of-magnitude costs to assist in evaluating and prioritizing projects for future consideration in City budgeting. Appendix C provides the complete list of capital project details and maintenance needs.

EXISTING PARKS AND FACILITIES

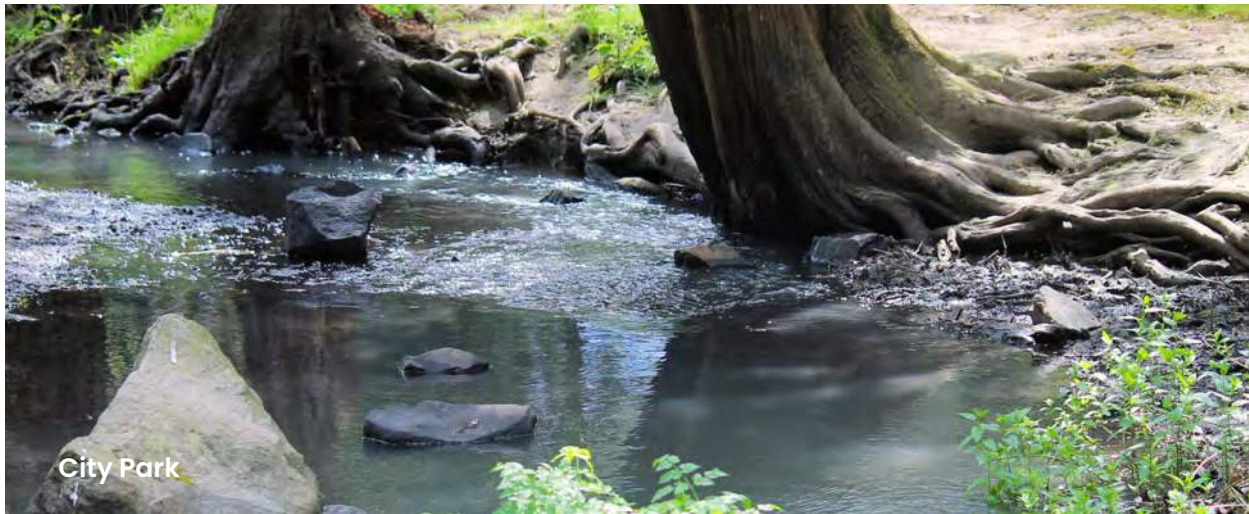
Based on existing conditions, feedback from the City, and the community-supported vision, new facilities or renovations are proposed for nearly every park in the system. This includes facilities for sports, play, gathering, user comfort and safety, and more. A total of approximately \$34,832,850 is proposed to complete recommended improvements and new projects to existing parks and facilities.

Most of this cost is directed to McMinnville’s four community parks which were identified as having the most significant use and related needs for future improvements. Additional costs stem from renovations or improvements to parklettes and neighborhood parks, and infrastructure or repair/replacement projects in Riverside Drive Dog Park (a special use park), linear/trail parks, and natural areas.

TABLE 5-1: EXISTING PARKS AND FACILITIES 20-YEAR CAPITAL PROJECT COSTS

Park or Facility Type	Inventory Total		Total Capital Costs
	#	Acres	
Neighborhood Parks	4	18.1	\$2,310,000
Parklettes	6	2.3	\$3,928,900
Community Parks	4	163.7	\$22,070,000
Special Use Parks	1	3.6	\$435,000
Linear/Trail Parks	13	43.8	\$2,553,200
Natural Areas	16	123.4	\$3,535,750
Undeveloped	3	3.0	\$0
	47	357.9	\$34,832,850

Source: MIG
*Costs are planning-level estimates in 2023 dollars, not accounting for inflation. All costs are rounded. Actual costs should be determined through site planning, maintenance planning and construction documents. Actual costs may be higher or lower depending on site needs, the scale of the facility, and changing market prices for materials.



NEW PARKS AND GREENWAYS

For new parks and facilities, the proposed Capital Improvement Project list combines findings from the community outreach process with an assessment of existing conditions including future growth areas, park location, and current park land level of service. A total of approximately \$80,368,000 would be needed to expand the park and recreation system into future growth areas, as well as new greenway connections linking new and existing neighborhoods in McMinnville.

The project list identifies seven new parks sites that align closely with the recommended locations of the City's UGB Framework Plan, and two infill park sites based on the findings of this planning effort and community input. These costs include land acquisition and development costs and assume either a 5-acre minimum site for neighborhood parks where possible or an approximately 20-acre site for a community park. New parks and greenways are assumed to be developed in conjunction with or near the same time as new development.

TABLE 5-2: PROPOSED FUTURE PARKS AND GREENWAYS TOTAL PROPOSED 20-YEAR CAPITAL PROJECT COSTS

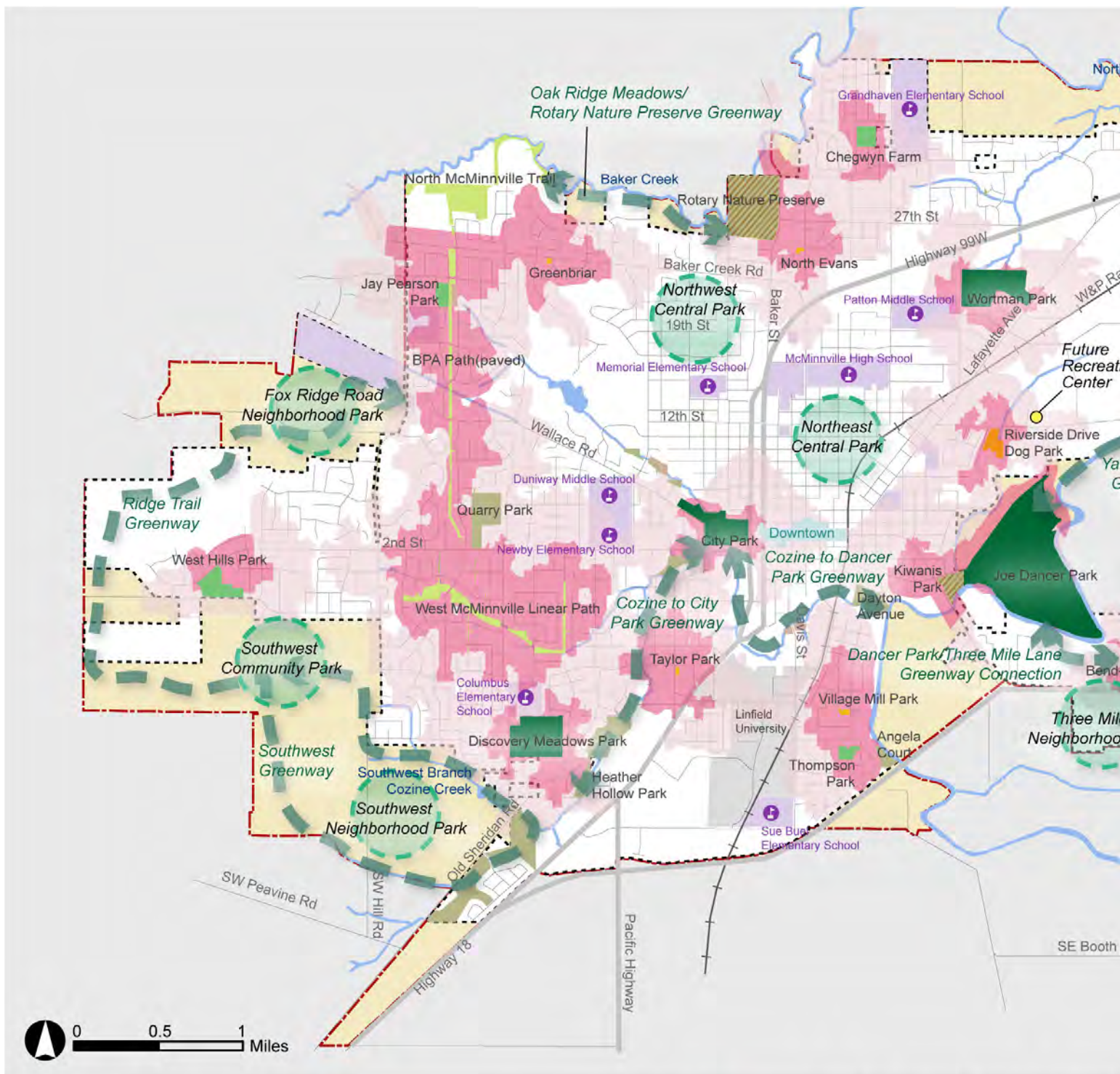
Proposed Park or Facility Type	Proposed Total			Total Capital Costs
	#	Acres	Miles	
Proposed Neighborhood Parks	6	29.2	-	\$33,580,000
Proposed Community Park	1	20	-	\$26,000,000
Proposed Greenways	9	92.4	16.8	\$20,787,955
	16	141.6	16.8	\$80,367,955

Source: MIG

*General acreage assumptions provided. Actual acreage may vary.

**General trail mileage assumptions provided. Actual mileage may vary.

- Fox Ridge Road Neighborhood Park:** development of a 5-acre minimum park to serve existing park service gaps as well as future development in this growth area along Fox Ridge Road in western McMinnville. This park should be co-located on or near the future high school site. The Fox Ridge Area Plan identifies this park as a key feature of the Plan, recommending it to include opportunities for passive and active recreation that is accessible to all residents within a 10-minute (or ½ mile) walk of their home.
- Riverside South Neighborhood Park:** Development of a 5-acre minimum park to serve existing park service gaps as well as future development in this growth area along Riverside Drive in northeastern McMinnville. The Riverside South Area Plan recommends the creation of this park to serve future residents in the area that are otherwise separated from other residential areas and recreation opportunities.
- Southwest Community Park:** Development of an approximately 20-acre park to serve the entire community, including future development in the west side of McMinnville. The Southwest Area Plan recommends the creation of this park to accommodate community park land needs and serve future residential uses. The recommended location is near SW Redmond Hill Road, in the northern portion of the Plan area. This location allows the park to be easily accessible to both existing and future residential areas in McMinnville.
- Southwest Neighborhood Park:** development of a 5-acre minimum park to serve future development in this growth area along SW Hill Road S in western McMinnville. The Southwest Area Plan recommends the creation of this park to ensure future residents have access to a park within a 10-minute (or ½ mile) walk of their home.
- Three Mile Lane Neighborhood Park:** Development of a 5-acre minimum park to serve future development in this growth area along NE Three Mile Lane in eastern McMinnville. This park is in response to community engagement efforts for the Three Mile Lane Area Plan that highlighted the need for additional parks and open space opportunities adjacent to existing and future residential areas. The park will prioritize gathering spaces that incorporate natural areas and views as recommended by the Plan.
- Northeast Central Park:** Development of a 5-acre minimum park to serve existing residents in the Central McMinnville area, east of Highway 99W. The park access analysis and community input revealed that many residents in Central McMinnville do not have access to a park with a ½ mile walk of their home.
- Northwest Central Park:** Similarly to the Northeast Central Park, development of an approximately half-acre infill park (based on existing lot sizes) would further increase equitable park access for existing residents in the Central McMinnville area, west of Highway 99W.





Park and Recreation Facilities

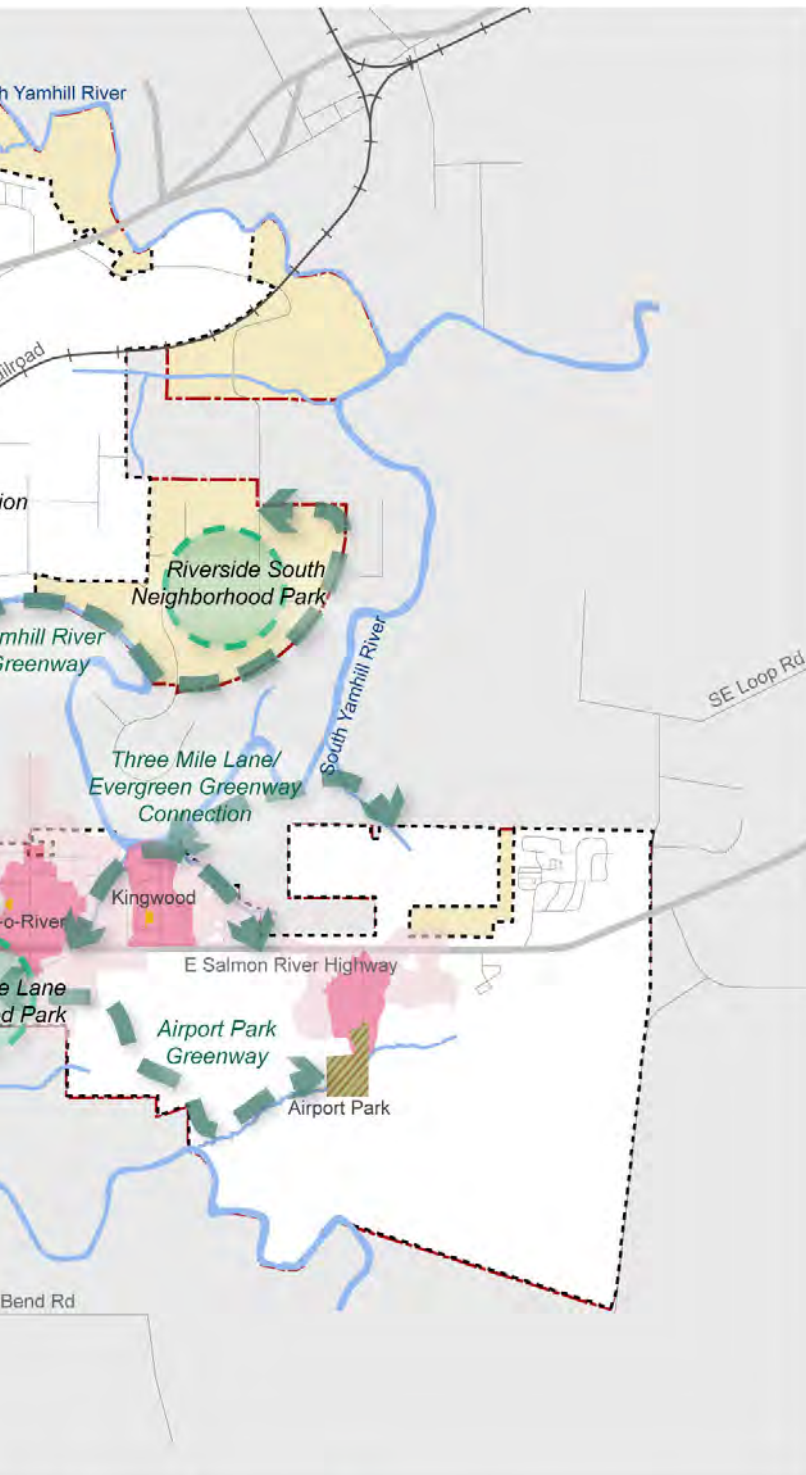
	Community Parks		Parklettes
	Neighborhood Parks		Special Use Parks
	Linear/Trail Parks		Undeveloped Parks
	Developed Natural Areas		
	Undeveloped Natural Areas		

Developed Parks Service Area

	1/4 Mile Walk
	1/2 Mile Walk

Future Parks and Trails

	Proposed Park Search Areas
	Proposed Greenways



MAP 5-1

FUTURE PARKS & RECREATION SYSTEM

This map represents the envisioned future parks and recreation system at full buildout by 2041. Specific sites for proposed parks and alignments for proposed trails are not yet determined. As such, the green dashed circles and lines represent approximate locations, which will need further feasibility assessments. The proposed parks are not represented by their conceptual footprint, but rather by their 1/2 or 1/4 mile service area, so we can see how these parks would help to fill geographic gaps in developed park access.

**Future Recreation Center. Outdoor amenities such as pickleball, other sports courts and playgrounds are also anticipated on or near the site.*

Map Features

Major Streets	School District Property
Streets	Linfield University
Railroads	Water Bodies
	City Boundary
	Urban Growth Boundary

There are also nine new off-street greenways identified in the CIP. These projects add to the envisioned pedestrian and bicycle network identified in the City's Transportation System Plan, UGB Framework Plan, 1999 PROS Plan, and other planning studies, linking with other existing and planned off-street trails and pathways, new sidewalks, and bike lanes. Costs assume development of the greenway trail only and do not account for land acquisition costs since the location and alignment will vary and may include easements. Some proposed greenways will also be located within existing city property including Cozine Creek Greenway.

- **Airport Park Greenway:** development of an approximately 1.5-mile greenway trail connecting Airport Park with planned uses in the Three Mile Lane neighborhood and a future neighborhood park.
- **Cozine to City Park Greenway:** development of an approximately 1.3-mile greenway trail along Cozine Creek connecting City Park, Carlson Natural Area, Tall Oaks Cozine Natural Area, and Heather Hollow Park.
- **Cozine to Dancer Park Greenway:** development of an approximately 1.2-mile greenway trail along Cozine Creek connecting City Park west to Joe Dancer Park.
- **Joe Dancer Park/Three Mile Lane Greenway Connection:** development of an approximately 0.3-mile greenway trail connecting Joe Dancer Park with the Three Mile Lane neighborhood.
- **Oak Ridge Meadows/Rotary Nature Preserve Greenway:** development of an approximately 1-mile greenway trail connecting Oak Ridge Meadows with Rotary Nature Preserve.
- **Ridge Trail Greenway:** development of an approximately 3-mile greenway trail connecting the future Southwest Greenway to planned uses in the Fox Ridge Road neighborhood and the BPA Pathway.
- **Southwest Greenway:** development of an approximately 5-miles greenway loop trail in Southwest McMinnville connecting Cozine Creek with the future Ridge Trail and Southwest Community Park.
- **Three Mile Lane/Evergreen Greenway Connection:** development of an approximately 1.5-mile greenway trail connecting the Three Mile Lane neighborhood with Evergreen.
- **Yamhill River Greenway:** development of an approximately 2-mile greenway trail connecting Joe Dancer Park with the future Riverside South Neighborhood and park.



COST ASSUMPTIONS

To help prioritize and sequence projects in annual workplans and budgets, the PROS Plan includes a cost assumptions table that can be used for future cost estimating for other new projects and inflation. Appendix C identifies planning-level costs for future investment decision-making. Capital costs represent one-time costs to acquire, develop, build, or renovate park infrastructure and features. Because some funding sources are restricted in the type of expenditure they can support, it is important to consider capital costs separately from operations or maintenance costs.

Cost assumptions are grouped into three categories for ease of planning-level budgeting based on the type of proposed project. Costs are also based on the assumption that different parks and facilities have varying expectations of improvements. Definitions of the categories are included to the right.

- **Build/Add:** Reflects an allowance for the fully-loaded cost for park acquisition/design/development or the addition of a new facility or amenity. In some cases where noted, the cost represents an allowance to support the development of one of a variety of different types of park elements.
- **Renovate/Replace:** Reflects an allowance for a major replacement or renovation of an existing site or facility. This cost is based on 85% of the full “build/add” cost, assuming that various site elements—such as the facility footprint, drainage, paths to the facility, etc.—may not need to be replaced.

- **Improve Existing:** Reflects an allowance for a minor repair, enhancement, or expansion of an existing element or portion of a site. This cost is based on 50% of the full “build/add” cost.

MAINTENANCE

In addition to capital costs, the City of McMinnville must fund the ongoing costs of sustaining the parks and recreation system including operations, maintenance, and programming. Appendix C presents per-unit costs and allowances for operations to ensure that the City is setting aside sufficient dollars to maintain and activate parks and facilities. This information can inform annual work plans.

The CIP provides a summary of average annual maintenance costs that are based on the recommended tiered levels for maintenance. Table 5-3 on the next page shows the annual maintenance cost for all existing parks and facilities, including maintenance costs for all proposed improvements and additions to these sites from the 20-year capital improvement project list (Appendix C). Based on these assumptions, the City would need to budget an average of approximately \$1,639,000 per year for maintenance to existing parks and facilities. An additional average of approximately \$611,000 per year would be needed to maintain proposed (future) parks and greenways. This additional amount should be used as a starting point to increase the maintenance budget over time to account for new parks and greenways as these are added to the system.

Costs are based on an increase to the City’s existing approximate annual average cost per acre to maintain developed park land (approximately \$5,000 per acre) and an increase or decrease in average costs based on the recommended maintenance level for each site listed in Appendix C (including Enhanced, Standard, Basic, and Undeveloped Land).

SHORT-TERM ACTION PLAN

Completion of all envisioned projects will take 20 years or longer to complete. However, there are some projects that have a greater community need or priority to take on in the shorter term. The City asked community members about their priorities for the future based on the identified needs, project types, and areas of the City. Results from the second community survey and meetings with the DEIAC, Planning Commission, and City Council identified

several key priorities to help focus improvements.

The results suggest that projects that promote connections (e.g. trail and access improvements) are the most important project type across McMinnville with community members ranking it as the highest or second-highest priority for each of McMinnville’s four geographic areas. Central McMinnville was the only area of the city that ranked reinvestment projects as a higher priority than connections projects. This difference could be due to some of the city’s largest, oldest, and most heavily used community parks being in Central McMinnville. As for project priorities by cost, lighting improvements, safe routes to parks, loop trails and a new community park were the top community priorities within each cost bracket from low to highest cost. Table 5-4 and Table 5-5 below summarize the top results by project

TABLE 5-3: PROPOSED AVERAGE ANNUAL MAINTENANCE COSTS

Park or Facility Type	Acres	Estimated Average Annual Maintenance Cost
Neighborhood Parks	18.1	\$92,000
Parklettes	2.3	\$14,000
Community Parks	163.7	\$922,000
Special Use Sites	3.6	\$10,000
Linear/Trail Parks	43.8	\$168,000
Natural Areas	123.4	\$425,000
Undeveloped	3	\$8,000
Total for Existing Parks	357.9	\$1,639,000
Proposed Neighborhood Parks	29.2	\$147,000
Proposed Community Park	20	\$113,000
Proposed Greenways	92.4	\$351,000
Estimated Total for Proposed Parks	141.6	\$611,000

Source: MIG

cost and location. Appendix D provides a complete summary of the online priority projects survey.

The project team used a three-step process to identify the highest priority projects from the 20-year CIP for the short-term action plan: Step 1, identify all top priority projects using categories shown in Tables 5-4 and 5-5; Step 2, prioritize projects that meet geographic priorities; Step 3, prioritize remaining

projects based on gap areas.

The short-term action plan includes **38 projects across 21 parks and natural areas** throughout McMinnville. Table 5-6 on the next page summarizes the short-term (five-year) action plan.

TABLE 5-4: GENERAL PRIORITIES BY PROJECT COST

Priority	Low Cost	Moderate Cost	High Cost	Highest Cost
1	Lighting Improvements	Safe Routes to Parks	Loop Trails	New Community Park
2	Trail Amenities and Signage	Restrooms	Riverfront Trail	Destination Play Area
3	Waterwise Landscaping	Sport Courts	Facility Repairs	
4	Community Gardens		River Access	
5	Shade Trees		Event Space	

Source: Prioritization Survey and DEIAC, Planning Commission, and City Council Meetings

TABLE 5-5: GENERAL PRIORITIES BY LOCATION

Priority	Central McMinnville Area	Western McMinnville Area	Northern McMinnville Area	Eastern McMinnville Area
1	Reinvestment	Connections	Connections	Connections
2	Connections	Play and Gathering	Play and Gathering	Play and Gathering
3	Play and Gathering	Nature	Reinvestment	Nature

Source: Prioritization Survey and DEIAC, Planning Commission, and City Council Meetings

TABLE 5-6: PARKS AND RECREATION CAPITAL PROJECTS SHORT-TERM ACTION PLAN

Park	Location	Project	Cost	Primary Funding Source
Neighborhood Parks				
Chegwyn Farm	Northern McMinnville	Add accessible paved path to connect with Grandhaven Elementary School	\$50,000	SDCs
West Hills Park	Western McMinnville	Add off-leash dog area	\$300,000	SDCs, Grant, Donation
		Add restroom	\$600,000	SDCs
Parklettes				
Bend-O-River	Eastern McMinnville	Replace play structure with nature playground	\$595,000	Bond, Grant, Donation
Kingwood	Northern McMinnville	Replace play area and surface	\$725,000	Bond, Grant, Donation
North Evans	Northern McMinnville	Replace play area and surface	\$725,000	Bond, Grant, Donation
Community Parks				
City Park	Central McMinnville	Replace dragon play structure with destination play structure that is barrier free ¹	\$3,800,000	Grant, Donation, Bond
		New amphitheater for community events (flood-friendly)	\$325,000	SDCs, Donation
		Replace restrooms	\$510,000	Grant, Bond
		Complete ADA improvements identified in Public Works 5-year CIP	\$110,000	Bond, Grant, Donation
		Improve efficiency and coverage of lighting	\$25,000	Bond, Donation
Discovery Meadows	Western McMinnville	Renovate splash pad	\$350,000	Grant, Donation
		Replace playground	\$1,232,500	Bond, Grant, Donation
		Cover, improve, and renovate skatepark	\$425,000	Bond, Grant, Donation
Joe Dancer Park	Central McMinnville	Add restroom (following feasibility study)	\$600,000	SDCs
		Add lighting	\$50,000	SDCs
Wortman Park	Northern McMinnville	Replace west shelter as identified in Public Works 5-Year CIP	\$277,000	Bond, Grant
		Wayfinding/markers	\$17,000	Bond, Grant, Donation
		Add lighting	\$50,000	SDCs
Linear/Trail Parks				
West McMinnville Linear Park/James Addition	Western McMinnville	Replace play equipment	\$725,000	Bond, Grant, Donation

¹ Any future redesign or replacement of the wooden play structure in City Park (the Dragon play structure) will include community involvement to ensure that its unique history is carried forward into a future play structure.

TABLE 5-6: PARKS AND RECREATION CAPITAL PROJECTS SHORT-TERM ACTION PLAN

Park	Location	Project	Cost	Primary Funding Source
Natural Areas				
Airport Park	Eastern McMinnville	Install accessible pathway along west edge to connect to viewpoint	\$150,000	SDCs
		Replace wayfinding signage	\$17,000	Grant, Donation, Bond
Barber	Western McMinnville	Add soft surface trail connecting SW Old Sheridan Rd/SW Baker St.	\$32,000	SDCs
		Add signage for future trail connection	\$20,000	SDCs
		Add small parking lot potentially via an access or use agreement	\$250,000	SDCs
		Add pedestrian bridge across Cozine Creek	\$30,000	SDCs
Heather Hollow	Western McMinnville	Add signage for future trail connection	\$20,000	SDCs
Kiwanis Park	Central McMinnville	Replace boat launch/fishing pier (and preserve existing Camas plants)	\$250,000	Bond, Grant, Donation
Quarry	Western McMinnville	Access via property easement or acquisition from church	\$95,000	SDCs, Partnership
		Add bike skills course/pump track	\$500,000	SDCs, Grant, Donation
		Add soft surface loop trail	\$46,000	SDCs
Tice Woods - Rotary Nature Preserve	Northern McMinnville	Add lighting to parking lot	\$50,000	SDCs
		Add maintenance vehicle access	\$10,000	Bond
Tall Oaks Cozine	Western McMinnville	Add signage for future trail connection	\$20,000	SDCs
Proposed Neighborhood Parks				
Northeast Central	Northern McMinnville	Land acquisition for new neighborhood park	\$1,500,000	SDCs
Northwest Central	Northern McMinnville	Land acquisition for new neighborhood park	\$150,000	SDCs
Proposed Greenways (development only)				
Joe Dancer Park/Three Mile Lane Greenway	Eastern McMinnville	Greenway development	\$245,455	SDCs
Cozine to Dancer Park Greenway	Central McMinnville	Greenway development	\$1,006,364	SDCs
TOTAL: \$15,883,318				

Source: MIG

Note: Planning level cost assumptions that do not include capital costs for parks currently under development.

All costs are in 2023 dollars not accounting for inflation.

SHORT-TERM FUNDING PLAN

There are two primary funding sources that will be needed to implement the short-term (five-year) priority projects from the 20-year CIP. Most of the funding is proposed from a future bond measure, with park SDCs providing the second largest resource. SDC eligibility depends on the project type as listed in the CIP. Generally, projects that add park and recreation capacity are SDC eligible. The remaining resources include grants, donations, and other sources. Table 5-7 summarizes the funding resources and proposed amounts to support priority projects.

TABLE 5-7: SHORT-TERM FUNDING PLAN

Resource	Estimated Amount	Assumptions
Park bond	\$9,463,500	Assumes a percentage of total parks bond value.
Park SDCs	\$6,039,818	Assumes an increase in current rate and includes commercial development, based on current LOS. ¹
Grants	\$210,000	Assumes the same average annual revenues as seen between 2015 and 2024.
Donations	\$65,000	
Interest & other	\$105,000	
Total Estimated Resources	\$15,883,318	

Source: MIG and CAI. Amount is based on SDC eligible projects. The total anticipated SDC revenue from the CIP is greater than the anticipated revenue from eligible projects in the short-term project list. However, the surplus is not transferable to non-SDC eligible projects in the short-term project list.

PRIORITIZATION CRITERIA

Capitalizing on existing resources and maximizing efficiencies are not enough to build and maintain McMinnville’s future park and recreation system. Achieving the community’s expectations of a clean, safe, and welcoming park system will require substantial funding beyond the resources the City currently invests in parks, facilities, and programs. The planning team relied on feedback from the project prioritization activities taking place to help identify the short-term, 5-year project list.

To assist the City in focusing on future projects, partnership opportunities,

or community requests, the following presents a two-step evaluation process for prioritizing capital projects. Staff should use this to work collaboratively with elected and appointed officials and the community to finalize the prioritization and completion of park improvement projects paid for through available funding.

This evaluation framework may also be used to sequence capital projects in annual capital improvement planning and budgeting. Projects that are aligned with multiple goals are important. However, projects that meet multiple criteria in Step 2 should be implemented more quickly.

STEP 1: How well does a proposed project address the community identified PROS Plan goals?

- **Ensure equitable park access:** Does the project serve underrepresented groups or underserved geographic areas to balance park access and provide equitable opportunities for all?
- **Support community cohesion:** Does the project provide opportunities for social gatherings, empower residents in decision-making, and build long-term support for the system by strengthening partnerships?
- **Provide a welcoming system:** Would the project serve to strengthen McMinnville's different age groups, incomes, and backgrounds?
- **Provide safe and clean parks:** Would the project result in an increase in user safety or provide an overall improvement to the look and feel of an existing park or facility?
- **Support diverse recreation opportunities:** Does the project provide something unique to the park system, or add an improvement that doesn't exist in a nearby park?
- **Create and preserve nature:** Does the project protect natural resources, wildlife habitats, and tree canopy while fostering environmental stewardship and expanded water access, educational opportunities, and ways to experience nature?
- **Create an interconnected trail and street system:** Does the project make a key connection or expand the greenway and trail system to ensure more residents have safe ways to get to parks and recreation facilities?

STEP 2: How well does a proposed project address community values and maximize city resources?

- **Safety and Use:** Does the project improve safety or restore/enhance uses?
- **Resource Availability:** Does the project use or leverage available resources (staffing, funding, grants, partnerships, equipment)?
- **Cost Savings:** Does the project reduce costs, increase revenues, increase sustainability, or increase maintenance and operational efficiencies?
- **Critical Path:** Will the project be a key step towards bringing capital and needed partners to the table for additional improvements?
- **Ease of Implementation:** Can the project be done quickly and easily (e.g., advanced planning, feasibility studies, and permitting have been completed)?
- **Existing Opportunity:** Can the project be implemented using existing park space or available public space (e.g., property already acquired, vacant lands, existing rights of way)?
- **Value:** Does the project deliver high value for the cost or resources needed, relative to other projects?
- **City Priority:** Does the project coincide with or support another City project or City Council initiative?
- **Community Priority:** Does the project repair or renovate a high-use, popular park/facility or address top community needs?
- **Multiple Benefits:** Does the project benefit a large number of people and/or support multiple or flexible uses? Does it further climate action planning or natural disaster mitigation/awareness?



IMPLEMENTATION STEPS

The City will need to pursue a multi-step strategy to fund the short-term project list, and eventually further prioritize and implement remaining projects and future parks and facilities identified in the CIP. Following updates to the park system development charge which will increase at some level above the current rate, the City should continue pursuing a strategy to build community support for future initiatives, notably a capital bond measure.

1. Building community support: Some new mechanisms to fund public improvements will require the will of voters. It will be important to employ public input, education, outreach, and polling before any specific funding mechanism is attempted. This Plan and the vision expressed by the community of McMinnville should be used as the basis for building support.

2. Leveraging new and existing partnerships: Partnerships and agreements between the City and other local serving agencies and private and institutional organizations increase the City's capacity to implement this Plan. Staff resources and technical expertise should be dedicated to continue

building and maintaining relationships, to coordinate with partners and volunteers, write grant applications, and cultivate sponsorships and donations to support the park and recreation system.

3. Using equity as a lens to monitor and update the Plan: It will be important to check in with the community and validate or adjust the Plan for any major shifts in priorities or project opportunities, focusing on progress towards identified gaps in the system. The five-year period defined by priority project list presents a good time for this check-in, with a recommended Plan update within about ten years. Following the adoption of this Plan, the City could develop a work plan. This work plan can be revisited biannually, ahead of the budgeting process, to reevaluate progress and priorities (making use of the prioritization criteria and other decision-making tools) and adjust for new opportunities.

4. Pursuing a variety of funding sources for long-term implementation: The City will need increased capital and operations funding based on the total cost to implement this Plan. The next page provides a summary of some of the most available and suitable options.

CAPITAL FUNDING

- **General obligation bond:** McMinnville already passed a successful bond measure following adoption of the 1999 Plan. These are voter approved bonds paid off by an assessment placed on real property. The money may only be used for capital improvements. This property tax is levied for a specified period (typically 15–20 years) and requires a simple majority voter approval.
- **Oregon State Park Grants:** The largest funding source for park and recreation projects are competitive grants from Oregon State Parks. Two of the most popular sources include the Land and Water Conservation Fund and Local Government grant programs.
- **Community Development Block Grants (CDBG):** These grants from the Federal Department of Housing and Urban Development are available for a wide variety of projects. Most are used for projects in lower income areas of the community because of funding rules.
- **Private Grants and Foundations:** Private corporations and foundations provide money for a wide range of projects, targeted to the organizations' mission. Some foundations do not provide grants to governments but will often grant to partner organizations. Private grants can be difficult to secure because of the open competition and the up-front investment in research and relationship building.
- **Donations:** The donation of labor, land, or cash by service agencies, private groups, or individuals is a popular way to raise small amounts of money for specific projects.



OPERATIONS AND MAINTENANCE FUNDING

- **Local-option Levy:** Decided by voters, a local-option levy raises funding for park operations, maintenance, and restoration through an increase in property taxes. At the time of development of this Plan, the City's current tax rate is nearly reached the maximum allowed under state law (assuming all full permanent rates are applied). Therefore, a local option levy is not practically available to aid in parks operations, maintenance, restoration, parks related education, volunteer programs, or other similar activities without structural changes to Oregon's property tax limits.
- **Service Fees:** Parks and recreation generate some revenue through charges for services. The City may consider increasing parks and recreation facility use fees to generate additional revenue to support parks operations and maintenance. The City could consider implementing an annual index to increase parks fees or may adopt an appropriate increase consistent with facility use fees in other surrounding cities and market rates.
- **Utility Fee for Parks:** A park utility fee creates dedicated funds to help offset the cost of park maintenance. Most City residents pay water and sewer utility fees. Park utility fees apply the same concepts to city parks, and a fee can be assessed to all businesses and households.
- **Concession Fees:** As the City develops parks and facilities, the City may consider forming public-private partnerships with vendors to provide services within these parks, including selling concessions or renting equipment. The City may enter into these agreements and include a concession fee for vendors. The revenue generated by these concession fees depends on the number of concessionaires that the City works with as well as demand for these concessions as parks are developed.



Airport Park



City of McMinnville

PARKS & RECREATION





Above: Kiwanis Park



APPENDIX A

PARK AND RECREATION FACILITY INVENTORY

Parks	Acres	Bathrooms	Playgrounds	Paved Path (miles)	Soft Trail (miles)	Benches	Picnic Tables	Group Picnic Area	Cook Shelter	Drinking Fountains	Softball/Baseball/T-ball Fields	Soccer Field	Basketball Hoop	Tennis Court	Pickleball Court	Skateboard Park	Dog Waste Stations	Pole Lights	Bollards	Trash Cans	Parking Lot Spaces	Irrigation System (Zones)	Other
Neighborhood Parks																							
Chegwyn Farms	3.9	1	1	0.5		7	9	1		1			1				4		3	6		27	
Jay Pearson Park	2.9	1	1	0.3		3	6	1		1									1	3		23	Barrier Free Playground
Thompson Park	2.3	1	1	0.3		6	7	1		1			2					1	1	4	4	15	Horseshoe Courts
West Hills Park	7.8		1	0.9		10	3			1							5			4	6	63	Detention pond
Subtotal	16.9	3	4	2	0	26	25	3	0	4	0	0	3	0	0	0	9	1	5	17	10	128	
Parklettes																							
Bend-o-River	0.3		1	0.1		3							1							2		7	
Greenbriar	0.2																					1	
Kingwood	0.6		1	0.0									1							1		1	
North Evans	0.3		1	0.0		2											1			1		3	
Taylor	0.3		1	0.0		1	1													2		3	Chess/Checkers Tables
Village Mill	0.5																						
Subtotal	2.3	0	4	0	0	6	1	0	0	0	0	0	2	0	0	0	1	0	0	6	0	15	
Community Parks																							
City Park	16.2	1	2	0.8	0.3	10	20	1	1	3				2	6			45	1	25	76	39	Creek, Fountain, Bridge
Joe Dancer Park	104.7		1	1.0	1.2	30	6			5	11	12	1			1	2	11	4	42	538	181	Wetlands, Soccer Kicking Wall
Discovery Meadows	21.4	1	1	1.0	1.0	67	26	2	1	4	1		4			1	5	43	6	20	82	119	Splash Pad, Wetlands
Wortman Park	21.5	2	2	2.0		10	25	4	1	4	1						3	5	1	26	93	8	Disk Golf, Creek, Bridge
Subtotal	163.7	4	6	4.8	2.5	117	77	7	3	16	13	12	5	2	6	2	10	104	12	113	789	347	
Special Use Parks																							
Riverside Drive Dog Park	3.6			0.3		2											7				20	20	
Subtotal	3.6	0	0	0.3	0	2	0	0	0	0	0	0	0	0	0	0	7	0	0	0	20	20	
Linear/Trail Parks																							
West McMinnville Linear Path																							
Ash Meadows	1.3			0.1		1												6		1		6	Creek
Goucher St. Pathway	1.7			0.4		2											2	11		4		12	
James Addition	1.3		1	0.1		3											1	5		2		9	Creek
Jandina	2.6			0.2		2							1				1	4		1		3	
Jandina III	2.1			0.1		2											1	7		2		17	Creek
West McMinnville Linear Park	0.2																						
Westvale	4.5			0.3		3											1	6		2		11	
BPA Path (paved)																							
BPA Pathway I (2nd Street to Wallace)	2.8			0.6		5											4	20	8	6		25	
BPA Pathway II (Wallace to 23rd)	4.1			0.5		6											7	28	7	7		31	Bridge
Roma Sitton (23rd to Baker Creek Road)	1.7			0.1		2											1		1	1		9	
BPA North (Baker Creek Road to chip path)	1.3																						
North McMinnville Trail																							
Baker Creek North - Parcel D	14.9			0.2	0.4																		
Oak Ridge Meadows	5.4				0.4																		
Subtotal	43.8	0	1	2.7	0.8	26	0	0	0	0	0	0	1	0	0	0	18	87	16	26	0	123	
Total Developed	230.3	7	15	10	3	175	103	10	3	20	13	12	11	2	6	2	38	192	33	162	799	613	

Natural Areas																						
Developed Natural Area																						
Airport Park	12.1				1.5	4	11									1	1		6	12		Creek, 3 Bridges, Mushroom House
Kiwanis Park	4.7			0.3			2									1	1	1	2	12	8	Bridge
Tice Woods - Rotary Nature Preserve	32.8	1		0.2	1.0	2													1	16	7	Pond, 2 Kiosks, Boardwalks, Bridges
Undeveloped Natural Area																						
Angela Court	2.3																					
Ashwood Derby	0.3																					
Barber	11.8																					
Bennette Addition	0.2																					
Carlson	3.3																					
Creeside Cozine	3.9																					
Creeside Meadows	15.3																					
Crestwood	1.7																					
Dayton	6.8																					
Fir Ridge	0.7																					
Heather Hollow	3.2																				6	
Quarry	11.9																					
Tall Oaks Cozine	12.6																					
Subtotal	123.4	1	0	0	3	6	13	0	0	0	0	0	0	0	0	2	2	1	9	40	21	
Undeveloped																						
Brookview	0.7																					
Davis Dip	1.6																					
Jay Pearson Park - east side	1.2																					Detention pond
Meadowridge	0.7																					
Subtotal	4.2																					
Combined Total	358.0																					



Above: Thompson
Park



APPENDIX B

ONLINE VALUES AND NEEDS SURVEY SUMMARY

Online Values and Needs Survey Summary

McMinnville PROS
Plan Update

Survey Period: Dec 16, 2022 – Feb 5, 2023




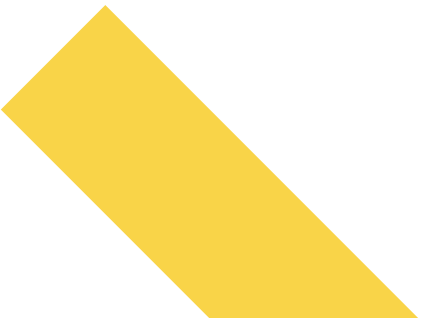

Purpose



In Summer 2022, the City of McMinnville began updating its Parks, Recreation, and Open Space Plan to identify community priorities, needs, and recommendations to improve and enhance parks, recreation facilities, trails, programs, events and related services. As part of the planning process the City launched an online survey and invited community members to provide input on their values, parks visitation needs, needed improvements, new park locations, and recreation program usage and desires.

The online survey was available online from December 16, 2022 to February 5, 2023. The survey was promoted by the City of McMinnville through several channels including social media, email newsletters, on the project website, and more (see next page).

The findings are from a broad enough sample that they can help the City identify common themes and needs. All questions were optional. Some questions allowed participants to select two or more answer choices resulting in total counts greater than the number of respondents and total percentages greater than 100%. This summary provides results of the survey.



Promotion

The online survey was shared with the community through several methods in both English and Spanish including:

- Traditional methods:
 - News Register Ads
 - Posted signs, flyers or yard signs at all city facilities (including parks)
 - Sent direct postcards
 - Social media platforms
 - Emails to Parks & Rec patron list
 - Emails to school district households through peachjar
 - Community outreach software iheartmac
 - Radio promotion on MCM Channel 11 and KYLC
 - \$400 visa gift card as an incentive to take the survey
- Promotion through partner and community groups such as:
 - Non-profits
 - Chamber of Commerce, Downtown Association, Visit McMinnville
 - School District, higher education, PTA's
 - Providers that work with or serve community members who have a physical, mental or social disability
 - Sports clubs and groups
 - Service clubs
 - Interest Groups
 - Churches
 - Hispanic/Latinx focused businesses
 - Larger employers
 - Facebook groups
- Events/Meetings and Canvasing:
 - Chamber Greeters event
 - Unidos Resource fairs
 - High school focus group session
 - Dia de los Ninos event
 - Apartment complexes or mobile home parks
 - Businesses along 3rd street and Highway 99

Online Survey Summary: Contents

1. WHO
RESPONDED?

2. VALUES AND
PARK VISITATION

3. PARK
IMPROVEMENTS
AND NEEDS

4. RECREATION
PROGRAMS

1. WHO RESPONDED?



**2,338 respondents
In 1.5 months**

Residents and Students

People who live in all parts of McMinnville (57% of respondents) and students off all grades/higher education in McMinnville (6% of respondents).

Employees

25% of respondents work in Downtown, at schools, eastern McMinnville businesses, and more.

Mostly Adults Representing Families

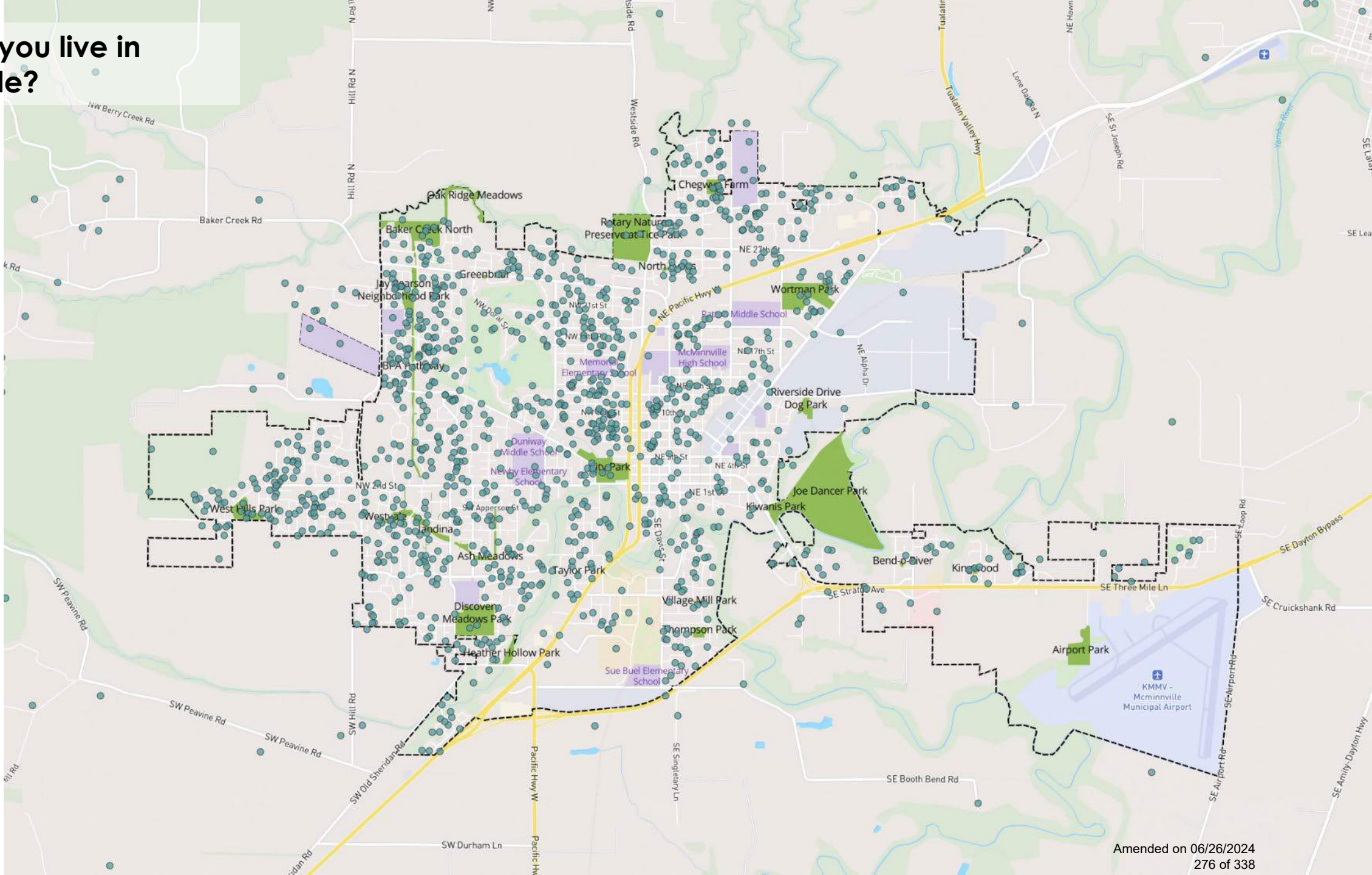
Most participants live with children, teens/tween, and older adults (65+).

Mixed Backgrounds, Languages, Abilities

- About 20% of respondents self-identify as non-White/Caucasian, in alignment with the City as a whole.
- 31 respondents took the survey in Spanish.
- 15% represented someone who has a condition or disability that influences their participation in or access to parks and recreation activities.

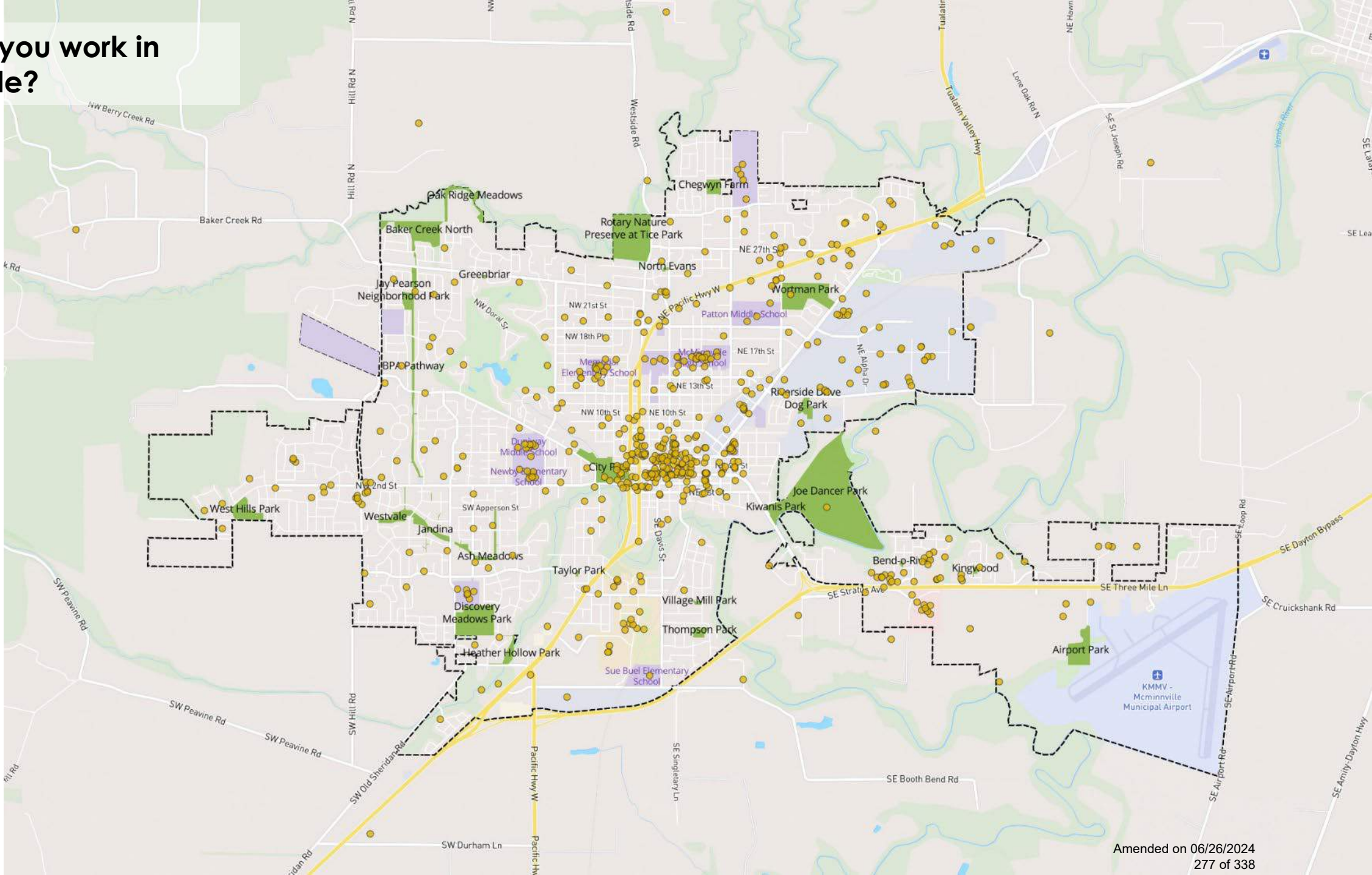
Where do you live in McMinnville?

Responses
1,287

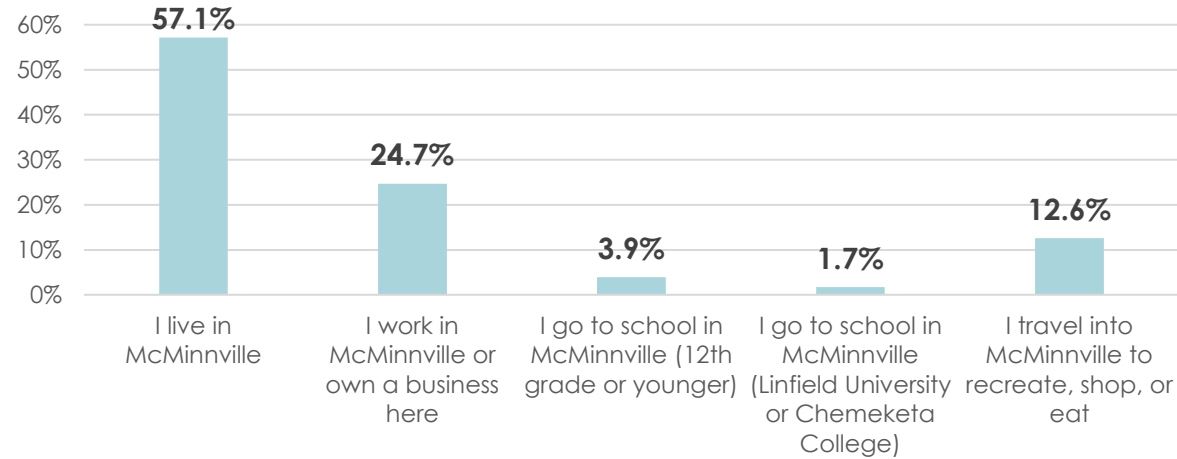


Where do you work in McMinnville?

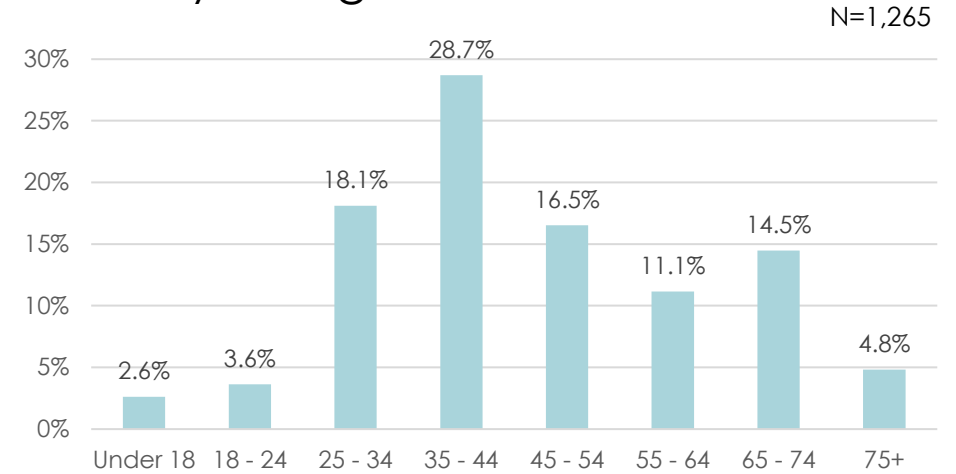
Responses
597



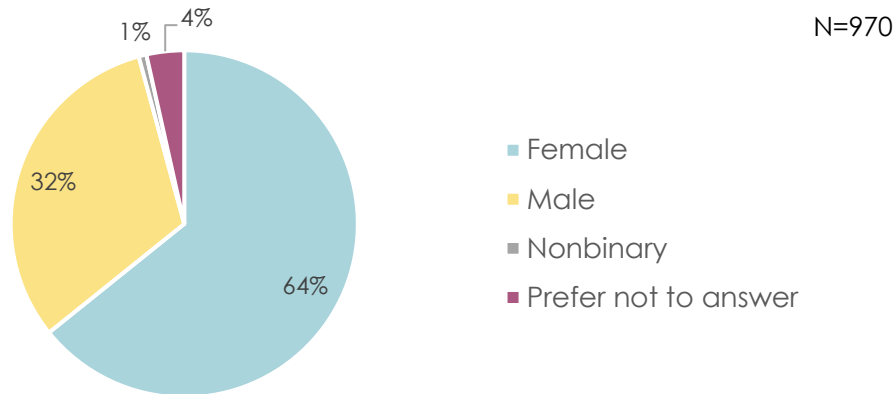
How are you connected to McMinnville?



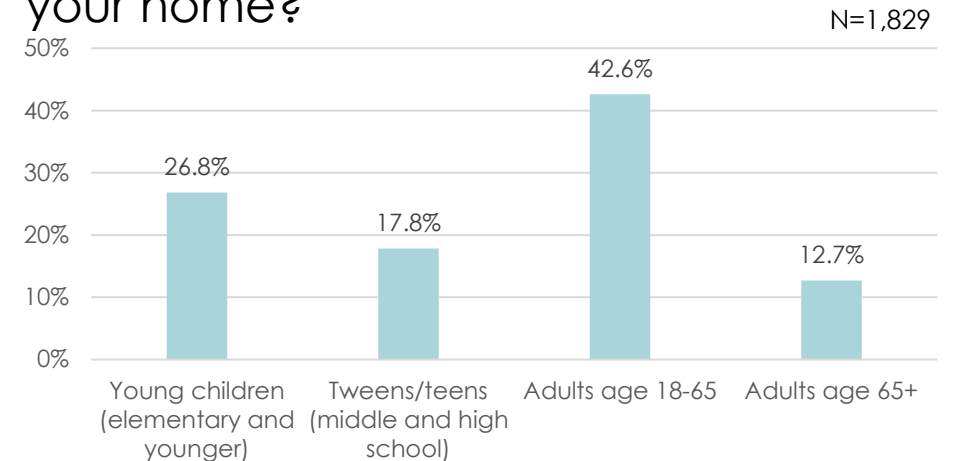
What is your age?



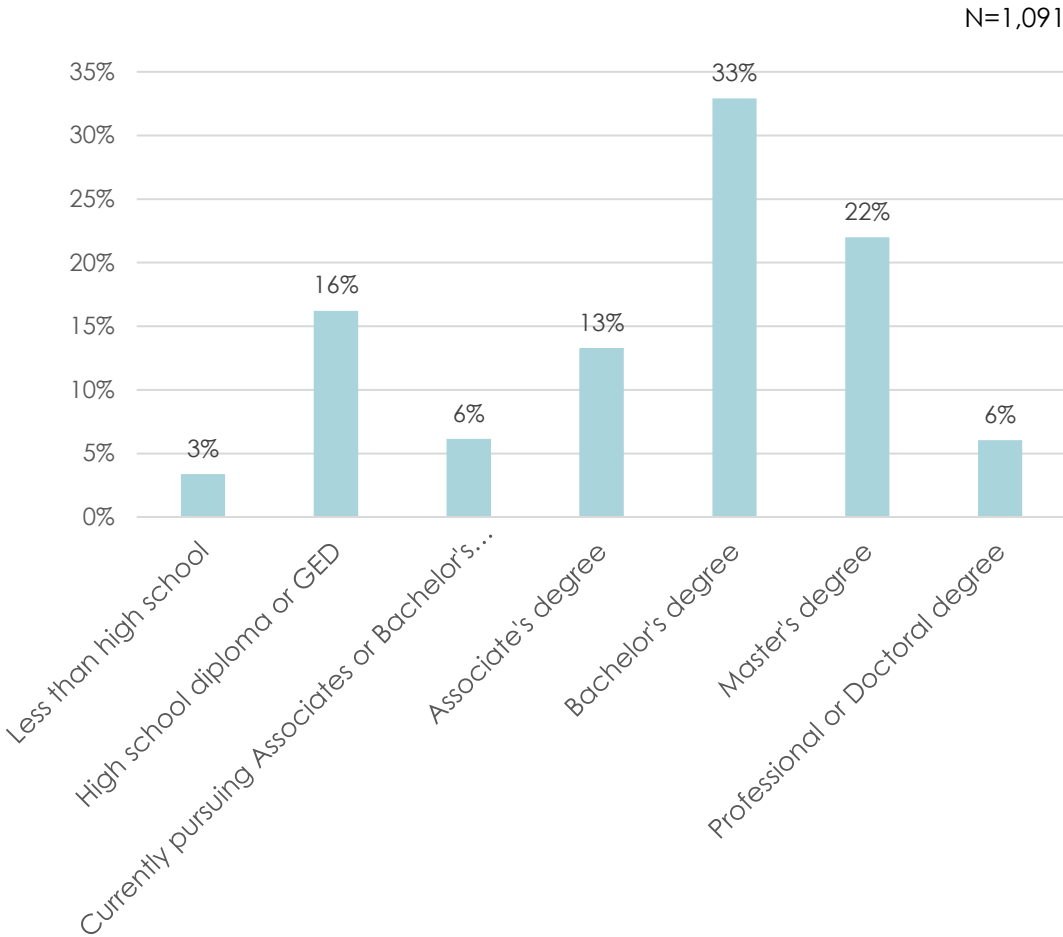
What best describes your gender identity?



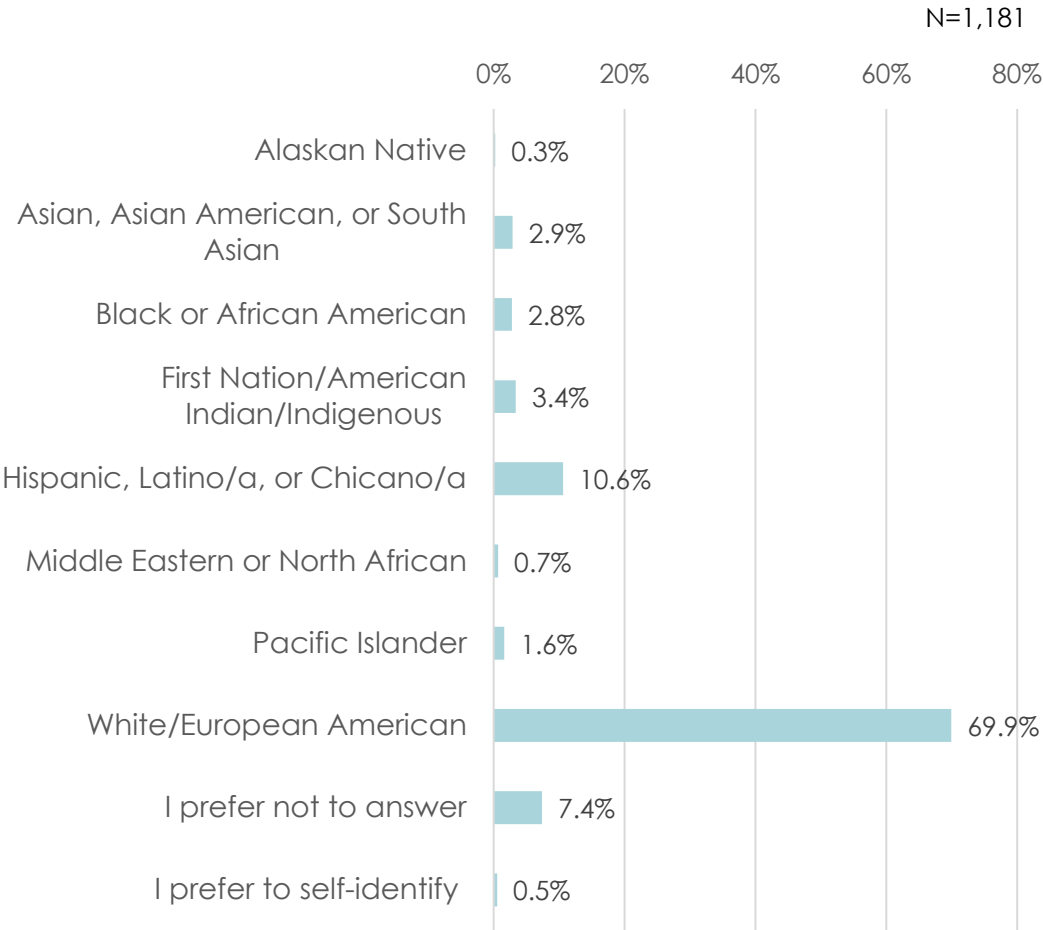
What age are the people who live in your home?



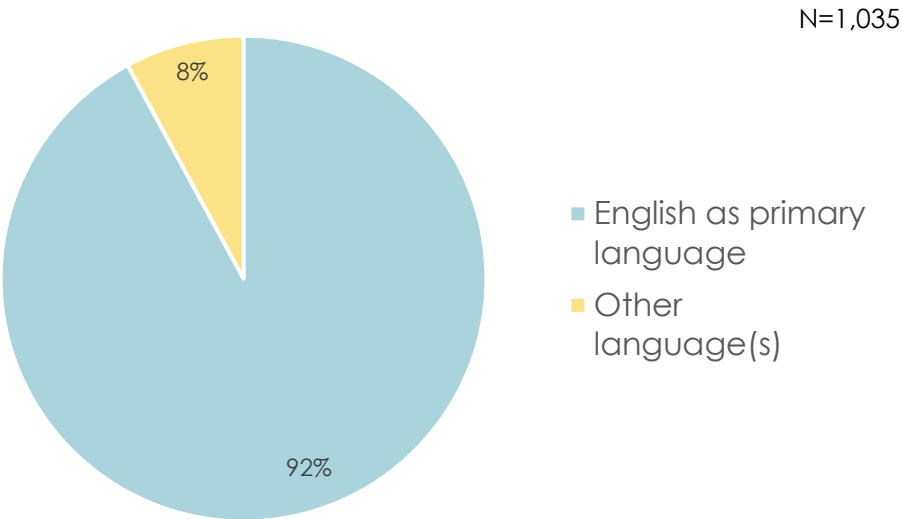
What is the highest degree or level of school you have completed?



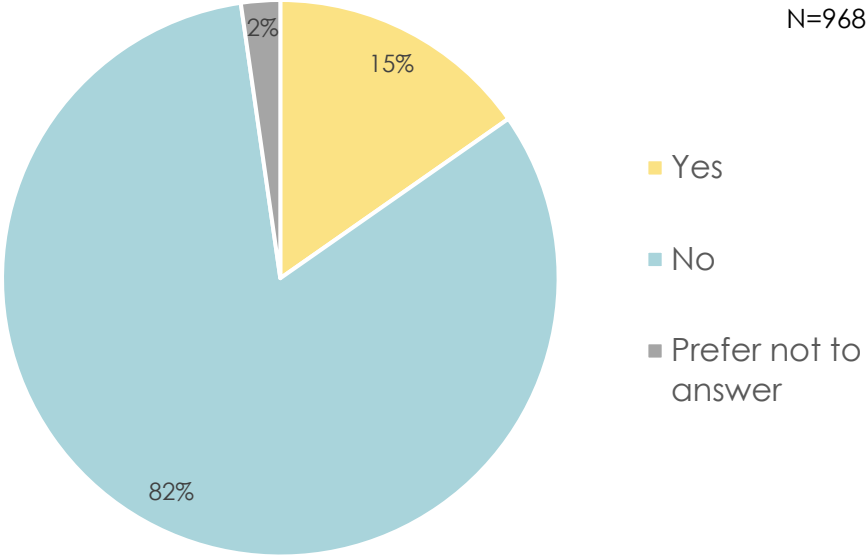
Which of the following most accurately describes your race and ethnic identities?



What language(s) do you speak in your household?



Do you or anyone in your family have a condition or disability that influences your participation in or access to parks and recreation activities?



2. VALUES AND PARK VISITATION

Parks are extremely important

Over 95% of people who chose to take the survey rated parks as important or extremely important.

Parks provide enjoyment

People often visit parks to gather with friends, family, and community; enjoy the outdoors/nature; and to play.

Parks contribute to physical health

People often visit parks to be active/exercise and most like trails for walking/biking.

Parks are a big part of daily life

Over 70% of respondents visit parks weekly or more frequently.

Why do people go to different parks?



Fun or Play

- City Park, Discovery Meadows



Sports or Fitness

- Joe Dancer, City Park



Relaxation

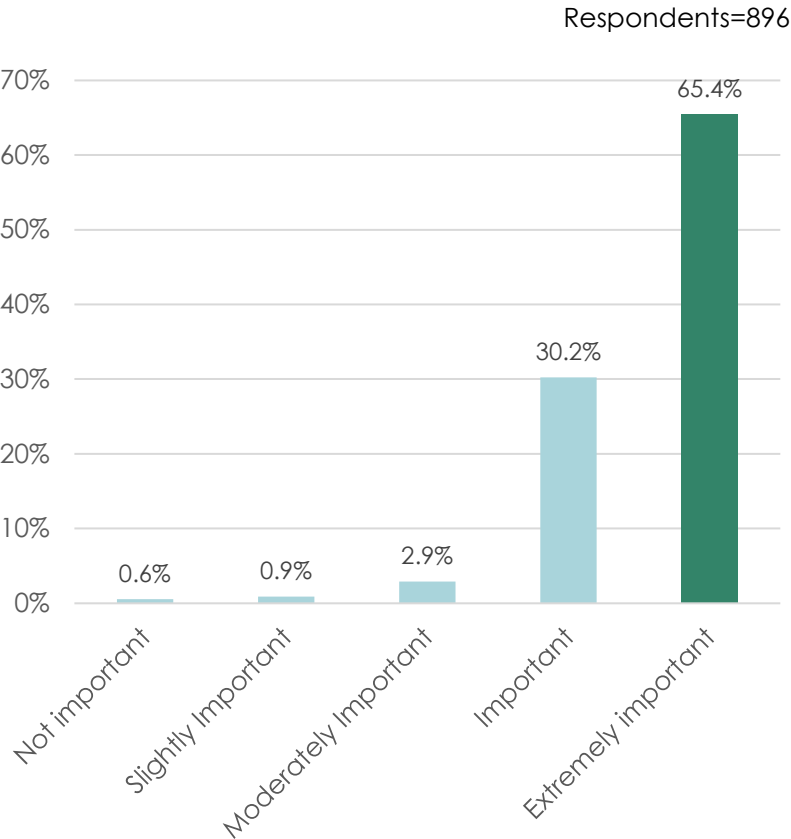
- Rotary Nature Preserve at Tice Park



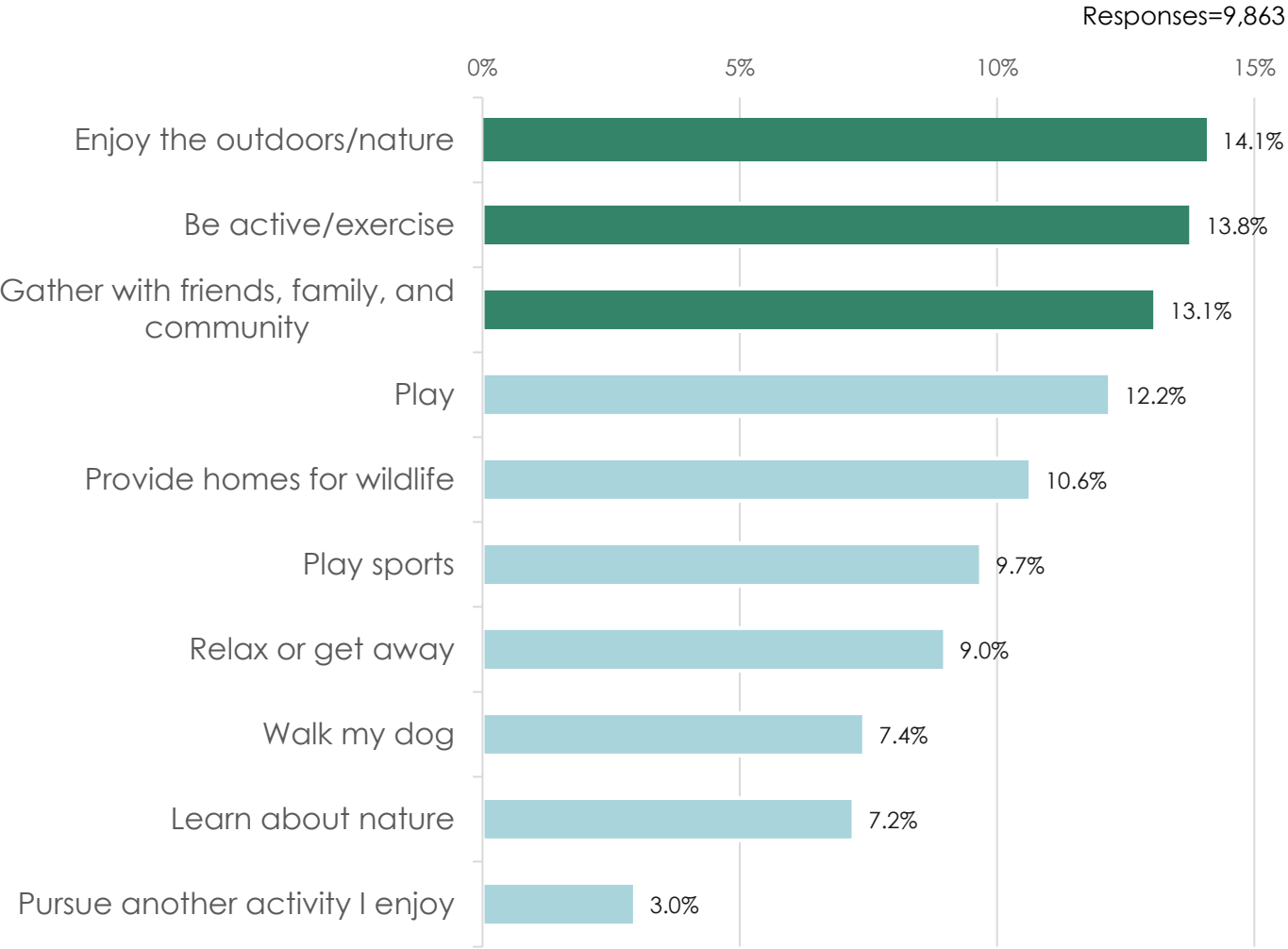
Programs or Events

- City Park, Joe Dancer

How important are parks and open spaces in your life?

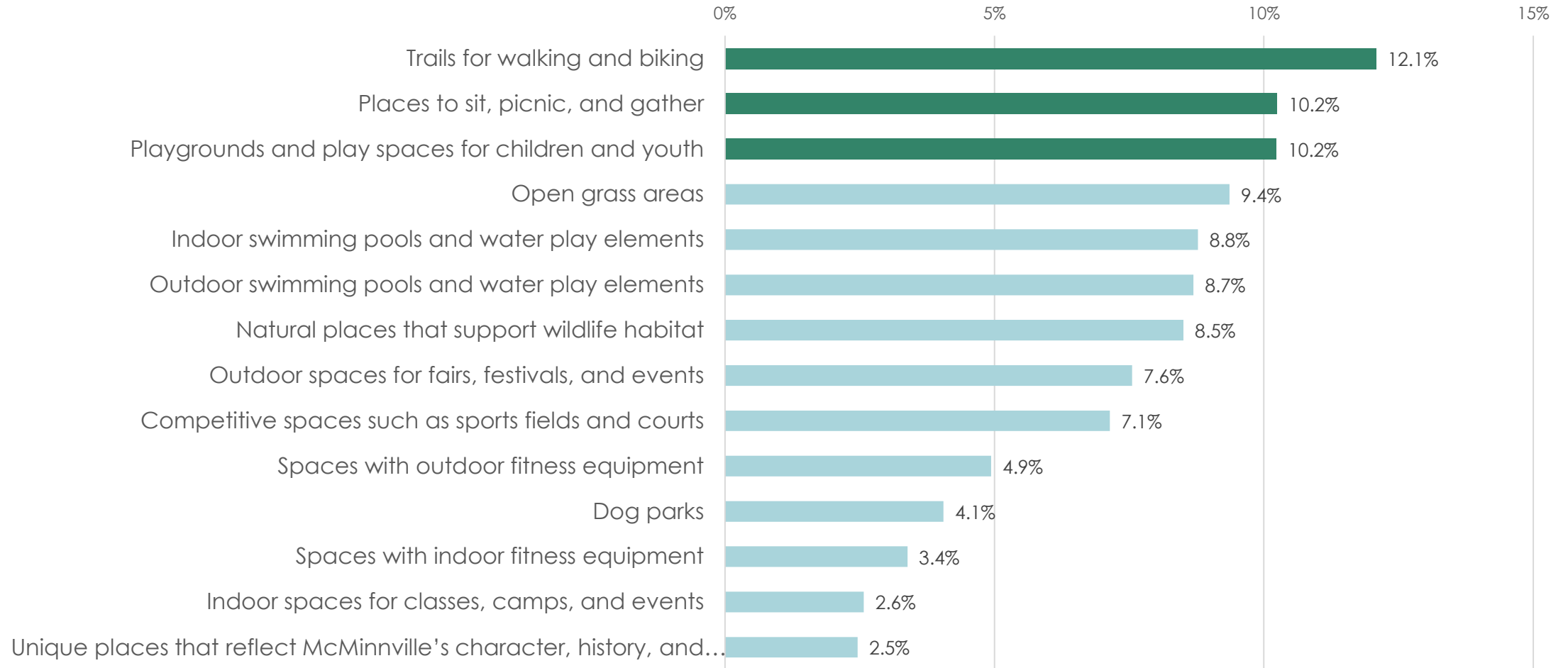


Why are parks and recreation important to you?



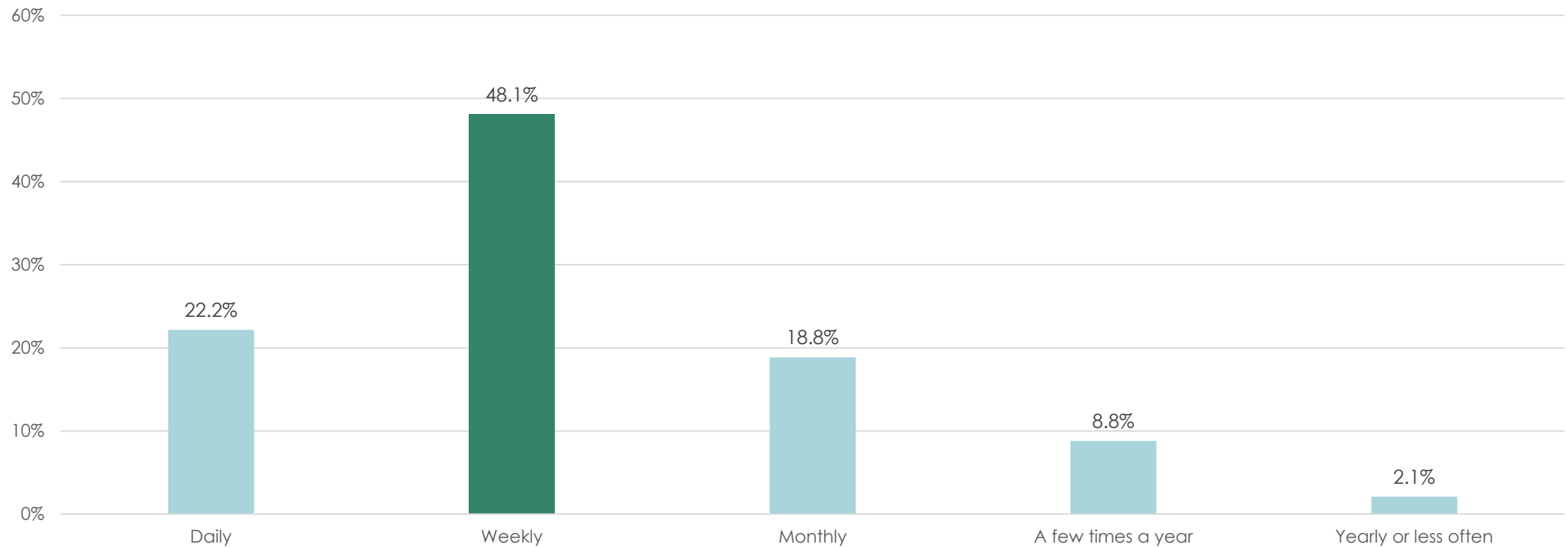
In McMinnville or elsewhere, what do you like most in parks?

Responses=7,029



How often do you or your family visit parks or recreational areas in McMinnville?

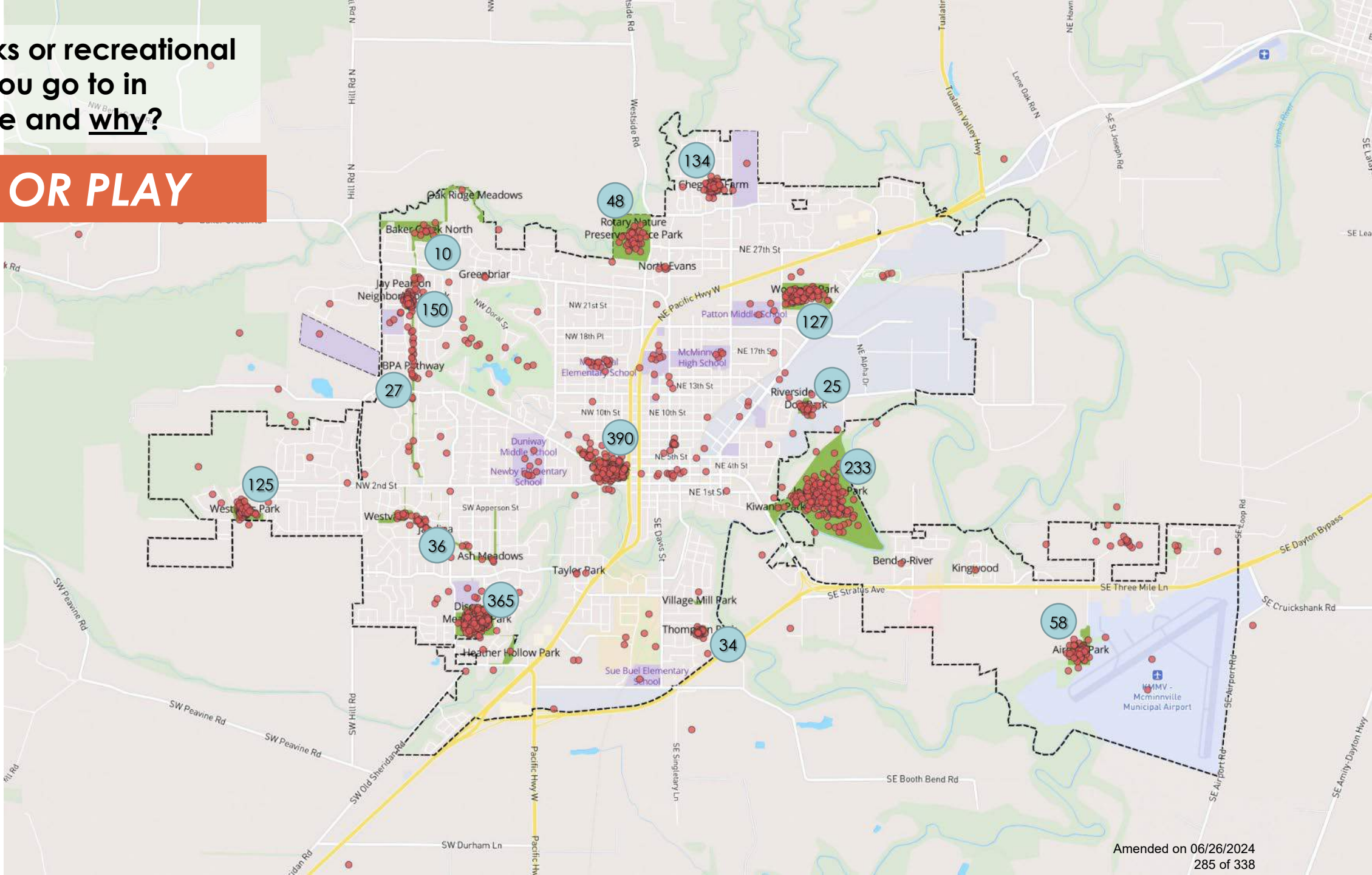
Respondents=1,385



Which parks or recreational areas do you go to in McMinnville and why?

FUN OR PLAY

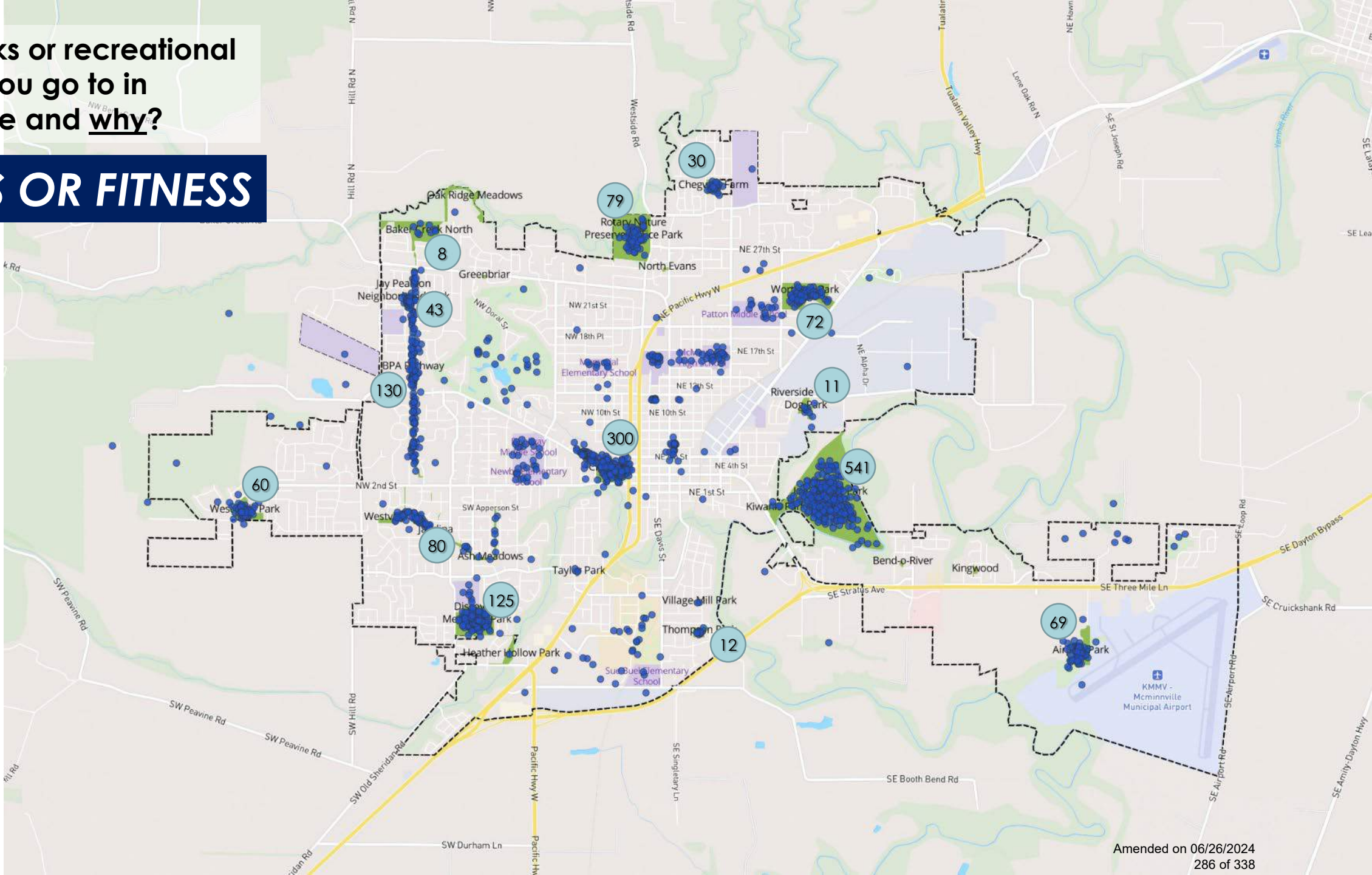
Responses
1,991



Which parks or recreational areas do you go to in McMinnville and why?

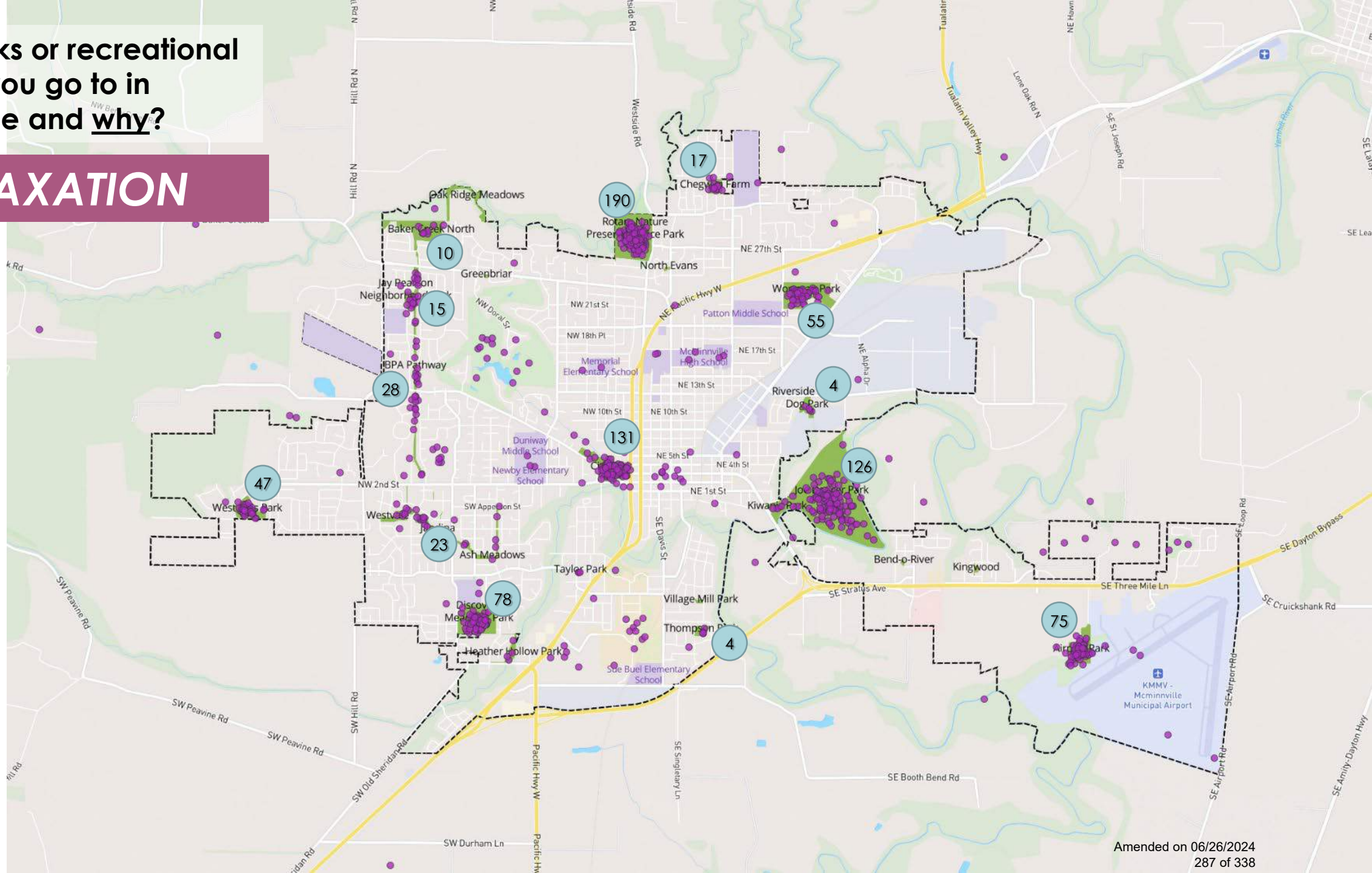
SPORTS OR FITNESS

Responses
1,881



RELAXATION

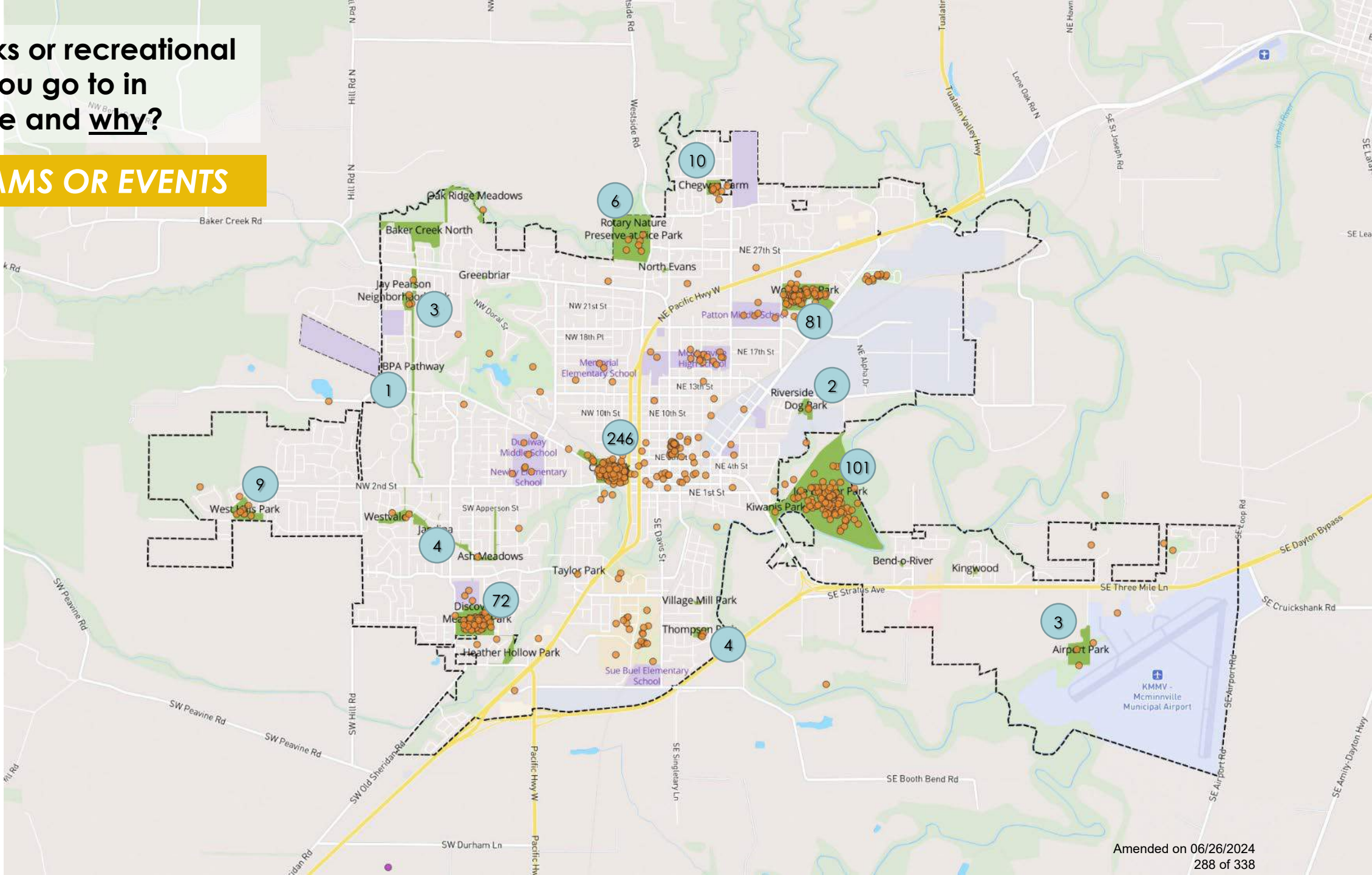
Responses
953



Which parks or recreational areas do you go to in McMinnville and why?

PROGRAMS OR EVENTS

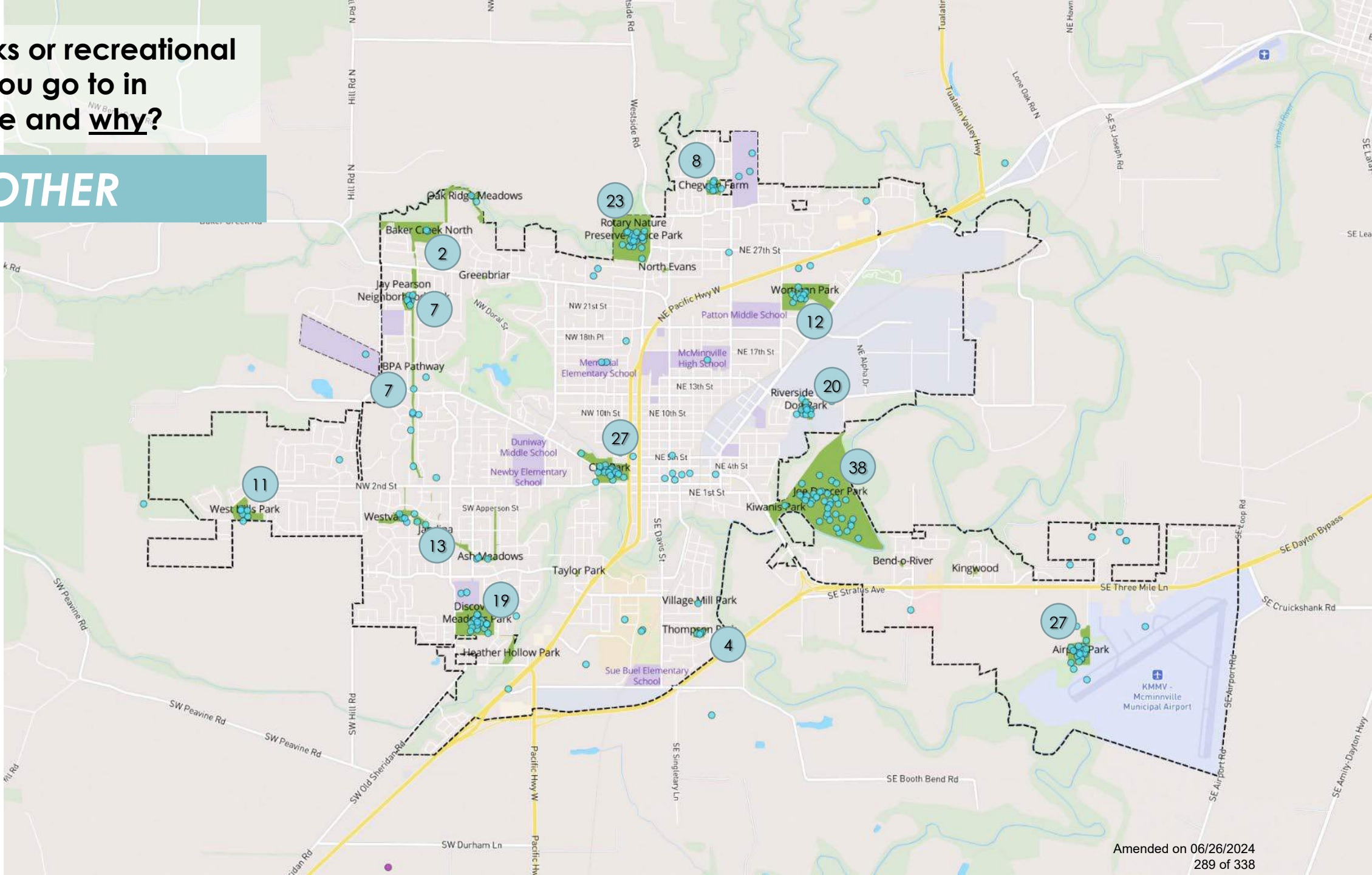
Responses
718



Which parks or recreational areas do you go to in McMinnville and why?

OTHER

Responses
275

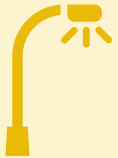


3. PARK IMPROVEMENTS AND NEEDS



Popular parks need the most improvements

City Park and Joe Dancer Park are two which need the most improvements and are also most visited. Wortman Park is less visited but also needs improvements.



Safety and cleanliness are biggest concerns

The open-ended comments can tell use more about what these mean specifically. These are more important than repairs, beautification, and programming.

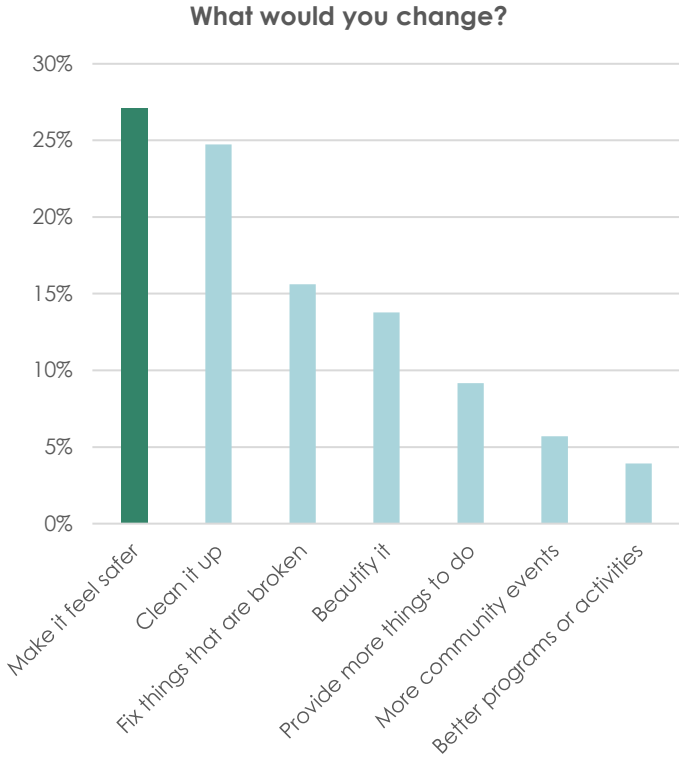
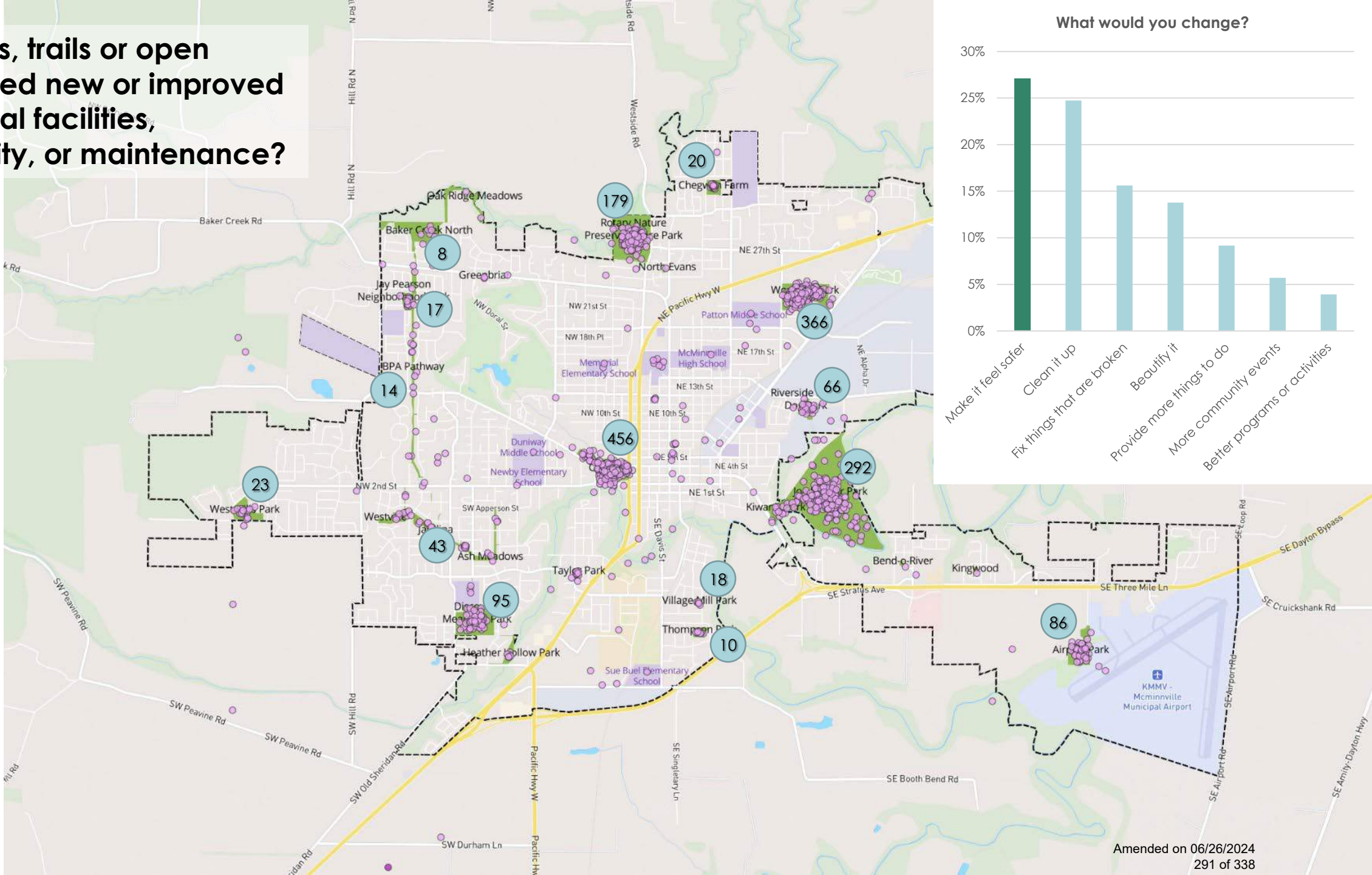


New Parks

Desires for new parks are spread throughout McMinnville and will need to be prioritized based on existing park access gaps.

What parks, trails or open spaces need new or improved recreational facilities, accessibility, or maintenance?

Respondents
1,796

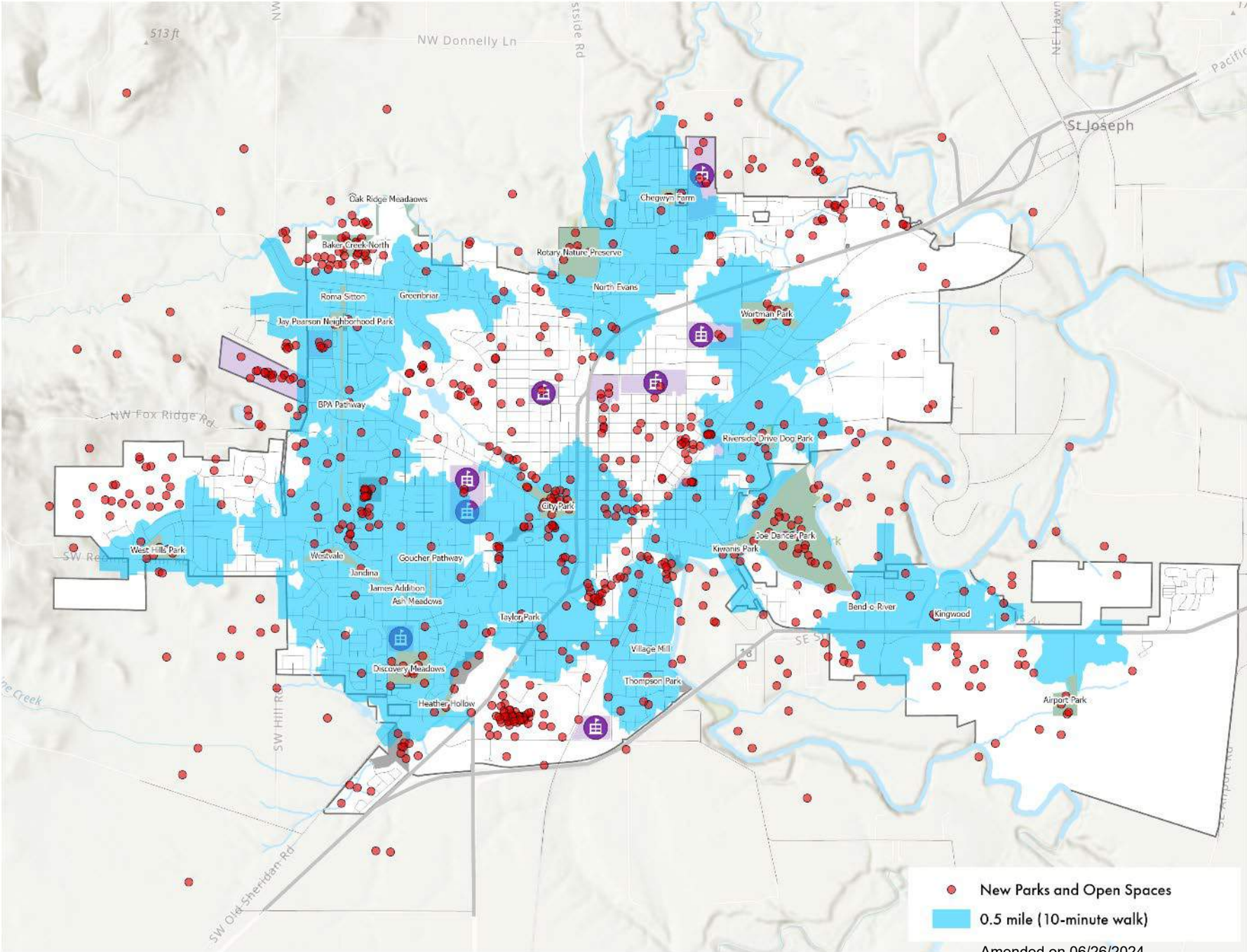


Top Need by Park

Park Name	Clean it up	Provide more things to do	Make it feel safer	Fix things that are broken	Beautify it
Airport Park	X				
BPA Pathway, Roma Sitton		X			
Chegwyn Farms		X			
City Park			X		
Discovery Meadows				X	
Goucher Pathway, Jandina, West McMinnville Linear Park	X			X	
Joe Dancer Park			X		
North Baker		X			X
Riverside Drive Dog Park	X				
Thompson Park		X			
Tice Park			X		
Village Mill Park		X			
West Hills Park		X			
Wortman Park			X		

Where would you like to see new parks and open spaces in McMinnville?

Responses
736



4. RECREATION PROGRAMS

High participation rates

Over 80% of people who chose to take the survey (or their families) participate in recreation programs often or occasionally.

Awareness of offerings

Those who rarely or don't participate cite not knowing about programs, or not knowing about them in time, as the most common reason. Most people hear about programs through the recreation program guide and the City's website.

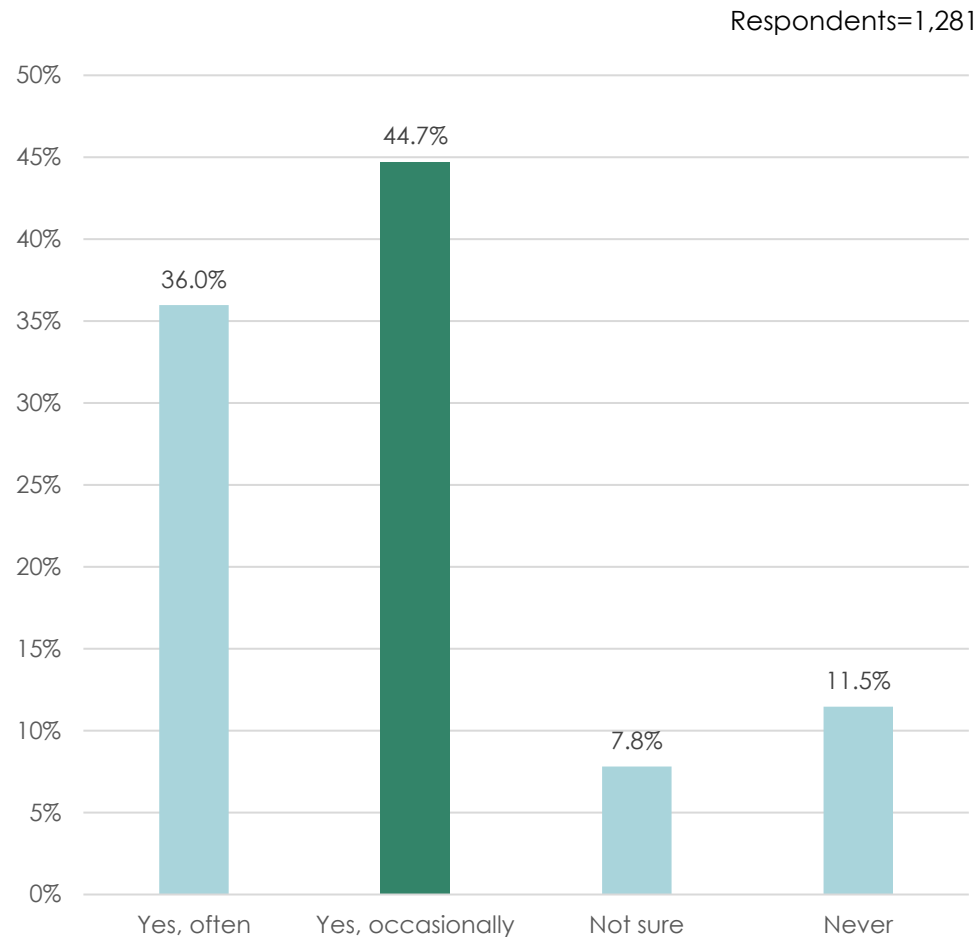
Interest in different/more programs

People would like to see more aquatics programs, adult fitness classes, and community events.

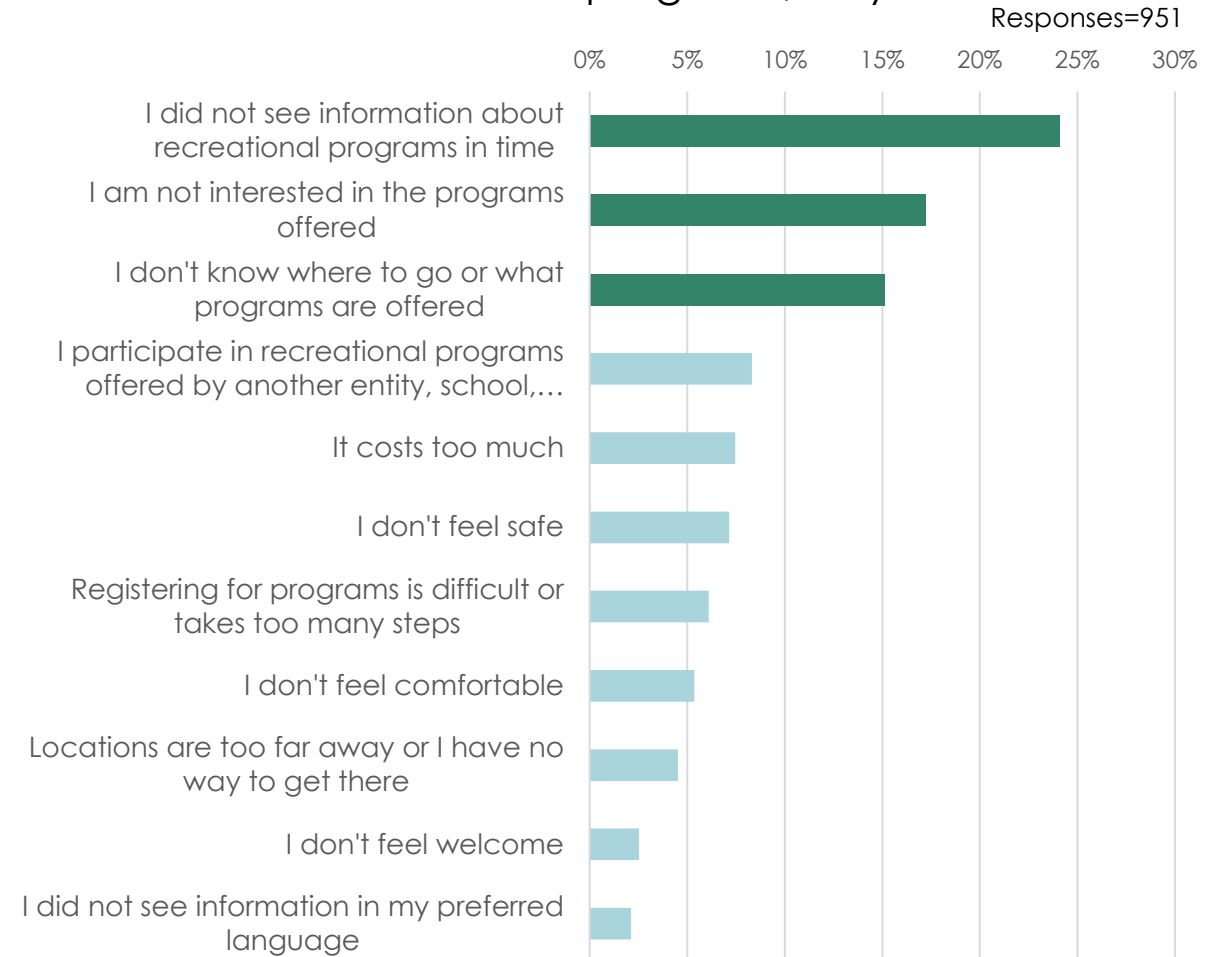


RECREATION PROGRAMS

Have you or your family participated in recreation programs offered by the City of McMinnville before?

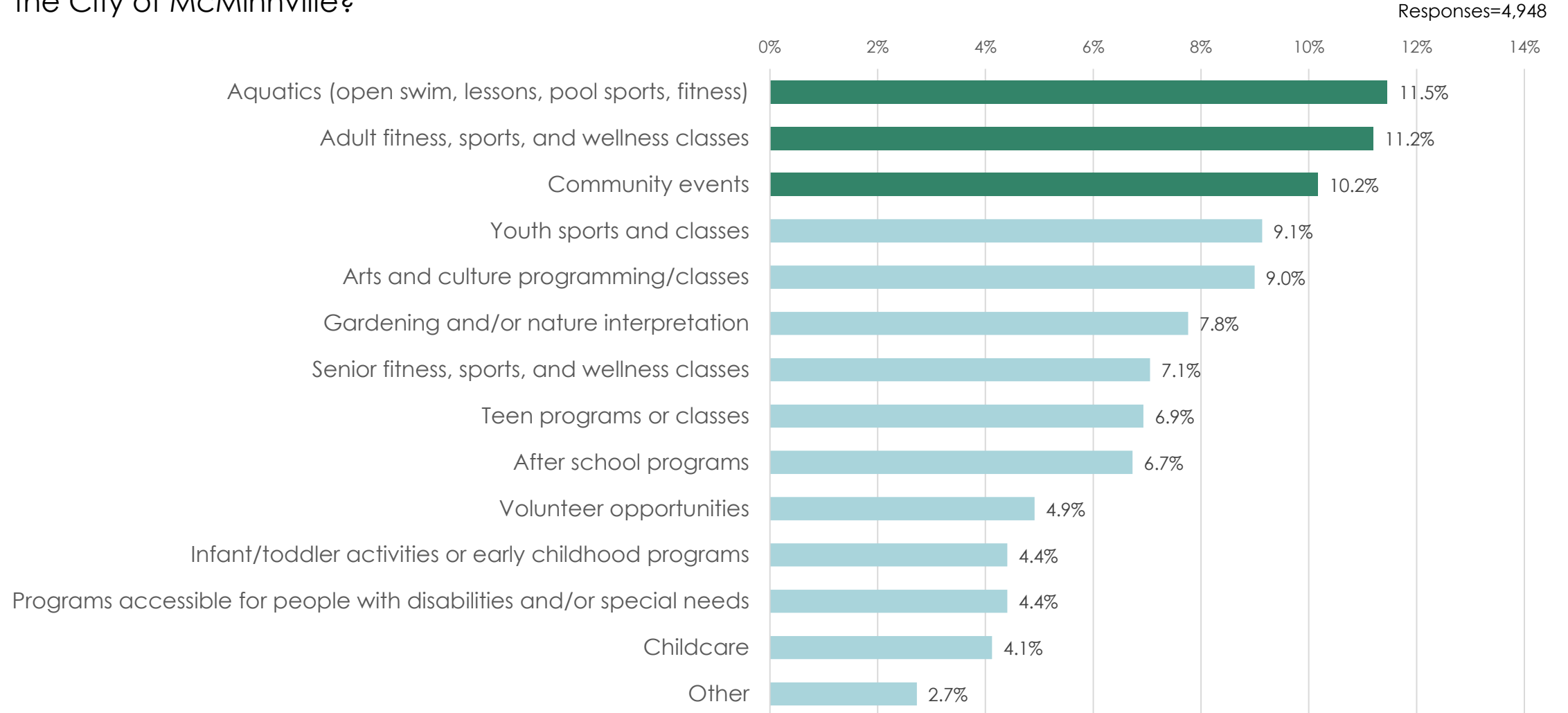


If you don't (or rarely) participate in City of McMinnville recreation programs, why?



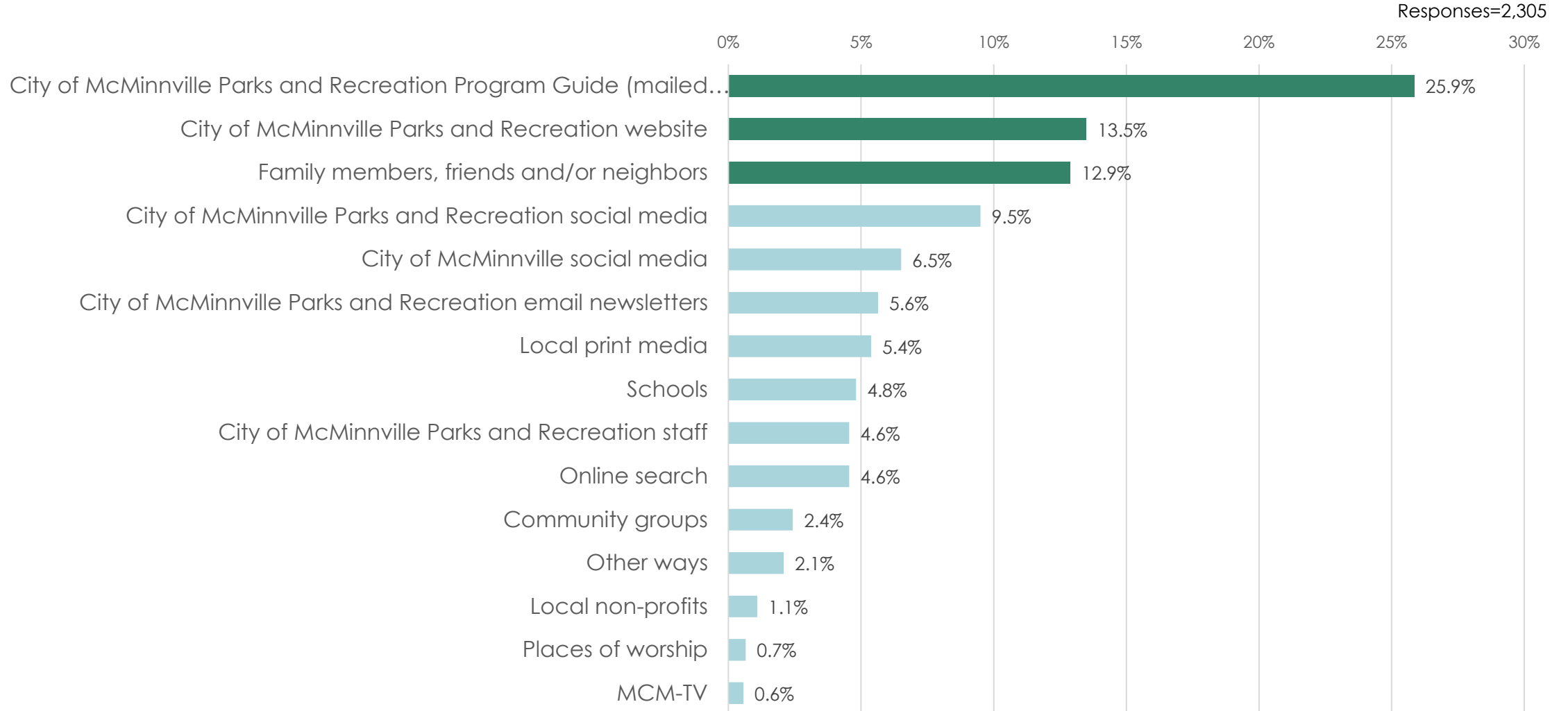
RECREATION PROGRAMS

What types of recreation programs and activities would you like to see more of offered by the City of McMinnville?



RECREATION PROGRAMS

How do you find out about City of McMinnville recreation programs, events, and activities?



Online Values and Needs Survey Summary

McMinnville PROS
Plan Update

survey Period: Dec 16, 2022 – Feb 5, 2023





Above: Tice Park



APPENDIX C

20+ YEAR CAPITAL PROJECT & OPERATIONS COSTS

Appendix C: McMinnville Parks, Recreation and Open Space Plan: 20+ Year Project and Operations Costs

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Neighborhood Parks									
Chegwyn Farm	3.9					100%	2	\$20,000	\$50,000
Add accessible paved path to connect with Grandhaven Elementary School		0.1	•						\$50,000
Jay Pearson Park	4.1					100%	2	\$21,000	\$500,000
Develop east side as off-leash dog area			•						\$500,000
Thompson Park	2.3					100%	2	\$12,000	\$760,000
Replace restroom				•					\$510,000
Add outdoor fitness equipment			•						\$250,000
West Hills Park	7.8					100%	2	\$39,000	\$1,000,000
Add basketball court			•						\$100,000
Add off-leash dog area			•						\$300,000
Add restroom			•						\$600,000
Subtotal	18.1	0.1						\$92,000	\$ 2,310,000
Parklettes									
Bend-o-River	0.3					100%	2	\$2,000	\$595,000
Replace play structure with nature playground		0.04		•					\$595,000
Greenbriar	0.2					100%	2	\$2,000	\$500,000
Park development (fence, small shelter/ benches, small play element, pollinator garden)			•						\$500,000
Kingwood	0.6					100%	2	\$3,000	\$731,900
Accessible interior paved paths		0.04			•				\$4,000
Replace play area and surface					•				\$725,000
Update irrigation					•				\$2,900
North Evans	0.3					100%	2	\$2,000	\$725,000
Replace play area and surface					•				\$725,000
Taylor	0.3					100%	2	\$2,000	\$977,000
Replace play area and surface					•				\$725,000

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Add small neighborhood garden with deer fencing			•						\$250,000
Add landscape buffer along site boundary of adjacent homes			•						\$2,000
Village Mill	0.5					100%	2	\$3,000	\$400,000
Park development (small shelter/ benches, small play element)			•						\$400,000
Subtotal	2.3	0.1						\$14,000	\$ 3,928,900
Community Parks									
City Park	16.2					75%	1	\$91,000	\$7,955,000
Replace dragon play structure with destination play structure that is barrier free				•					\$3,800,000
Add public art and historic interpretive elements			•						\$50,000
Add wayfinding signage			•						\$20,000
New amphitheater for community events (flood-friendly)			•						\$325,000
Replace 3rd Street entrance with gateway, open plaza, and add splash pad			•						\$2,500,000
Replace restrooms				•					\$510,000
Resurface upper and lower parking lots				•					\$250,000
Replace lower (larger) shelter				•					\$340,000
Complete ADA improvements identified in Public Works 5-year CIP				•					\$110,000
Complete creek restoration projects identified in Public Works 5-year CIP					•				\$25,000
Improve efficiency and coverage of lighting					•				\$25,000
Joe Dancer Park	104.7					75%	1	\$589,000	\$5,253,500
Skatepark improvements and renovation					•				\$250,000
Add shade trees and landscape enhancements				•					\$334,000
Resurface parking lot					•				\$287,000
Add bike skills area/pump track			•						\$500,000
Improve, enhance, and expand ADA compliant trails throughout park		1.7			•				\$1,700,000
Fenced off-leash dog area			•						\$300,000
Add lighting			•						\$50,000
Add restroom (following feasibility study)			•						\$600,000
Replace playground				•					\$1,232,500

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Discovery Meadows	21.4					75%	1	\$121,000	\$3,207,500
Replace playground				•					\$1,232,500
Renovate splash pad				•					\$350,000
Cover, improve, and renovate skatepark				•					\$425,000
Pickleball courts (4)			•						\$350,000
Add fenced dog park to south end of park			•						\$300,000
Add covered basketball court structure (full court)			•						\$500,000
Resurface basketball courts					•				\$50,000
Wortman Park	21.5					75%	2	\$121,000	\$5,654,000
Replace west shelter as identified in Public Works 5-Year CIP				•					\$277,000
Renovate east shelter for safety and visibility				•					\$277,000
Fitness area with equipment			•						\$250,000
Improvements to disc golf course					•				\$250,000
Replace play area with new accessible play equipment (west)				•					\$3,230,000
Replace play area east play area with nature play area				•					\$595,000
Resurface parking lots (east and west)				•					\$150,000
Wayfinding/markers				•					\$17,000
Replace restrooms		0.09		•					\$510,000
ADA routes to picnic area and repave asphalt with lighting		0.09			•				\$48,000
Add lighting			•						\$50,000
Subtotal	163.7	1.9						\$922,000	\$ 22,070,000
Special Use Parks									
Riverside Drive Dog Park	3.6					50%	3	\$10,000	\$435,000
Conduct general drainage improvements					•				\$110,000
Add small gathering space and covered picnic shelter			•						\$325,000
Subtotal	3.6	0.0						\$10,000	\$ 435,000
Linear/Trail Parks									
West McMinnville Linear Park									
Ash Meadows	1.3					75%	3	\$5,000	\$13,450
Landscape and Maintenance - irrigation and repairs					•				\$6,450

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$7,000
Goucher St. Pathway	1.7					75%	3	\$7,000	\$17,400
Landscape and Maintenance - irrigation and repairs					•				\$8,400
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$9,000
James Addition	1.3					75%	3	\$5,000	\$738,600
Replace play equipment				•					\$725,000
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$7,000
Landscape and Maintenance - irrigation and repairs					•				\$6,600
Jandina	2.6					75%	3	\$10,000	\$203,850
Landscape and Maintenance - irrigation and repairs					•				\$12,850
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$13,000
Paved trail improvements					•				\$128,000
Renovate basketball court					•				\$50,000
Jandina III	2.1					75%	3	\$8,000	\$21,500
Landscape and Maintenance - irrigation and repairs					•				\$10,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$11,000
West McMinnville Linear Park	0.2					75%	3	\$1,000	\$1,850
Landscape and Maintenance - irrigation and repairs					•				\$850
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$1,000
Westvale	4.5					75%	3	\$17,000	\$45,550
Landscape and Maintenance - irrigation and repairs					•				\$22,550
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$23,000
BPA Path (paved)									
BPA Pathway I (2nd Street to Wallace)	2.8					75%	3	\$11,000	\$266,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Fitness equipment along trail			•						\$250,000
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$14,000
BPA Pathway II (Wallace to 23rd)	4.1					75%	3	\$16,000	\$23,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$21,000

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Roma Sitton (23rd to Baker Creek Road)	1.7					75%	3	\$7,000	\$11,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$9,000
BPA North (Baker Creek Road to chip path)	1.3					50%	2	\$4,000	\$1,102,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Add small gathering space and covered picnic shelter			•						\$400,000
Add play area			•						\$700,000
North McMinnville Trail									
Baker Creek North-Parcel D	14.9					75%	3	\$56,000	\$77,500
Beautification - landscaping and maintenance					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$75,000
Oak Ridge Meadows	5.4					75%	3	\$21,000	\$29,500
Beautification - landscaping and maintenance					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$27,000
Subtotal	43.8	0.0						\$168,000	\$ 2,553,200
Subtotal Developed	231.5							\$1,206,000	\$ 31,297,100
Natural Areas									
Developed Natural Area									
Airport Park	12.1					50%	3	\$31,000	\$709,500
Install accessible pathway along west edge to connect to view point		0.2	•						\$150,000
Replace wayfinding signage				•					\$17,000
Add accessible picnic area			•						\$400,000
Replace bridges (3)				•					\$90,000
Remove and replace aging picnic tables				•					\$42,500
Resurface parking lot				•					\$10,000
Kiwanis Park	4.7	0.3				25%	3	\$6,000	\$313,250
Replace boat launch/fishing pier (and preserve existing Camas plants)			•						\$250,000
Replace pedestrian bridge				•					\$30,000
Replace irrigation					•				\$23,250
Repave path (acreage and cost included with Joe Dancer Park)					•				\$0

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Resurface parking lot									\$10,000
Tice Woods - Rotary Nature Preserve	32.8					25%	3	\$41,000	\$800,000
Add lighting to parking lot			•						\$50,000
Replace wood bridge and boardwalk as identified in Public Works 5-year CIP				•					\$40,000
Add maintenance vehicle access			•						\$10,000
Add small nature playground			•						\$700,000
Undeveloped Natural Area									
Angela Court	2.3						4	\$6,000	\$0
Ashwood Derby	0.3						3	\$2,000	\$0
Barber	11.8						3	\$59,000	\$332,000
Add soft surface trail connecting SW Old Sheridan Rd/SW Baker St.		0.2	•						\$32,000
Add signage for future trail connection			•						\$20,000
Add small parking lot potentially via an access or use agreement			•						\$250,000
Add pedestrian bridge across Cozine Creek			•						\$30,000
Bennette Addition	0.2						4	\$1,000	\$0
Carlson	3.3						3	\$17,000	\$0
Creeside Cozine	3.9						3	\$20,000	\$0
Creeside Meadows	15.3						3	\$77,000	\$0
Crestwood	1.7						4	\$5,000	\$0
Dayton	6.8						4	\$17,000	\$0
Fir Ridge	0.7						4	\$2,000	\$0
Heather Hollow	3.2					25%	3	\$17,000	\$20,000
Add signage for future trail connection			•						\$20,000
Quarry	11.9						3	\$60,000	\$1,341,000
Access via property easement or acquisition from church	0.3	0.1	•						\$95,000
Add nature playground			•						\$700,000
Add soft surface loop trail		0.3	•						\$46,000
Add bike skills course/pump track			•						\$500,000
Tall Oaks Cozine	12.6						3	\$64,000	\$20,000

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Add signage for future trail connection			•						\$20,000
Subtotal	123.4	1.0						\$ 425,000	\$ 3,535,750
Undeveloped									
Brookview	0.7						4	\$2,000	\$0
Davis Dip	1.6						4	\$4,000	\$0
Meadowridge	0.7						4	\$2,000	\$0
Subtotal	3.0	0.0						\$8,000	\$ -
Total Existing Parks	357.9	3.0						\$1,639,000	\$ 34,832,850
Proposed Neighborhood Parks									
Fox Ridge Park	8.7		•			100%	2	\$44,000	\$10,005,000
Land acquisition			•						\$2,610,000
Park development			•						\$7,395,000
Riverside South Park	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
Southwest Park	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
Three Mile Lane Park	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
Northeast Central Park	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
Northwest Central Park	0.50		•			100%	2	\$3,000	\$575,000
Land acquisition			•						\$150,000
Park development			•						\$425,000
Subtotal	29.2	0.0						\$147,000	\$ 33,580,000
Proposed Community Parks									

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Southwest Community Park	20.0		•			75%	1	\$113,000	\$26,000,000
Land acquisition			•						\$6,000,000
Park development			•						\$20,000,000
Subtotal	20.0	0.0						\$113,000	\$ 26,000,000
Proposed Greenways (development only)									
Airport Park Greenway	5.5	1.5	•			75%	3	\$21,000	\$1,227,273
Cozine to City Park Greenway	4.7	1.3	•			75%	3	\$18,000	\$1,063,636
Cozine to Dancer Park Greenway	4.5	1.2	•			75%	3	\$17,000	\$1,006,364
Joe Dancer Park/Three Mile Lane Greenway	1.1	0.3	•			75%	3	\$5,000	\$245,455
Oak Ridge Meadows/Rotary Nature Preserve Greenway	3.6	1.0	•			75%	3	\$14,000	\$818,182
Ridge Trail Greenway	42.1	3.0	•			75%	3	\$158,000	\$9,472,500
Southwest Greenway	18.2	5.0	•			75%	3	\$69,000	\$4,090,909
Three Mile Lane/Evergreen Greenway	5.5	1.5	•			75%	3	\$21,000	\$1,227,273
Yamhill River Greenway	7.3	2.0	•			75%	3	\$28,000	\$1,636,364
Subtotal	92.4	16.8						\$351,000	\$ 20,787,955
Total Proposed Parks/Greenway Trails	141.6	16.8						\$ 611,000	\$ 80,367,955

*Costs are planning-level estimates in 2023 dollars, not accounting for inflation. All costs are rounded. Actual costs should be determined through site master planning, maintenance planning and construction documents. Actual costs may be higher or lower depending on site needs, the scale of the facility, and changing market prices for materials.

**Build/add projects are potentially SDC eligible. Renovate/replace projects are SDC eligible on a case-by-case basis. Improve Existing projects are not SDC eligible.

Appendix C: Planning Level Capital Cost Estimates and Assumptions

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
PARKLAND AND OPEN LANDS					
Parkland Acquisition	per acre	\$300,000			Unimproved land with access to municipal utilities
Open Lands Acquisition	per acre	\$200,000			Unimproved land
Community Park Development	per developed acre	\$1,000,000			Fully loaded costs to account for the development of all or a portion of the site. Includes site grading, circulation, utilities, facilities, amenities, and landscaping. (This does not include major facility development, such as a recreation center or swimming pool.)
Neighborhood Park Development	per developed acre	\$850,000			Fully loaded costs to account for the development of all or a portion of the site. Includes site grading, circulation, utilities, facilities, amenities, and landscaping.
Linear/Trail Park Development	per developed acre	\$300,000			Fully loaded costs to account for the development of a portion of the site for trails and related recreation uses. Includes site grading, circulation, utilities, facilities, amenities, and landscaping.
Open Space Development	per developed acre	\$500,000			Fully loaded costs to account for the development of all or a portion of the site. Includes site grading, circulation, utilities, facilities, amenities, and landscaping. (This does not include major facility development, such as a nature center.)
SPORTS FIELDS					
Baseball/Softball Field (Grass)	each	\$1,250,000	\$1,062,500	\$625,000	-Regulation-size diamond turf field designed for baseball, softball, T-ball, and kickball -Field lighting -Amenities such as bleachers, dugouts, concessions, and shade
Multi-purpose Field (Grass)	each	\$850,000	\$722,500	\$425,000	-Regulation-size rectangular turf field painted for soccer and other sports -Field lighting -Amenities such as bleachers, concessions, and shade
Artificial Turf Sports Field	each	\$3,000,000	\$2,550,000	\$1,500,000	Regulation-size field, artificial turf, and amenities such as bleachers, dugouts, concessions, shade, and lighting
Basketball Court	each	\$100,000	\$85,000	\$50,000	3/4 of full HS basketball = 75 x 50 (63' x 37.5' plus 6' run-out all sides) with two goals and surfacing
Pickleball Court	per four	\$350,000	\$297,500	\$175,000	Four side-by-side pickleball courts (70' x 130') with fencing, nets, surfacing, and lighting.
Tennis Court	per two	\$400,000	\$340,000	\$200,000	Two side-by-side tennis courts (120' x 120') with fencing, nets, surfacing, and lighting
Multi-use Sports Court	allowance	\$350,000	\$297,500	\$175,000	Full-size courts; lighting where warranted. Actual cost will depend on type
PLAY EQUIPMENT AND AREAS					

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
Playground/Play Equipment (Thematic or Traditional)	each	\$1,450,000	\$1,232,500	\$725,000	-Play equipment for ages 2-5 and 5-12 scaled for neighborhood park w/ poured-in-place surfacing -Actual cost will depend on type and size
Inclusive Play Area	per acre	\$3,800,000	\$3,230,000	\$1,900,000	-New or replaced play area that is universally designed and inclusive to all children.
Nature Playground (Small)	each	\$700,000	\$595,000	\$350,000	-Nature play features, topography, landscaping, safety surfacing and seating
Destination Play Area	per acre	\$3,800,000	\$3,230,000	\$1,900,000	-Large play areas with unique play elements and multiple play settings that support imaginative, creative and active play. May include interactive water play, sand play, and universal play elements. Includes safety surfacing, seating, and shade
SOCIAL GATHERING					
Shade Elements	each	\$200,000	\$170,000	\$100,000	-Seating with shade structures; small shelter, pergola or gazebo; sails and umbrellas; plantings
Picnic Area - Medium	each	\$400,000	\$340,000	\$200,000	-Medium group area with shade to support amenities such as barbecues and food prep areas -Long tables or mixed table sizes
Picnic Area - Large	each	\$600,000	\$510,000	\$300,000	-Large group area with shade to support amenities such as barbecues, sinks, and food prep areas -Long tables or mixed table sizes
Dog Park/Off-leash Dog Area	each	\$300,000	\$255,000	\$150,000	-Full size dog park with different fenced areas for small and large dogs, landscaping, amenities, shelter and utilities
Small Outdoor Event Space	each	\$325,000	\$276,250	\$162,500	-Plaza, small amphitheater, outdoor stage, pavilion or outdoor classroom, with utilities and support amenities
TRAILS					
Hard-Surfaced Trail	per mile	\$1,000,000	\$850,000	\$500,000	-Multi-use trails for biking, walking and jogging -\$12 per square foot. Includes allowance for minor grading and drainage improvements -Support amenities along trails, such as benches and small shade features
Soft-Surfaced Trail	per mile	\$160,000	\$136,000	\$80,000	-Nature trails, jogging trails parallel to multi-use paved trails -\$6 per square foot. Includes allowance for minor grading and drainage improvements -Support amenities along trails, such as benches and small shade features
OTHER FACILITIES AND ELEMENTS					

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
Nature Based Recreation - Specialized Facilities	allowance per each	\$1,500,000	\$1,275,000	\$750,000	Elements such as: outdoor classroom or nature interpretation center or signage
Water-Based Recreation	allowance per each	\$250,000	\$212,500	\$125,000	Elements such as non-motorized boat launch or fishing pier
Outdoor Recreation Variety	allowance per each	\$500,000	\$425,000	\$250,000	Elements such as: skate spots, disc golf, small bike skills area/pump track, parkour obstacle course, climbing spire, zip line and other unique play elements, sound garden, self-directed hike/app stations
Comfort Amenities and Art	allowance per each	\$50,000	\$42,500	\$25,000	Elements such as: seating, bottle-filler stations/dog drinking dishes, Trash/recycling receptacles, bike racks, docking stations, art (playable, integrated, stand-alone, and/or temporary displays), information kiosks, and coworking stations/outdoor work space
Restroom (permanent)	each	\$600,000	\$510,000	\$300,000	2 unit single-occupant each (24'x12')
Community or Demonstration Garden	each	\$250,000	\$212,500	\$125,000	Combination of in-ground, raised beds, and accessible planting areas, with fencing, water, composting/green waste recycling, seating, shade
Natural and Interpretive Elements	allowance for each	\$150,000	\$127,500	\$75,000	Elements such as: Native plantings, designated natural areas/features, bioswales and rain gardens, arboretums, pollinator patches, gardens and corridors, bird habitat, baths and houses
Fitness Equipment	per 5 stations	\$250,000	\$212,500	\$125,000	Stations that combine cardio, strength training, or cross training
Signage - Wayfinding and Identity	per site	\$20,000	\$17,000	\$10,000	Assumes monument sign, directional signage, and other informational signage
Ecolawn	per acre	\$6,000	\$5,000	\$1,500	Ecolawn or similar product to reduce maintenance needs
Irrigation and Landscaping	per acre			\$5,000	Replacement of irrigation and/or landscape maintenance.
Shade tree planting	per maintained acres	\$5,000	\$4,250	\$2,500	Shade tree specific from City approved tree list
Park Lighting	allowance	\$50,000	\$42,500	\$25,000	Pedestrian scale lighting fixtures
New Trail Pedestrian Bridge	allowance each	\$30,000			"forest service style"
New Major Pedestrian Bridge	allowance each	\$600,000			Prefabricated, 12' wide, 100' long = 1,200 sq/ft \$475 sq/ft (single span bridge) = \$570,000 cost estimate for bridge only *does not include ROW work, construction costs, engineering, permitting, or contingencies

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
<p><i>*Costs are planning-level estimates in 2023 dollars, not accounting for inflation. All costs are rounded. Actual costs should be determined through site master planning, maintenance planning and construction documents. Actual costs may be higher or lower depending on site needs, the scale of the facility, and changing market prices for materials.</i></p> <p><i>**Build/add projects are potentially SDC eligible. Renovate/replace projects are SDC eligible on a case-by-case basis. Improve Existing projects are not SDC eligible.</i></p>					

Appendix C: Planning Level Maintenance Cost Assumptions

Maintenance Tier/Type	Unit	Cost Estimate*	Notes
1. Enhanced	per developed acre	\$7,500	Enhanced maintenance costs represent a 50% increase of standard maintenance costs. Enhanced maintenance is needed at highly-visible, heavily-used sites that include specialized assets. Does not include major capital projects or asset renewal.
2. Standard	per developed acre	\$5,000	The standard level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas and landscaping. Costs are calculated for 100% of every acre, reflecting maintenance needs after sites are developed or improved. These are estimated based on McMinnville expenditures for average park maintenance costs. Does not include major capital projects or asset renewal.
3. Basic	per acre	\$2,500	Most natural areas and underdeveloped parks should receive a basic level of maintenance. The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas, and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection. A sub-category for undeveloped land is part of this maintenance type and would include limited responsibilities, except for emergency needs.
4. Undeveloped Land (limited public access)	per acre	\$500	Undeveloped land maintenance costs are based on sites with limited to no public access, or little to no natural resources present. Costs represent 10% of standard maintenance costs.

*Costs are planning-level estimates in 2023 dollars, not accounting for inflation.



Above: West Hills
Neighborhood Park



APPENDIX D

ONLINE PRIORITY PROJECTS

SURVEY SUMMARY



**City of
McMinnville**

Online Priority Projects Survey Summary

McMinnville PROS Plan

Survey Period: October 12, 2023 – November 19, 2023



Purpose

In Summer 2022, the City of McMinnville began updating its Parks, Recreation, and Open Space Plan to identify community priorities, needs, and recommendations to improve and enhance parks, recreation facilities, trails, programs, events and related services. As part of the planning process the City launched its first online survey in Winter 2023 to gather community input about park and recreation needs, locations and programming. Since then, the City and project team have been analyzing existing parks and programs to identify key issues and needs, including where parks are, who they serve, and who might be missing out. As a next step in the planning process, the City launched a second online survey in October 2023 to identify community priorities and understand where to focus resources and energy first.

The second online survey was available online from October 12, 2023, to November 19, 2023. The questionnaire was promoted by the City of McMinnville through several channels including social media, email newsletters, on the project website, and more (see next page).

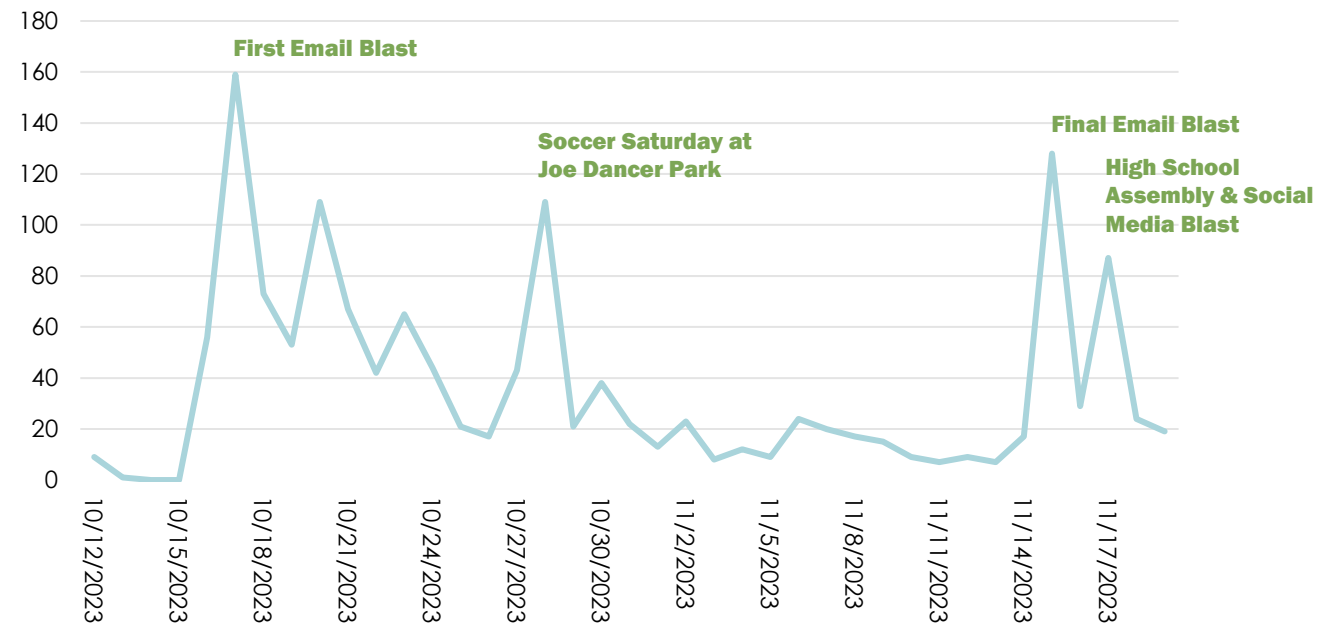
The findings are from a broad enough sample that they can help the City identify community priorities. All questions were optional. Some questions allowed participants to select two or more answer choices resulting in total counts greater than the number of respondents and total percentages greater than 100%. This summary provides results of the survey.

Promotion

The online survey was shared with the community through several methods in both English and Spanish including:

- **Traditional methods:**
 - Posted signs, flyers or yard signs at all city facilities (including parks)
 - Social media platforms
 - Paper surveys at the Senior Center
 - Flyers given to high school students
 - Emails to Parks & Rec patron list
 - Community outreach software iheartmac
 - \$400 visa gift card as an incentive to take the survey
 - Worked with partner agencies and community groups to help spread the word
- **Giveaways** (tote bags and dollar bills):
 - Parks and Recreation gatherings such as Soccer Saturday at Joe Dancer Park

Survey Visitors Over Time



Summary Contents

1. WHO
RESPONDED?

2. PROJECT
PRIORITIES

3. GEOGRAPHIC
PRIORITIES

4. ADDITIONAL
COMMENTS

1. WHO RESPONDED?



1,395 respondents
In 5.5 weeks

Residents, Students and Visitors

People who live in all parts of McMinnville (56% of respondents), students of all grades/higher education in McMinnville (4% of respondents), and visitors (12% of respondents). This is similar to responses from the first survey.

Employees

27% of respondents work in Downtown, at schools, eastern McMinnville businesses, and more.

Many Adults Representing Families

Many participants live with children, teens/tween, and older adults (65+).

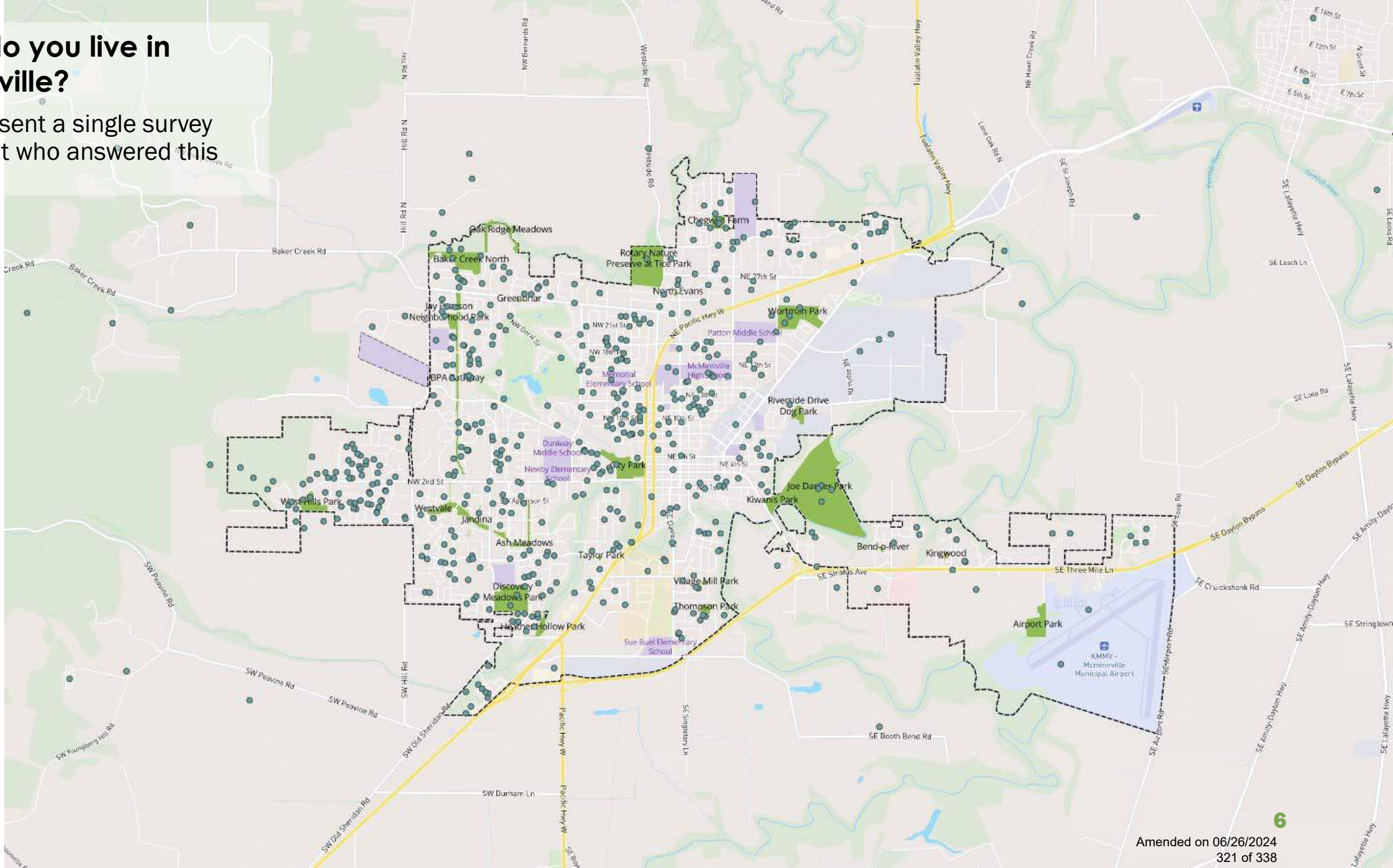
Mixed Backgrounds, Languages, Abilities

- About 16% of respondents self-identify as non-White/Caucasian.
- 60 respondents took the questionnaire in Spanish.
- 12% represented someone who has a condition or disability that influences their participation in or access to parks and recreation activities.

Where do you live in McMinnville?

Dots represent a single survey respondent who answered this question.

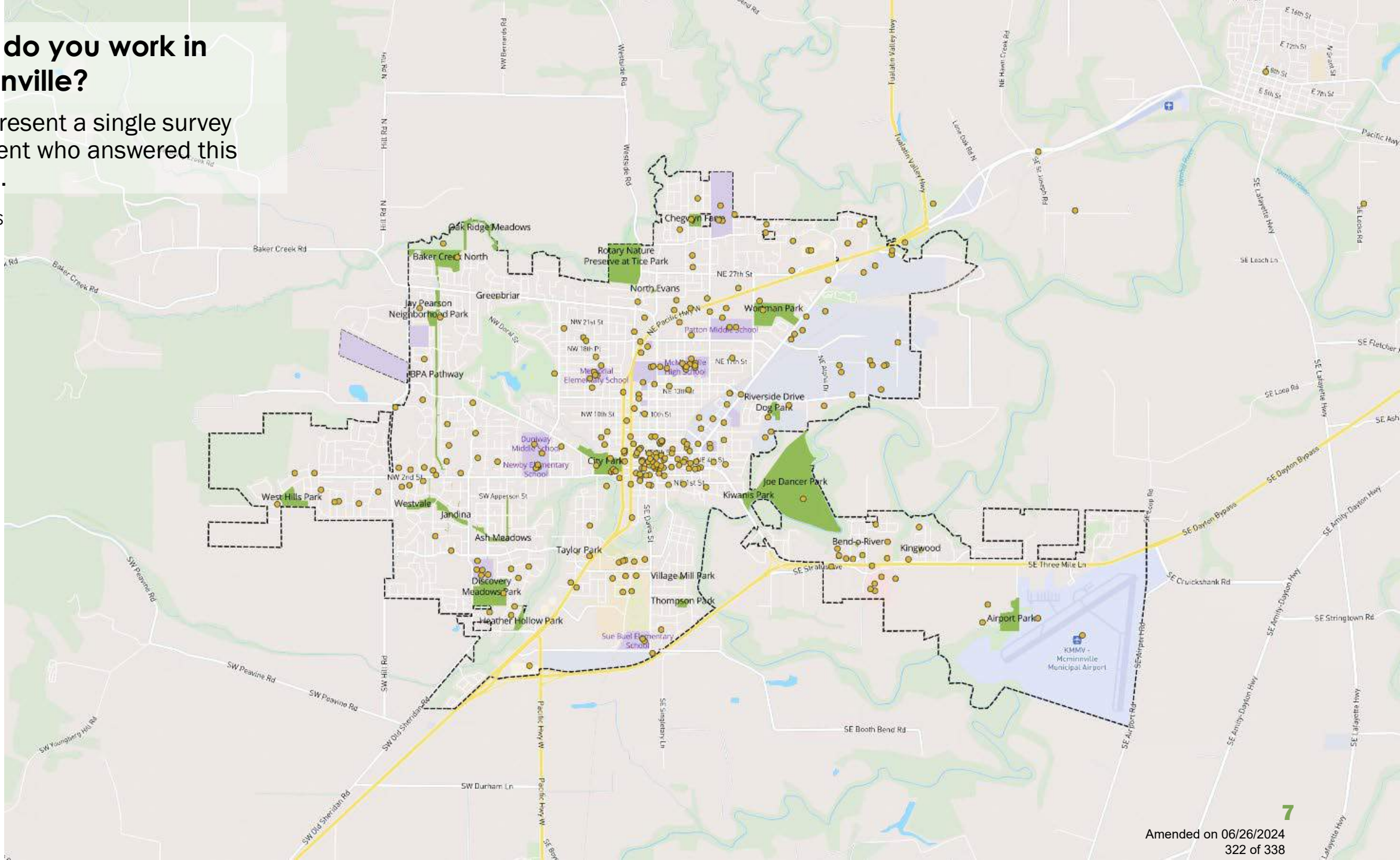
Responses
556



Where do you work in McMinnville?

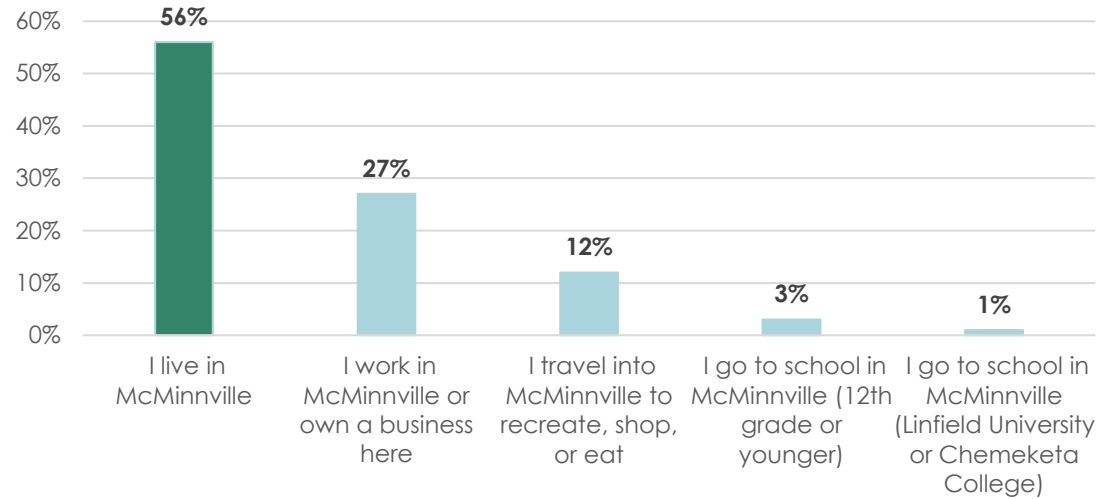
Dots represent a single survey respondent who answered this question.

Responses
302



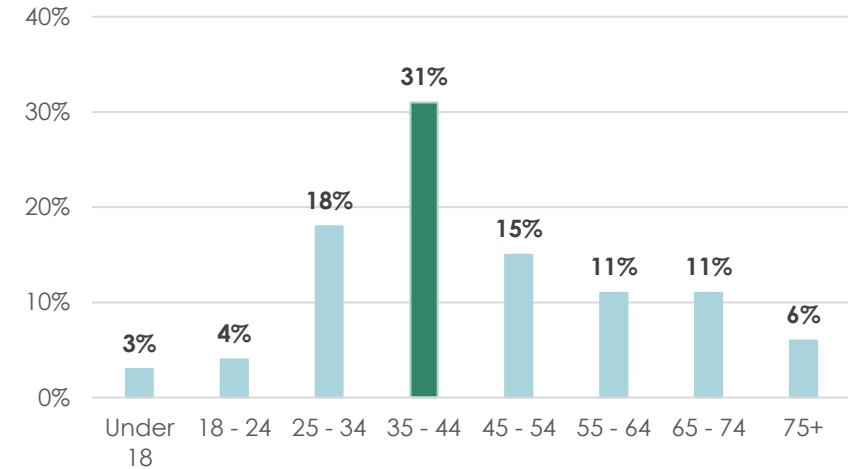
How are you connected to McMinnville?

N=780



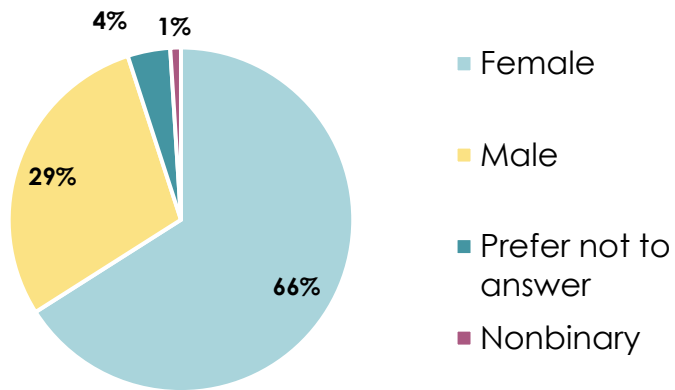
What is your age?

N=675



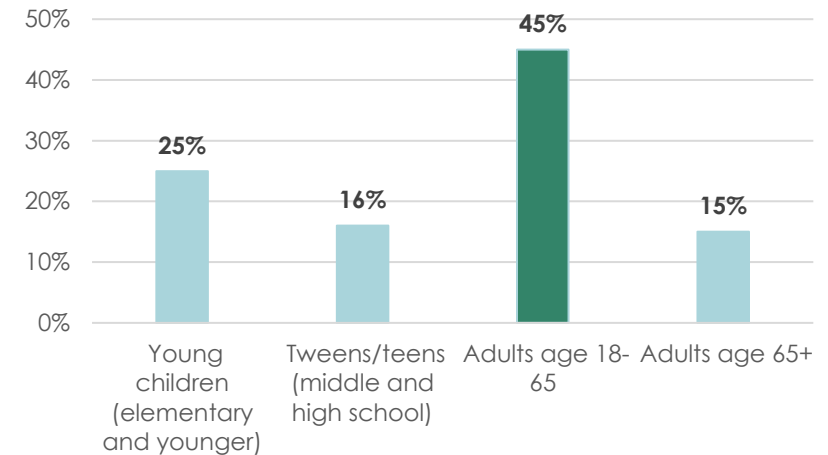
What best describes your gender identity?

N=588



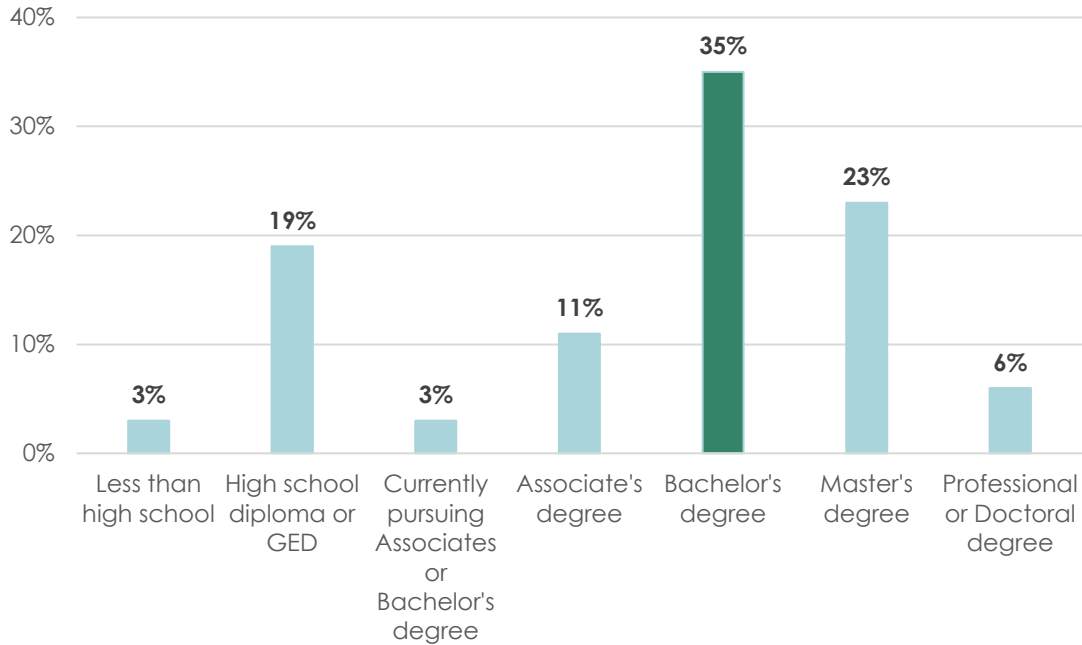
What age are the people who live in your home?

N=760



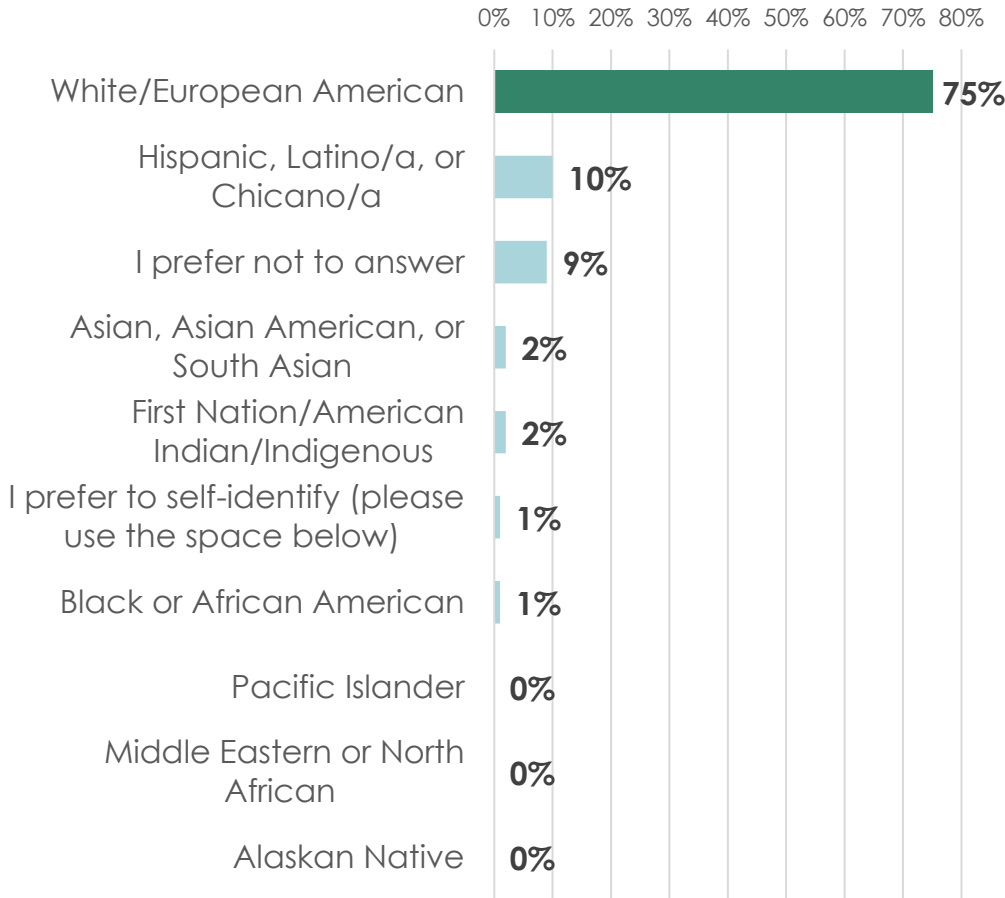
What is the highest degree or level of school you have completed?

N=725

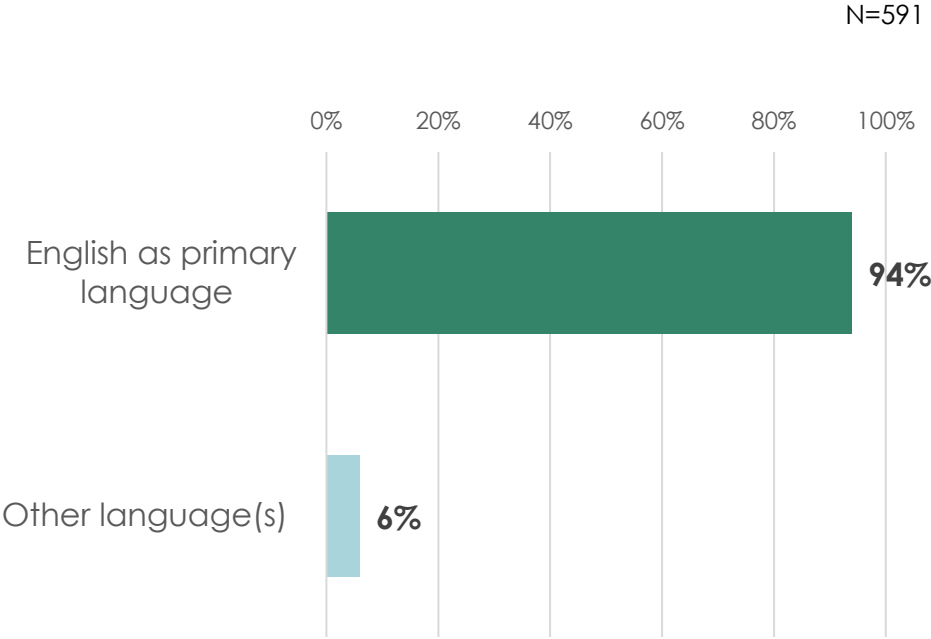


Which of the following most accurately describes your race and ethnic identities?

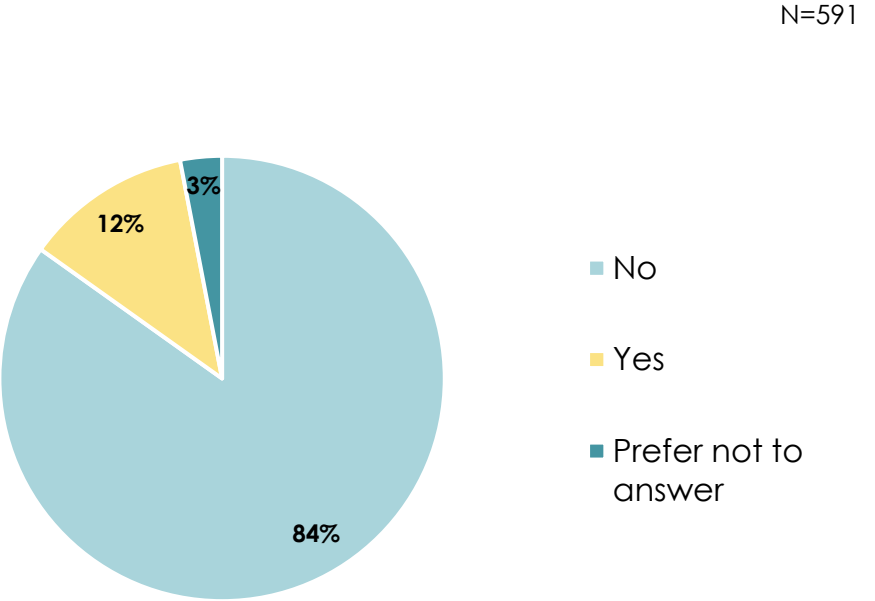
N=677



What language(s) do you speak in your household?



Do you or anyone in your family have a condition or disability that influences your participation in or access to parks and recreation activities?



2. PROJECT PRIORITIES

The survey posed questions about priorities for different types of projects or improvements to the park and recreation system using four cost categories.



Low Cost Projects

Trail amenities and wayfinding (16% of respondents) and lighting improvements (16% of respondents) were the top two low cost priority projects in McMinnville.



Moderate Cost Projects

Safe routes to parks (22% of respondents) and restrooms (21% of respondents) were the top two moderate cost priority projects in McMinnville.



High Cost Projects

A loop trail (18% of respondents) and a riverfront trail (18% of respondents) were the top two high cost priority projects in McMinnville.

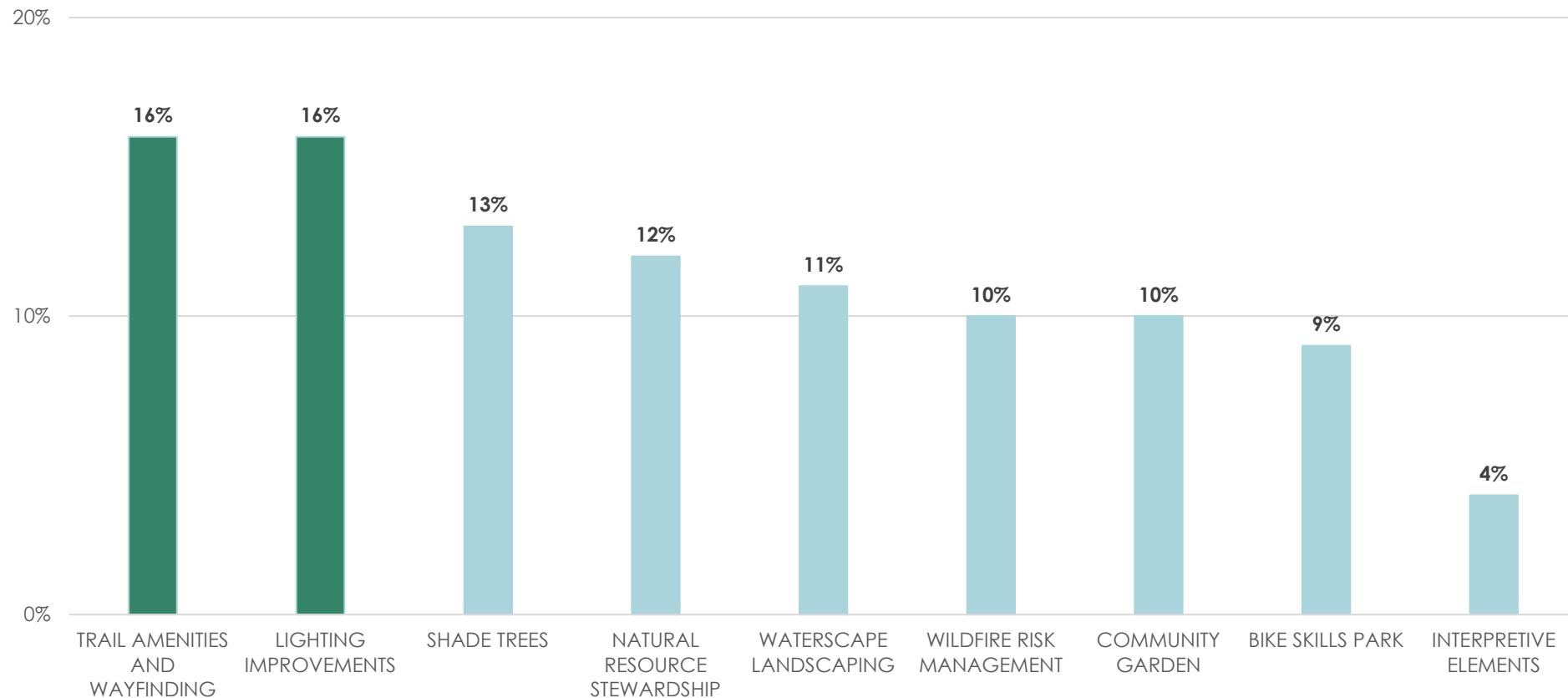


Highest Cost Projects

A new community park (36% of respondents) was the top highest cost priority project in McMinnville.

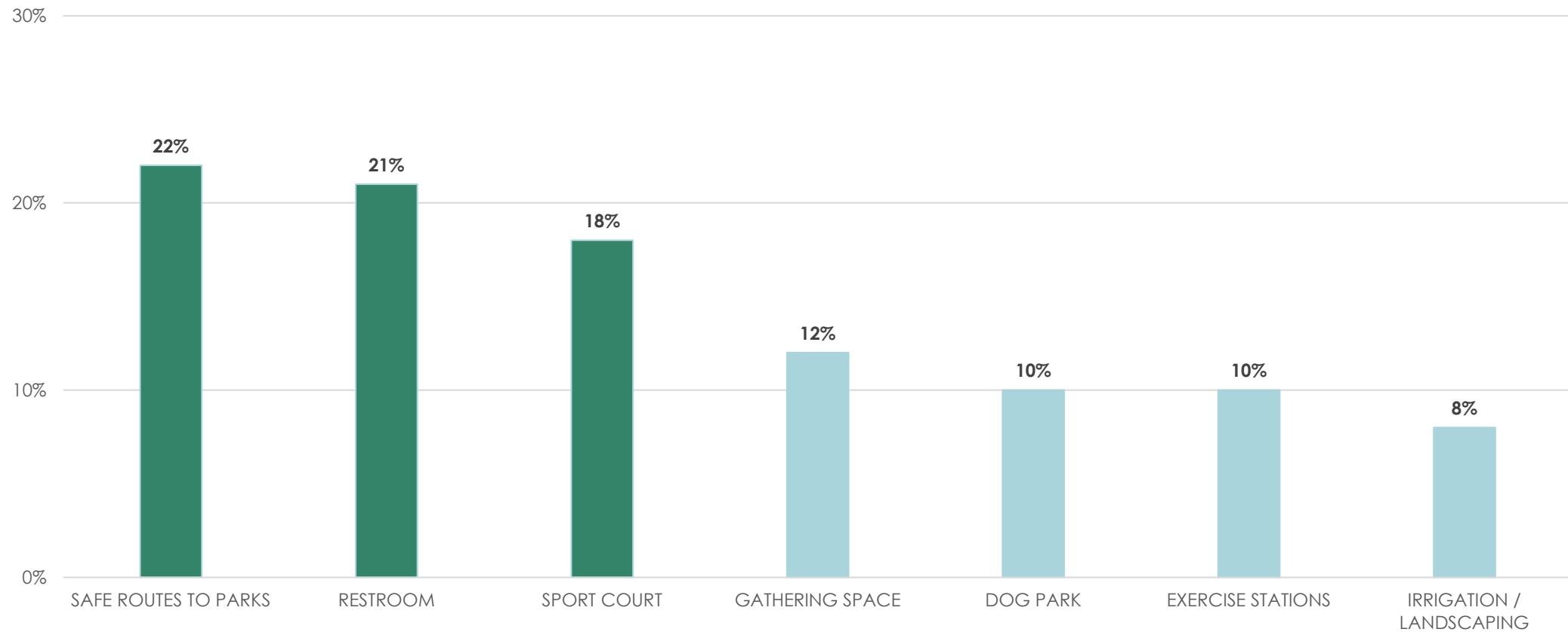
Choose up to four low cost (less than \$50,000) project types that you think should be the highest priority for McMinnville.

Responses=967



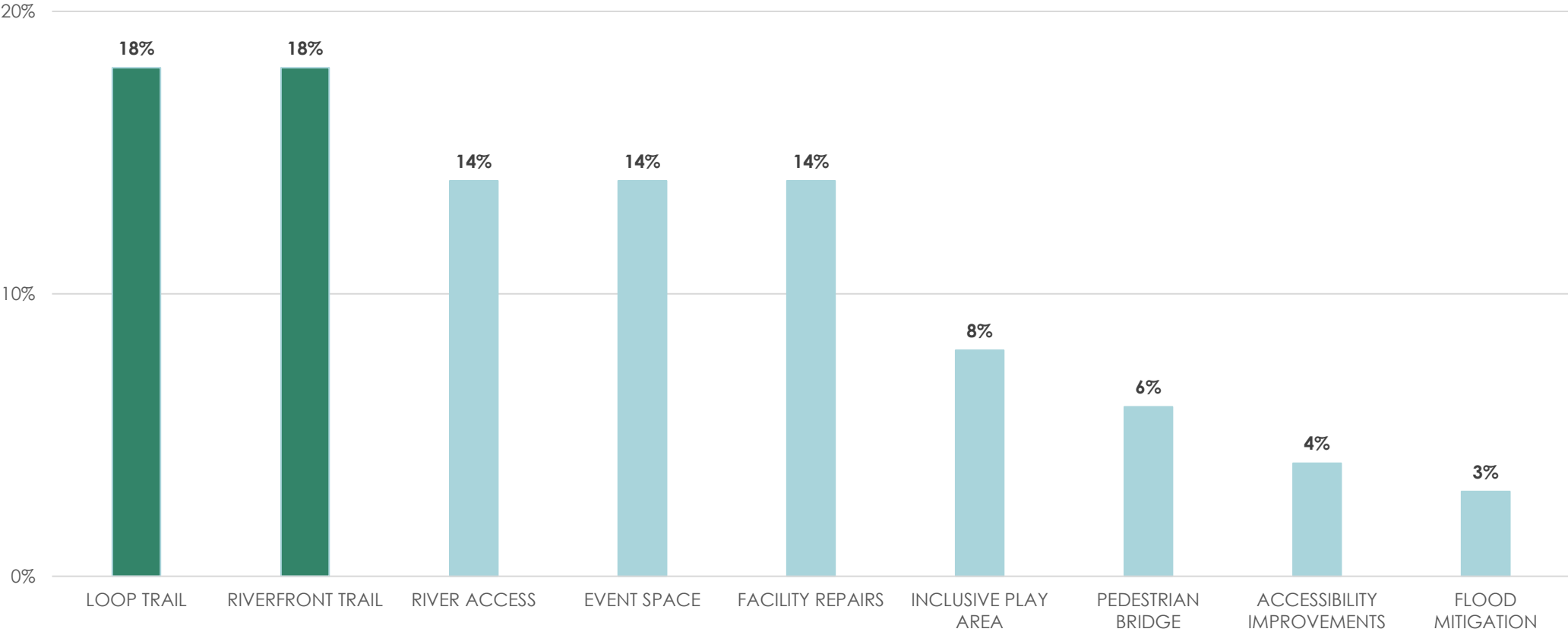
Choose up to three moderate cost (\$50,000-\$250,000) project types that you think should be the highest priority for McMinnville.

Responses=957



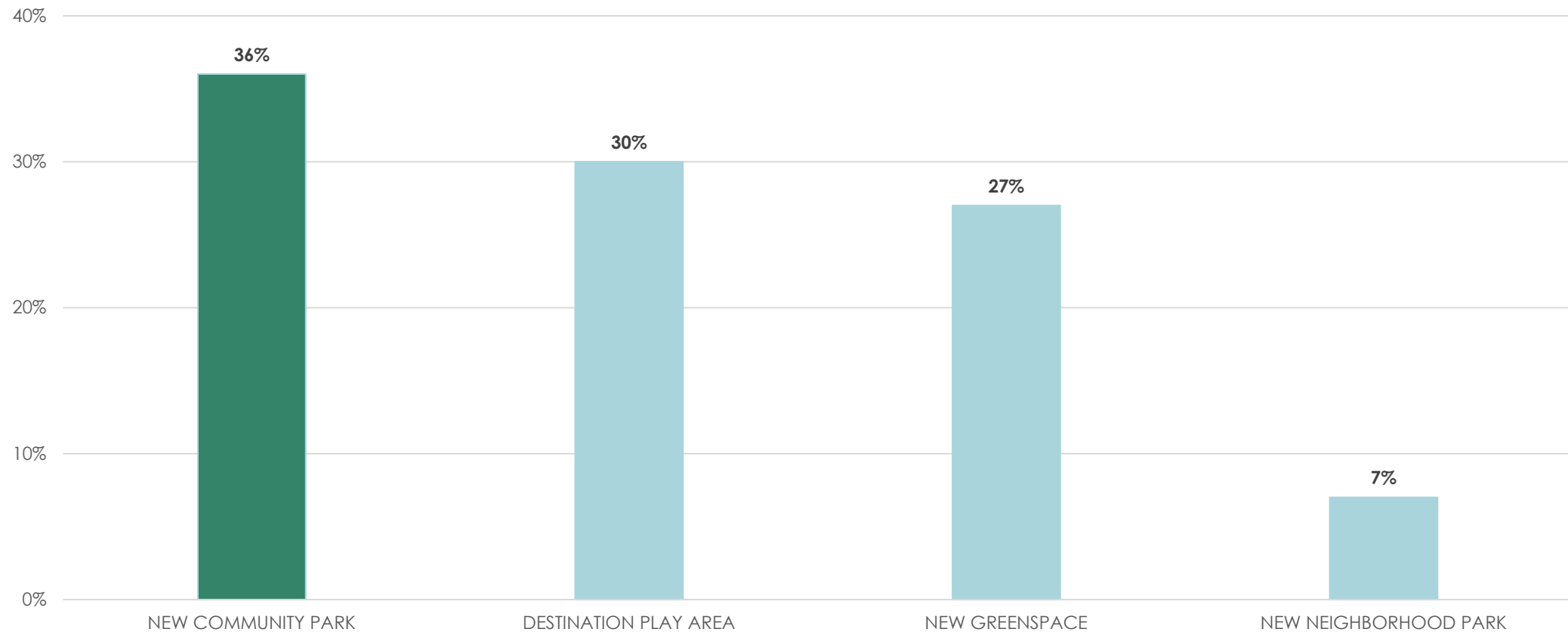
Choose up to two high cost (\$250,000-\$1,000,000) project types that you think should be the highest priority for McMinnville.

Responses=937



Choose one highest cost (greater than \$1,000,000) project type that you think should be the highest priority for McMinnville.

Responses=914



3. GEOGRAPHIC PRIORITIES

The survey then posed questions about prioritizing the key needs identified by the community for different parts of the city.



Connections

Connections, such as trails or access improvements, were within the top two priority project types for all four geographic areas in McMinnville.

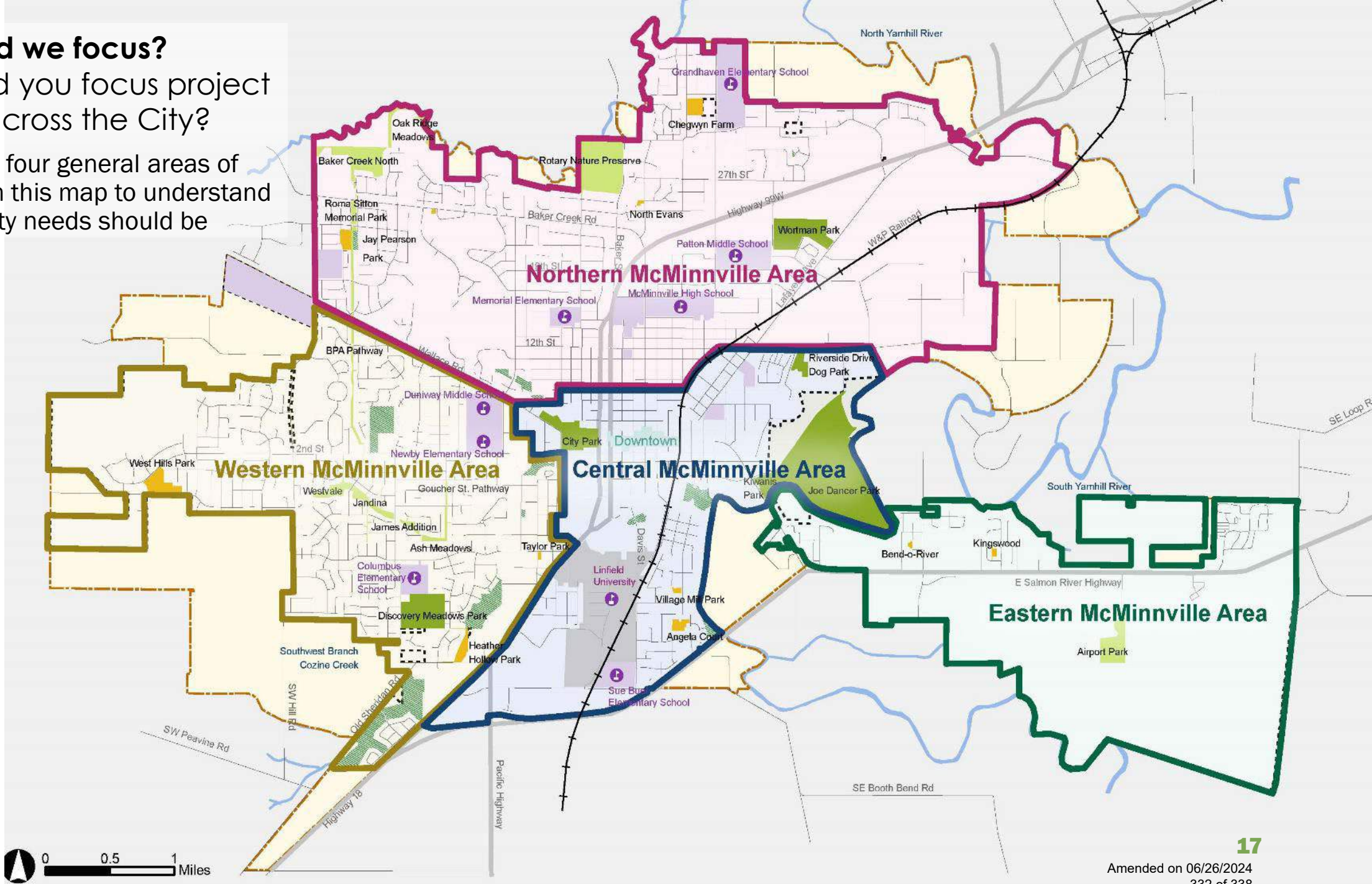


Play and Gathering

Play and Gathering, such as play areas, sports facilities, or community spaces, were also within the top two priority project types for all four geographic areas in McMinnville.

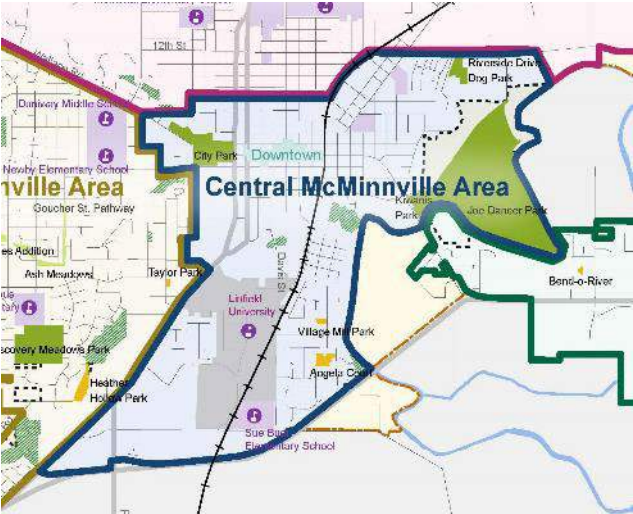
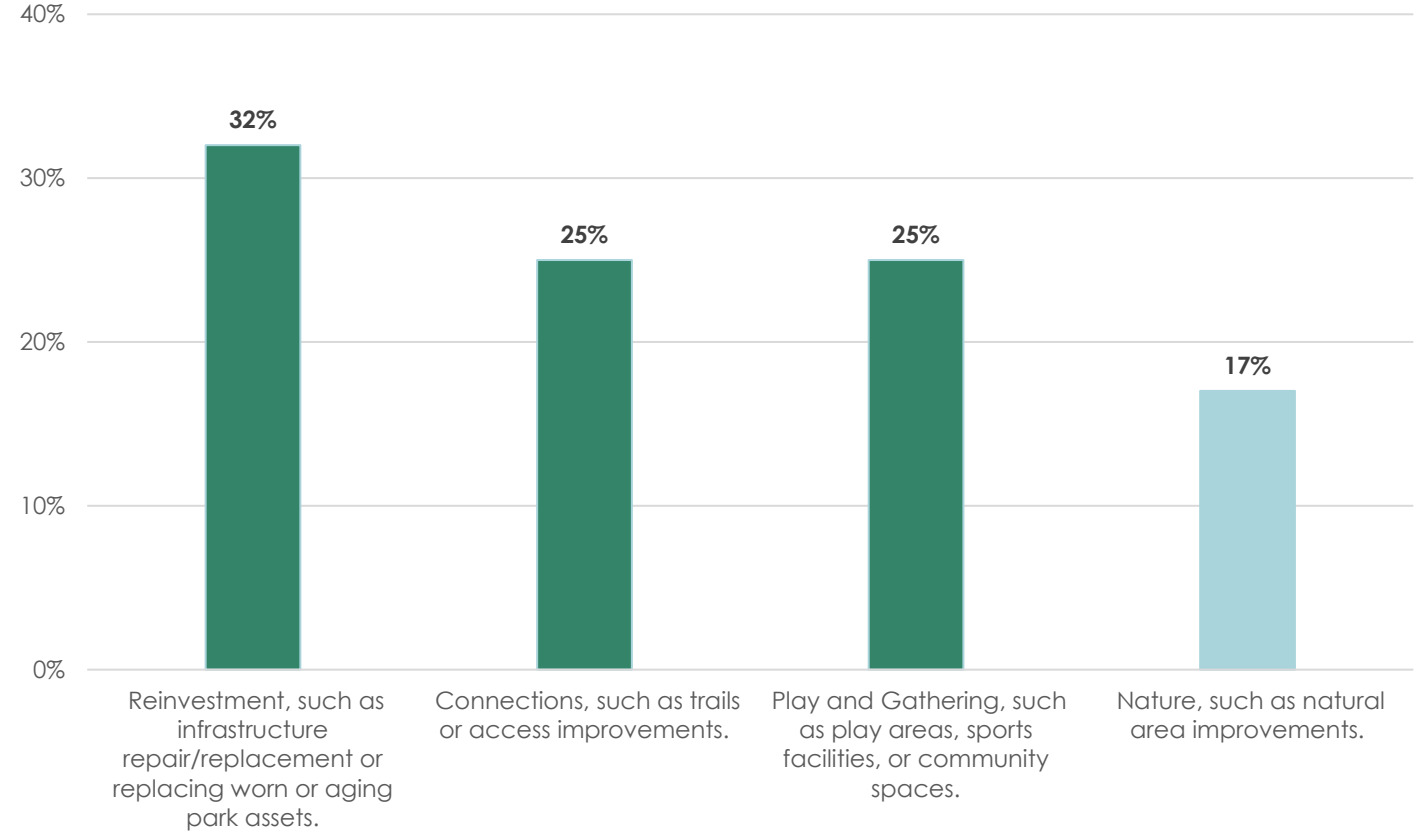
Geographic Location	Connections	Play and Gathering	Reinvestment	Nature
Central McMinnville Area	X	X	X	
Western McMinnville Area	X	X		
Northern McMinnville Area	X	X		
Eastern McMinnville Area	X	X		

Where should we focus?
Where would you focus project categories across the City?
The survey used four general areas of the city shown in this map to understand where community needs should be prioritized.



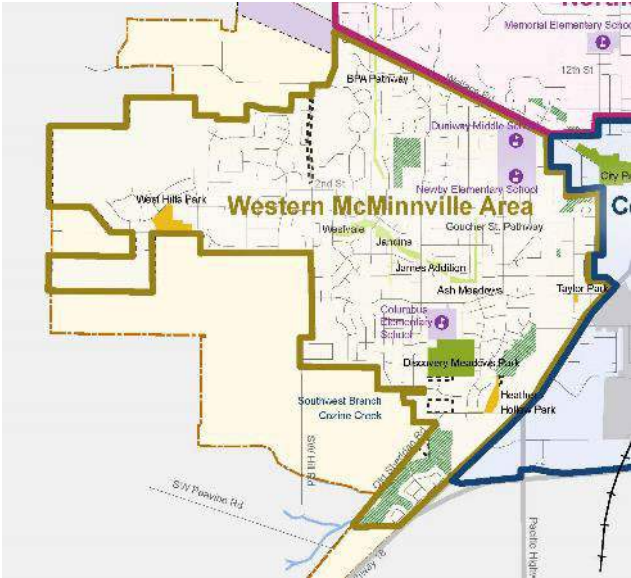
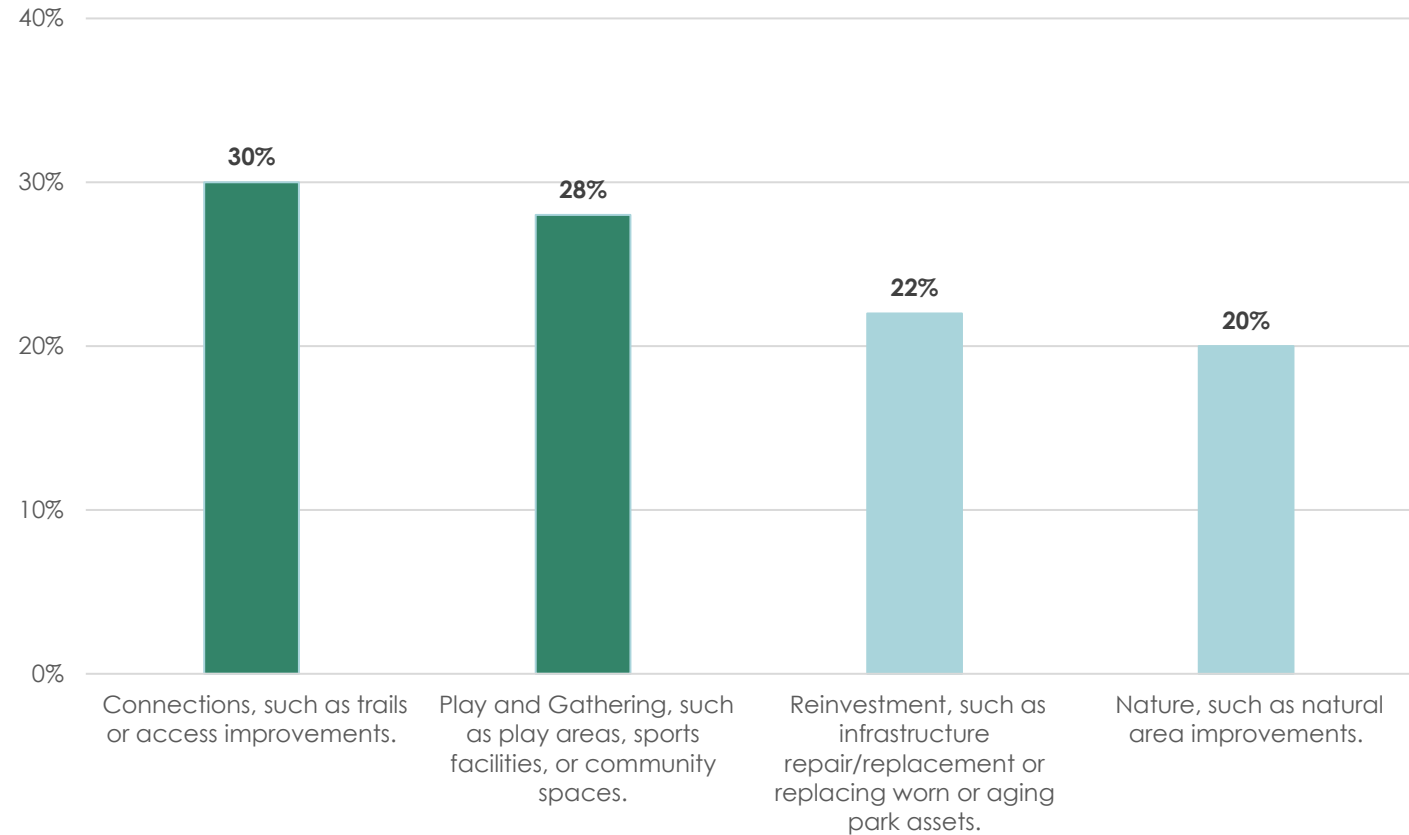
In the Central McMinnville Area, what two project types are the highest priority?

Responses=667



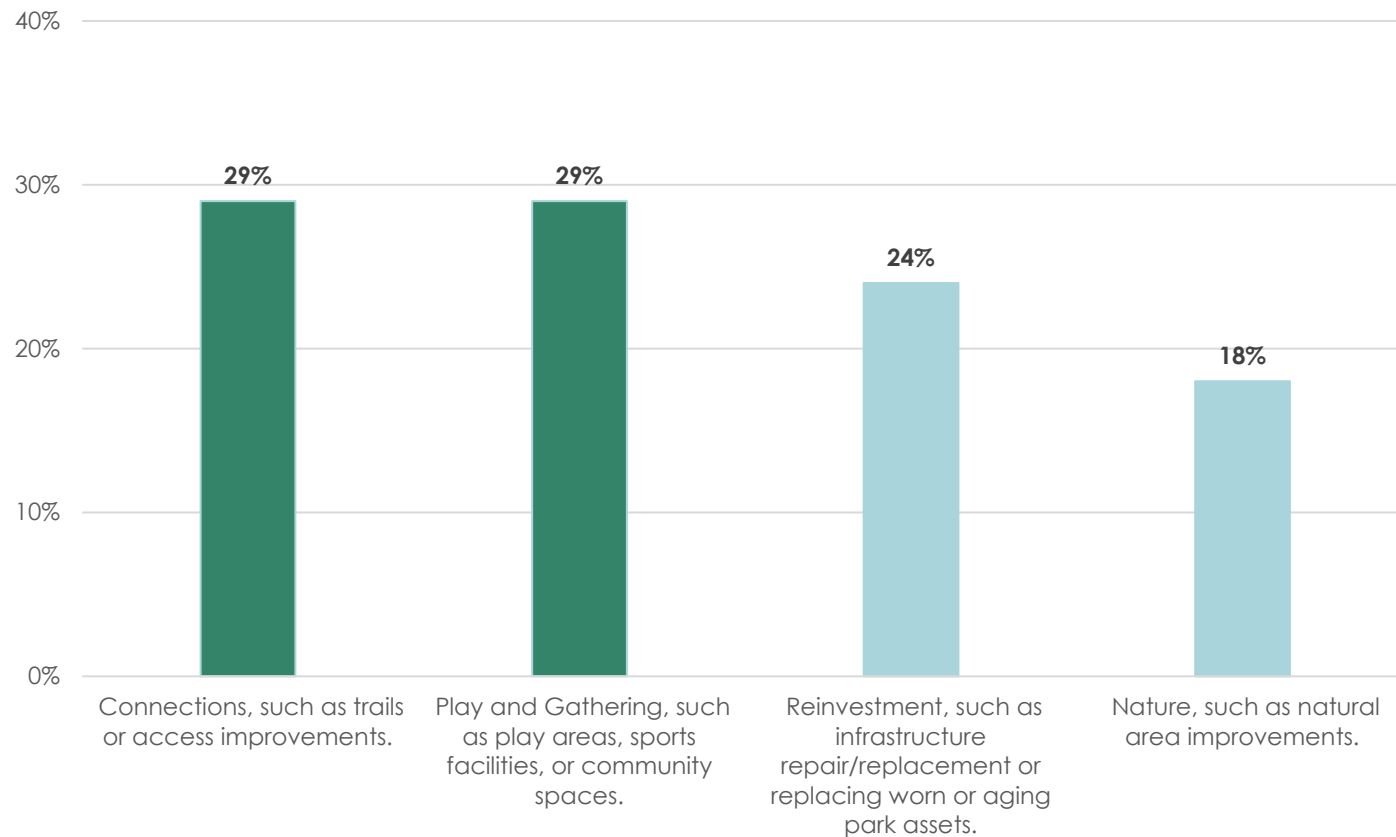
In the Western McMinnville Area, what two project types are the highest priority?

Responses=647



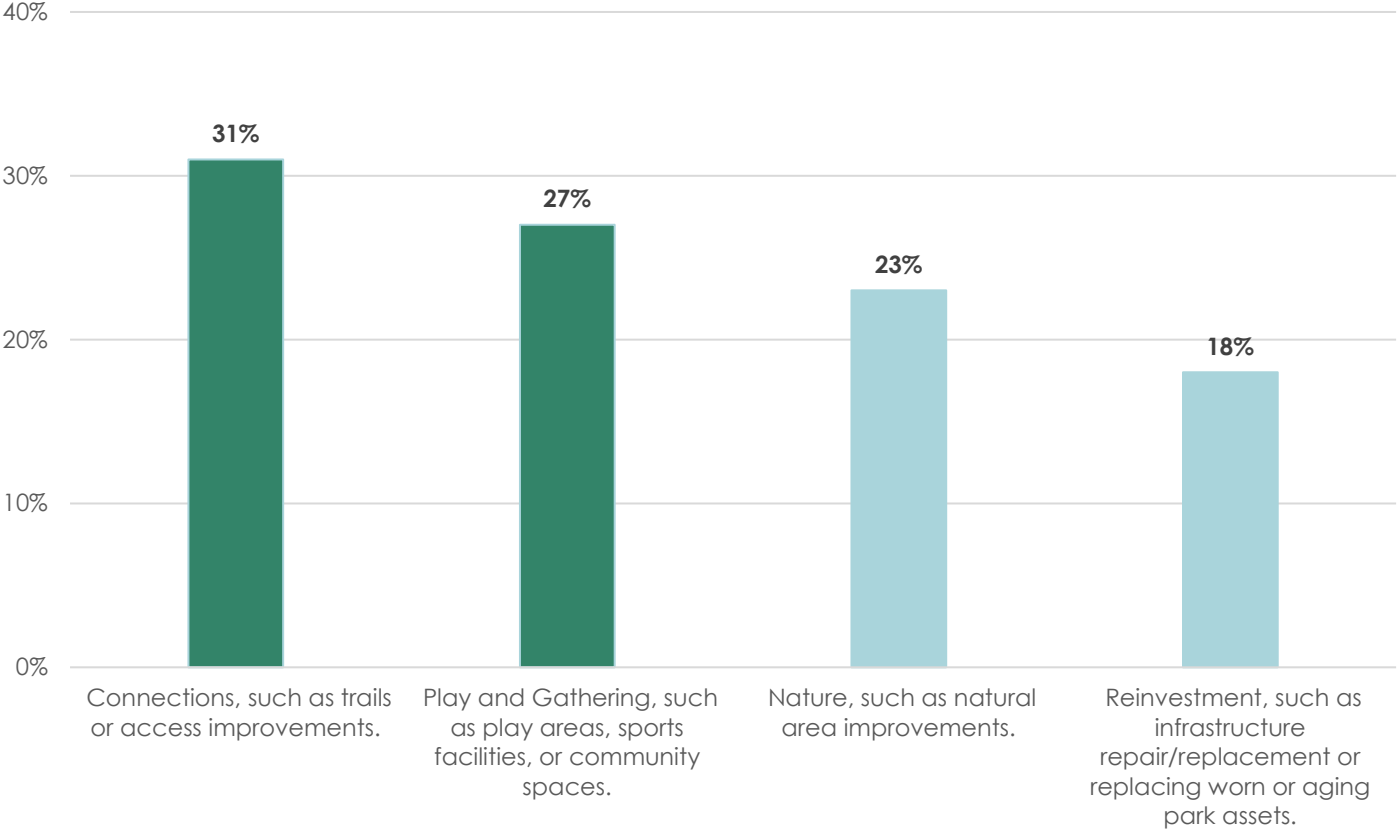
In the Northern McMinnville Area, what two project types are the highest priority?

Responses=675



In the Eastern McMinnville Area, what two project types are the highest priority?

Responses=578



4. ADDITIONAL COMMENTS

The survey also allowed respondents to provide any additional comments or ideas through an open-ended question. The appendix provides all open-ended comments received from survey respondents.



Write-in comments
from 293 respondents



Park Safety and Cleanliness

Park safety and cleanliness (trash, drug paraphernalia, restrooms, etc.) is a top priority of write-in respondents.



Accessible Trails and Safe Connections

Additional trails and connections that provide safe and accessible multi-modal access to parks, facilities, schools, and other key destinations is a top priority.



Improve Existing Parks and Facilities

Prioritizing maintenance, improvements and additional amenities in existing parks prior to developing new parks and facilities is a top priority.

Do you have any additional comments or ideas you would like to share?

Responses=293

A word cloud from open-ended survey responses.

