



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

Agenda

Tuesday, March 27, 2018

**5:45 p.m. – Joint meeting of the Urban Renewal Agency Board
& McMinnville Urban Renewal Agency Committee
7:00 p.m. – Regular Council Meeting**

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

5:45 PM –Joint Meeting of the Urban Renewal Agency Board & McMinnville Urban Renewal Agency Committee– COUNCIL CHAMBERS

1. Call to Order
2. Parking Study Presentation
3. Resolution No. **2018-02**: A Resolution of the McMinnville Urban Renewal Board accepting the 2018 City of McMinnville, Oregon Downtown Strategic Parking Management Plan.
4. Annual update on the Urban Renewal Program
5. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PRESENTATIONS
 - a. Abandoned Vehicles and RV Parking
 - b. Vision, Mission, Values and Strategic Priorities
 - c. City Manager Annual Evaluation
4. INVITATION TO CITIZENS 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 topic already on the agenda; a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*

5. CONSENT AGENDA

- a. Consider the Minutes of February 21, 2018 Special Called Work Session, February 27, 2018 Special Called (Work Session) and Regular City Council Meeting.
- b. Consider liquor license request for wholesale malt beverage and wine from Rhone Street Wine Co. LLC located at 2803 NE Orchard Avenue.
- c. **Resolution No. 2018-12**: A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2017-07.

6. RESOLUTIONS

- a. **Resolution No. 2018-13**: A Resolution awarding the contract for the construction of the Cumulus Avenue Sidewalk Infill Project, Project 2016-11.
- b. **Resolution No. 2018-14**: A Resolution approving an Intergovernmental Agreement between the City of McMinnville and McMinnville Water & Light related to the Three Mile Lane Bridge replacement project utility design.
- c. **Resolution No. 2018-15**: A Resolution awarding the Personal Services Contract for utility design services related to the Three Mile Lane Bridge replacement project.

7. ORDINANCE

- a. Consider first reading of **Ordinance No. 5049**: An Ordinance relating to the parking of Recreational Vehicles, Motor Trucks and Abandoned Vehicles; amending McMinnville Municipal Code (MMC) Chapters 10.04, 10.28, and repealing MMC Chapter 15.28.

8. ADVICE/ INFORMATION ITEMS

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

9. ADJOURNMENT



CITY OF MCMINNVILLE
PLANNING DEPARTMENT
231 NE FIFTH STREET
MCMINNVILLE, OR 97128
503-434-7311

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 27, 2018
TO: McMinnville Urban Renewal Board Members
FROM: Heather Richards, Planning Director
SUBJECT: **Resolution No. 2018-02** – Downtown McMinnville Strategic Parking Management Plan

Report in Brief:

This is the consideration of Resolution No. 2018-02, accepting the *2018 City of McMinnville, Oregon Downtown Strategic Parking Management Plan* as a final report as recommended by the McMinnville Urban Renewal Agency at their meeting on February 7, 2018.

Background:

The McMinnville City Council and McMinnville Urban Renewal Agency (Agency) adopted the McMinnville Urban Renewal Plan (Plan) on July 23, 2013. The Plan identifies 13 projects to finance with tax increment funds collected in the identified district. One of these projects is entitled, "Public Off-Street Parking", assigning \$1,000,000 to provide additional parking facilities to accommodate the anticipated increase in demand for off-street parking as identified in the Transportation System Plan. This parking could be public or could be a joint venture with the private sector.

As the Urban Renewal Plan was adopted in 2013, the annual tax increment is not large enough to accommodate a \$1,000,000 expenditure on new off-street public inventory so to better understand where the opportunities and constraints are located in regards to parking in the urban renewal area, and how to manage that parking supply effectively and efficiently as an interim measure towards building new off-street parking inventory, the McMinnville Urban Renewal Board elected to contract with Rick Williams Consulting to conduct a parking utilization study, develop a strategic parking management plan and provide confidential advice on properties ideal for new off-street parking inventory in December, 2016.

After contracting with Rick Williams Consulting, the project advisory committee hosted a meeting on April 24, 2017 with the consultant team and selected two days, one each in June and August to conduct the parking utilization study to capture two typical days in the summer season (one weekday and one weekend day).



The results were shared at a public workshop on September 17, 2017, and feedback was solicited for a parking management plan. Then the consultant team worked with the Project Advisory Committee to draft a strategic parking management plan to more efficiently and effectively leverage the existing parking inventory to meet current downtown McMinnville demands, which was delivered on November 30, 2017.

Lastly the project advisory team elected a small team of members to work with the consulting team on a confidential memo of future potential sites for new off-street parking inventory, which was delivered on January 10, 2018.

Discussion:

The Downtown McMinnville Strategic Parking Management Plan identifies the following conclusions:

- ◆ **Solutions:** The total supply of parking is relatively small and diverse; serving residential, commercial and visitor demand. Data suggests there is availability in the on-street and off-street supplies. New systems need to be implemented to direct users to appropriate available supplies. Further discussion between the City and area interests - of how parking is allocated, by user priority and demand - should continue.
- ◆ **Use (combined system):** The weekday data counts were clearly higher than on the Saturday survey day; with peak occupancies 12.6% higher than on Saturday. The difference in use is most notable within the off-street system. The average length of stay is less than 3 hours on-street (average), and less than 2 hours in timed stalls.
- ◆ **Constrained Parking:** The downtown study boundary includes a large area that stretches from NE Adams (west) to SE Three Mile Lane (east) between 6th Street (north) and 1st Street. Within a smaller “core area” parking utilization is much more constrained. This area is bounded by NE Baker Street (west) and the railroad tracks (east) between 5nd Street (north) and 2nd Street. The core area totals 69 total block faces where on-street parking is allowed (or 39.4% of the 175 total block faces in the larger study boundary). Of that total 35 block faces are more than 85% occupied in the peak hour of 1 – 2 PM. This means that approximately 51% of block faces in this area are constrained. This is also more than 70% of all the highly constrained block faces in the larger study area (which totaled 49). At the weekday peak hour (1:00 PM -2:00 PM) there are only 6 block

faces with less than 55% occupancy rates. This can create a high sense of constraint by users of the area.

- ◆ **Off-Street Parking Availability:** By general industry standards, use of the off-street system is moderate, with peak occupancies of less than 60%. Though there appears to be a significant amount of empty stalls, this is not to infer that such stalls are available for use by visitors or employees not associated with specific businesses as all of the off-street parking is in private ownership. Occupancies in City owned facilities maintain much higher occupancies than the downtown average, but are limited to just six of the 75 off-street parking sites in the downtown.
- ◆ **Shared Use:** There are opportunities for shared use of off-street parking facilities, though the small size and broad distribution of facilities along the corridor could make this challenging.
- ◆ **Surrounding Neighborhoods:** Surrounding neighborhoods may benefit from a separate engagement process that investigates the trade-offs of neighborhood parking management to further protect resident and guest parking access.

Fifteen (15) strategies were developed based upon these conclusions as outlined below:

1. Establish a Parking Work Group as a forum for addressing parking issues in the Downtown.
2. Establish Guiding Principles for Parking.
3. Increase 2-Hour parking stalls/reduce No Limit stalls.
4. Create a critical path timeline to refine and improve the city's current parking signage system and logo. Incorporate logo into on-street meter signage and at all City-owned lots and shared supplies and in parking marketing communications.
5. Upgrade on-street parking signage and striping.
6. Upgrade the 5th Avenue public garage (e.g., exterior signage, interior lighting, signage, etc.).
7. Clarify existing code guidelines related to shared parking opportunities that could impede efficiencies for allowing non-accessory access in existing and new off-street parking development.
8. Identify off-street shared-use opportunities based on data from 2016 off-street occupancy study. Establish goals for transitioning employees to off-street parking, begin outreach to opportunity sites, negotiate agreements, and assign employees to facilities.
9. Explore valet options (with downtown restaurants) and overnight parking opportunities (with hotels) for use of surpluses in the City garage.
10. Add bike parking at strategic locations to create connections between parking and the downtown.
11. Establish business-to-business outreach and communications on parking issues and planning.
12. Develop and adopt a policy and process for the formation of Residential Parking Permit Zones in residential neighborhoods adjacent to the downtown impacted by parking spillover from downtown commercial growth.
13. Explore and develop funding options for maintaining the existing parking supply and funding future growth.

14. Identify strategically located surface parking lot for lease or purchase as a long-term public parking asset.
15. Develop a reasonable schedule of data collection to assess performance of the downtown parking supply, including on- and off-street inventory and occupancy/utilization analysis.

Fiscal Impact:

Many of the strategies are policies, programs or volunteer driven. However, the proposed fiscal year 2018/2019 urban renewal budget sets aside \$62,000 to implement strategies 4 (Branding - \$15,000), Strategy 5 (Striping - \$4,000), Strategy 6 (Upgrade Parking Garage - \$40,000) and Strategy 10 (Bike Parking - \$3,000).

Action / Recommended Motion:

"I move to approve Resolution No. 2018-02."

RESOLUTION NO. 2018 - 02

A Resolution of the McMinnville Urban Renewal Board accepting the 2018 City of McMinnville, Oregon Downtown Strategic Parking Management Plan.

RECITALS:

As the McMinnville Urban Renewal Agency continues to support redevelopment efforts in McMinnville's downtown and Northeast Gateway District, parking will continue to be a constrained commodity; and

In order to help relieve parking constraints by investing in new parking inventory or management programs, it is important to understand clearly where the capacity issues are today and could be in the future; and

In December, 2016, the McMinnville Urban Renewal Agency contracted with Rick Williams Consulting to conduct a parking utilization study in downtown McMinnville to understand where there were parking constraints and opportunities and how to leverage parking management programs and new inventory to maximize parking opportunities in the most fiscally prudent way possible.

Rick Williams Consulting is well known throughout the Pacific Northwest for his work with communities on parking utilization; and

The McMinnville Urban Renewal Agency budgeted for this effort as part of the public off-street parking project identified in the McMinnville Urban Renewal Plan; and

The McMinnville Urban Renewal Advisory Committee reviewed and voted to recommend acceptance of the 2018 City of McMinnville, Oregon Downtown Strategic Parking Management Plan to the Urban Renewal Board on February 7, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MCMINNVILLE URBAN RENEWAL AGENCY as follows:

1. That the Urban Renewal Agency accept the 2018 City of McMinnville, Oregon Downtown Strategic Parking Management Plan (Exhibit A).
2. This Resolution will take effect immediately upon passage.

Adopted by the Board of the McMinnville Urban Renewal Agency at a regular meeting held the 27th day of March, 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of March, 2018.

SIGNATURE PAGE:

CHAIR OF THE URBAN RENEWAL BOARD

Approved as to form:

CITY ATTORNEY



2018

City of McMinnville, Oregon Downtown Strategic Parking Management Plan

PROJECT SUMMARY AND RECOMMENDATIONS FOR PARKING MANAGEMENT

FINAL REPORT
March 27, 2018



RICK WILLIAMS CONSULTING
Parking & Transportation

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I. INTRODUCTION

Rick Williams Consulting (RWC) was retained by the City of McMinnville to examine parking management issues for both the on and off-street parking systems. The project's goals were to:

- ◆ Provide insight into the current parking environment in downtown McMinnville;
- ◆ Get input from stakeholders and City staff to better understand needs and foster stronger public support;
- ◆ Assess current and future opportunities;
- ◆ Review and suggest changes to the parking code; and
- ◆ Take advantage of innovative parking management concepts to promote a vibrant and attractive downtown.



With the success of NE 3rd Street, as well as implementation of the Urban Renewal District just north (along NE Lafayette Avenue), McMinnville's downtown is primed for additional growth and expansion. Known for its nationally recognized 'Main Street', Downtown McMinnville is lined with fantastic shops and restaurants that experiences heavy traffic volumes that can, at times, create a congested environment for pedestrians and for retail storefront growth. Storefront vacancy rates are low and hover around 3%. The streetscape provides an array of boutique shops and restaurants all sharing a common vision for a successful Downtown. The combination of the recent Urban Renewal District Plan and added visitors to the Downtown has presented a unique opportunity to reexamine the parking system. This presents an opportunity for the City to reexamine and reinvest in its downtown, and create a safer and more pleasant place to live, work, visit, and shop.

Parking will play a key role in striking a balance between broader community goals for development, growth, and vitality and retaining downtown McMinnville's Main Street charm.



Parking management should support the system's intended users and contribute to a successful and well-functioning downtown. This report examines how the existing parking system is functioning and makes recommendations that will help McMinnville continue to flourish. These recommendations are sensitive to the historic, pedestrian-friendly nature of downtown and recognize the importance of economic growth. The report also provides a basis for future community discussions on enhancing the downtown parking system and experience. The information and recommendations in this report are intended to complement broader transportation and economic development efforts.

II. EXECUTIVE SUMMARY

Rick Williams Consulting was retained by the City of McMinnville to conduct an evaluation of the downtown parking system and develop a comprehensive Strategic Parking Management Plan. Actual use dynamics and access characteristics of the on and off-street parking supplies in downtown McMinnville were studied and analyzed to create an objective data set for sound recommendations. The findings create the foundation for a comprehensive strategic parking management plan that responds to the unique environment, goals, and objectives of downtown McMinnville.

This Executive Summary outlines the strategies (or solution options) proposed for consideration by the City of McMinnville and its stakeholders. More detailed summaries and descriptions of the process, data findings and the strategies themselves are provided herein, beginning on page 9 of this report.

A. Background

In advance of this report, three separate technical memoranda were produced and submitted to the City. These included:

- ◆ Technical Memorandum 1: Inventory Summary – dated September 6, 2017.

This memorandum provides a detailed summary of the entire on and off-street inventory catalogued within the approved study area. A brief summary of the inventory is provided in Section V of this report.

- ◆ Technical Memorandum 2: Data Collection Methodology – dated September 5, 2017

This memorandum presents the methodology for collecting and assessing on- and off-street parking utilization data within the downtown McMinnville parking study area. It describes the processes for developing the inventory, collecting data, entering the data, conducting the analysis, as well as the type of information that will be generated, and how it will be used to evaluate existing and projected parking conditions in the study area.

- ◆ Technical Memorandum 3: Data Findings Summary – dated October 2, 2017

This memorandum provides a very detailed summary of findings for occupancy, turnover, duration of stay, and hourly patterns of activity for both the on and off-street parking systems. All findings were based on information derived from two separate days of data collection during June and August 2017. A brief summary of the key data findings is provided in Section VII of this report.

B. Findings – System Performance

Substantial data was collected, analyzed and reported to the City and its Stakeholder Committee. Highlights of the discoveries made through these technical efforts include the following:

- ◆ **Solutions:** The total supply of parking is relatively small and diverse; serving residential, commercial and visitor demand. Data suggests there is availability in the on-street and off-street supplies. New systems need to be implemented to direct users to appropriate available supplies. Further discussion between the City and area interests - of how parking is allocated, by user priority and demand - should continue.
- ◆ **Use (combined system):** The weekday data counts were clearly higher than on the Saturday survey day; with peak occupancies 12.6% higher than on Saturday. The difference in use is most notable within the off-street system. The average length of stay is less than 3 hours on-street (average), and less than 2 hours in timed stalls.
- ◆ **Constrained Parking:** The downtown study boundary includes a large area that stretches from NE Adams (west) to SE Three Mile Lane (east) between 6th Street (north) and 1st Street. Within a smaller “core area” parking utilization is much more constrained. This area is bounded by NE Baker Street (west) and the railroad tracks (east) between 5th Street (north) and 2nd Street. The core area totals 69 total block faces where on-street parking is allowed (or 39.4% of the 175 total block faces in the larger study boundary). Of that total 35 block faces are more than 85% occupied in the peak hour of 1 – 2 PM. This means that approximately 51% of block faces in this area are constrained. This is also more than 70% of all the highly constrained block faces in the larger study area (which totaled 49). At the weekday peak hour (1:00 PM -2:00 PM) there are only 6 block faces with less than 55% occupancy rates. This can create a high sense of constraint by users of the area.
- ◆ **Off-Street Parking Availability:** By general industry standards, use of the off-street system is moderate, with peak occupancies of less than 60%. Though there appears to be a significant amount of empty stalls, this is not to infer that such stalls are available for use by visitors or employees not associated with specific businesses as all of the off-street parking is in private ownership. Occupancies in City owned facilities maintain much higher occupancies than the downtown average, but are limited to just six of the 75 off-street parking sites in the downtown.
- ◆ **Shared Use:** There are opportunities for shared use of off-street parking facilities, though the small size and broad distribution of facilities along the corridor could make this challenging.
- ◆ **Surrounding Neighborhoods:** Surrounding neighborhoods may benefit from a separate engagement process that investigates the trade-offs of neighborhood parking management to further protect resident and guest parking access.

C. Strategy Considerations

The strategies outlined below support solutions that grew from discussions with the City and its Stakeholder Committee, and the consultant team. All strategies are informed by data collected and industry best practices. They follow a logical progression in which each action provides a foundation for subsequent actions.

At total of 15 strategies are recommended for implementation by the City of McMinnville. Successfully completed, these strategies will improve the efficiency of the City's parking system and provide a solid foundation for decision-making and accommodating future growth. The fully detailed recommended parking management strategy list begins on **page 19**.

1. Establish a Parking Work Group as a forum for addressing parking issues in the Downtown.
2. Establish Guiding Principles for Parking.
3. Increase 2-Hour parking stalls/reduce No Limit stalls.
4. Create a critical path timeline to refine and improve the city's current parking signage system and logo. Incorporate logo into on-street meter signage and at all City-owned lots and shared supplies and in parking marketing communications.
5. Upgrade on-street parking signage and striping.
6. Upgrade the 5th Avenue public garage (e.g., exterior signage, interior lighting, signage, etc.).
7. Clarify existing code guidelines related to shared parking opportunities that could impede efficiencies for allowing non-accessory access in existing and new off-street parking development.
8. Identify off-street shared-use opportunities based on data from 2016 off-street occupancy study. Establish goals for transitioning employees to off-street parking, begin outreach to opportunity sites, negotiate agreements, and assign employees to facilities.
9. Explore valet options (with downtown restaurants) and overnight parking opportunities (with hotels) for use of surpluses in the City garage.
10. Add bike parking at strategic locations to create connections between parking and the downtown.
11. Establish business-to-business outreach and communications on parking issues and planning.
12. Develop and adopt a policy and process for the formation of Residential Parking Permit Zones in residential neighborhoods adjacent to the downtown impacted by parking spillover from downtown commercial growth.
13. Explore and develop funding options for maintaining the existing parking supply and funding future growth.
14. Identify strategically located surface parking lot for lease or purchase as a long-term public parking asset.
15. Develop a reasonable schedule of data collection to assess performance of the downtown parking supply, including on- and off-street inventory and occupancy/utilization analysis.

The City may elect to reorder, accelerate, or moderate strategies depending on community support and consensus, opportunity, and/or funding. All strategies will require consistent and dedicated management with active participation by the private sector.

D. Summary

Downtown McMinnville is an active and vital commercial business district experiencing increasing pressure on its parking supply. This will increasingly require more strategic coordination of the parking system. The strategies above represent a toolbox of methods with which to manage the parking-related challenges and barriers that come with a successful commercial district. They are provided here for consideration by the City and stakeholders.

III. FORMAT OF INFORMATION – GETTING TO SOLUTIONS

This project provides the City and community stakeholders an objective look at the parking situation in the downtown. This is truly the first time that accurate data on how the parking system actually performs has been compiled for this area.

Information from the study is intended to provide a foundation for continuing discussion and evaluation of solutions for improving the quality and ease of access in the downtown. The existing conditions data will facilitate strategic decision-making.

This report summarizes:

- ◆ Summary of challenges and barriers (Section IV)
- ◆ Summary of downtown parking inventory (Section V)
- ◆ Measuring performance (Section VI)
- ◆ Key findings related to parking utilization (Section VII)
- ◆ Strategies for Consideration (Section VIII)
- ◆ Summary comments (Section IX)
- ◆ Strategy Matrix Summary (Section X)

The strategies for consideration outlined within this document are intended to spark discussion between the City of McMinnville and McMinnville stakeholders. These are not intended to be specific recommendations; rather a tool box of potential options that need further review, refinement and consensus to create a future parking management plan that can be implemented.

IV. SUMMARY OF CHALLENGES AND BARRIERS

From field observations and conversations with stakeholders and City staff, the consultant team developed a list of parking-related challenges and barriers in downtown McMinnville. As solutions are developed (see Section VIII) they should relate directly to these issues.

A. The appearance of McMinnville's parking system can be improved.

Surface parking can affect a downtown's overall image. When parking lots dominate the environment and are poorly designed or maintained, they undercut efforts to make downtown a vibrant, attractive area. With an underutilized and aging public parking garage and 75 Downtown surface lots, McMinnville's parking system needs a fresh set of eyes to ensure that its appearance supports the economic vitality of a changing downtown. Shared-use agreements between the public and private sectors could be an effective strategy to achieve this.

B. There is a lot of parking in McMinnville, if seen as a shared resource.

Although there appears to be a lot of parking, especially off-street parking, in the downtown on a typical day, it is not being used efficiently. Most parking is under private ownership and may only be used by specific businesses or institutions. Maximizing use of existing parking assets through well-managed shared use could provide better access to downtown.

C. Routine collection of usage data will support decision-making, planning, and management of the parking supply.

The consultant team catalogued all parking in the downtown and conducted two days of data collection to document parking utilization on a "typical" weekday while school was in session and a peak Saturday in the summer. These efforts have established a solid foundation for understanding current parking dynamics. As the downtown continues to develop, new demand will put added pressure on the parking supplies. Routinely collecting data on system performance will greatly benefit the City and its stakeholders.

D. Changes will require partnership-building.

More vigorous parking management must be founded on a strong set of principles and priorities, and supported by a system of communication and clearly identified targets and outcomes. There must be consensus among the City and affected stakeholders on a plan of action, to be guided by and overseen through ongoing partnerships. This will involve determining and clarifying the City's role in facilitating, managing, and most importantly growing the parking supply.

E. Better signs and clear striping will benefit the parking system.

Appropriate signage communicates useful information to users and promotes a sense of uniformity throughout the system. Additional on-street striping that clearly delineates on-street stalls and no-

parking or special-use zones will reinforce signage upgrades. An appropriate level of directional signage is also useful, particularly when it is simple, intuitive and strategically placed.

F. Connections must be made between parking and the downtown.

Parking should provide better access for all users of the downtown and surrounding areas. There should be multiple locations where users can park once, then easily walk or bike to primary and secondary destinations. Uniformly connecting this system with gateway signage at both ends of the downtown and other visual cues will make it easier for visitors to patronize McMinnville's downtown businesses.

G. Identification of surface lots for purchase.

As the downtown grows, the City may want to consider purchasing surface lots for strategic development. If the City determines that it has a key role to play in developing parking, acquisition of strategic sites in advance of new growth would be beneficial and cost-effective.

V. DOWNTOWN PARKING INVENTORY

The consultant team inventoried the entire supply of on- and off-street parking in the downtown. This section summarizes key components of that effort.

A. Study Area

The study area was determined during the initial project scoping process by the City of McMinnville and the consultant team. It is generally bounded by the area north of 1st Street, south of 5th Street and extension, east of NW Adams Street/NW Birch/NW Alder and west of N Logan Street/SE Three Mile Lane. **Figure A** illustrates the study area.

Figure A: Downtown Parking Study Area

B. Key Findings

Table 1 provides a complete summary of on- and off-street parking in downtown McMinnville. There are 2,845 stalls in the study area: 728 (28%) on-street and 2,047 (72%) off-street.

On-Street

As **Table 1** indicates, on-street parking in this area has a mix of time-stay options, comprised of five categories ranging from 10 Minutes to No Limit.

- ◆ A majority of stalls do not have a designated time stay, referred to here as No Limit. Of the 728 total stalls, 493 (61.8%) are No Limit. This is a very high percentage of the on-street system dedicated to long-term use, particularly if higher visitor activity is desired. Stalls with stays of two hours, generally more associated with visitor use, make up only 35.3% of the on-street supply.

Table 1: 2016 Downtown McMinnville Parking Inventory

Downtown McMinnville Parking Inventory – On and Off-Street		
Stalls Type	Stalls	% of Total
10 Minutes (Signed)	1	< 1%
15 Minutes (Signed)	1	< 1%
2 Hours (Signed)	282	35.3%
ADA Accessible (Signed)	21	2.6%
No Limit	493	61.8%
<i>On-Street Supply</i>	<i>798</i>	<i>100%</i>
Off-Street Supply (75 sites)	2,047	100%
<i>Off-Street Supply Surveyed (42 sites)</i>	<i>1,666</i>	<i>81.4%</i>
<i>Off-Street 2 Hour Parking Supply¹</i>	<i>138</i>	<i>6.7% (of off-street supply)</i>
Total Parking Supply	2,845	100%
Total Supply Surveyed	2,464	86.6%

- ◆ The remainder of the on-street supply includes 10- and 15-minute stalls that combine for slightly less than 2% of the supply.
- ◆ Special use parking, including Accessible (ADA) totals 21 stalls (slightly more than 2%).
- ◆ With the large number of No Limit stalls, the current format favors long-term parking. While overall occupancy levels are relatively low at present (see **Section VII.PARKING UTILIZATION, page 13**). Reformatting time limits to include more short-term parking should be considered to encourage retail development.

¹ A sub-category of off-street stalls dedicated to short-term stays (stays of 2 hours or less).

Off-Street

The entire public and private off-street parking supply has 2,047 stalls spread across 75 sites. The parking inventory captures all 75 parking sites, however, the data collection effort, measuring parking utilization, studied a selective, representative sample of the sites. In total, 42 off-street sites were ultimately studied, accounting for 1,666 stalls representing 81% of the whole off-street system – a highly statistically valid and accurate sample of the off-street parking system. See **Attachment A** for the full list of off-street parking sites inventoried and studied. Key findings from the off-street system include:

- ◆ The majority of off-street parking is private: 68 of 75 lots/facilities, comprising 1,623 stalls and representing 79% of all off-street parking.
- ◆ Off-street parking for public 2-hour retail near NE 3rd Street represents 7%, with 138 stalls on 4 lots. Longer-term public off-street parking is a couple of blocks north in the 5th Avenue garage.
- ◆ Publicly-owned parking represents 21% of the off-street supply, with 423 stalls on seven lots.
- ◆ The current balance of private and public parking is not unusual for downtowns, but does mean that shared-use agreements can be more complex, involving negotiations with individual owners of private lots.

Figure B displays the geographical distribution of all the off-street parking sites included in the inventory identified by Lot ID number (which correlates to the table of sites in **ATTACHMENT A**).

Figure B: Downtown Off-Street Parking Facilities

VI. MEASURING PERFORMANCE

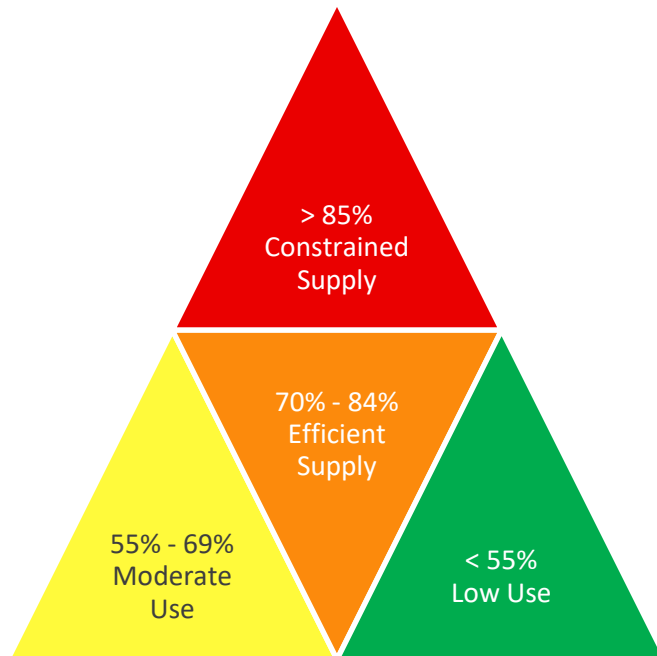
Industry standards consider parking to be constrained when 85% or more of the available supply is routinely occupied during the peak hour. In a constrained system, finding an available spot is difficult, especially for infrequent users such as customers and visitors. This can cause frustration and negatively affect perceptions about access into an area or district.

Continued constraint can make it difficult to absorb and attract new growth, or to manage fluctuations in demand—for example, seasonal or event-based spikes.

Industry standards also indicate that occupancy rates of less than 55% show that parking is readily available. While availability may be high, this may also indicate a volume of traffic inadequate to support active and vital businesses. Occupancy rates between these two thresholds indicate either moderate (55% to 69%) or efficient (70% to 84%) use.

Parking utilization rates in the efficient range indicates that there is active use with little constraint. Efficient use supports vital ground-level businesses and business growth, is attractive to potential new users, balances with adjacent residential demand, and is able to respond to routine fluctuations.

RWC's analysis of parking in the McMinnville downtown study zone uses these categories to evaluate the performance of the system.



VII. PARKING UTILIZATION

Utilization and occupancy data was collected on two separate days: Thursday, June 8th and Saturday, August 5th. The dates allowed for a comparison between a 'typical' weekday (Thursday) and a weekend (Saturday) for the on- and off-street parking systems. This section provides a high level summary of findings from that effort. For a more detailed summary of information on the data findings, please see *Technical Memorandum 3: Data Findings Summary (October 3, 2017)*.

A. On-Street Parking Summary

The on-street survey involved hourly counts of occupied parking stalls in the study area. Surveyors recorded the license plate numbers of parked vehicles each hour from 10:00 AM to 8:00 PM on the Thursday, while the Saturday data was collected hourly from 11:00 AM to 9:00 PM. Both data sets captured the 'dinner time' parking impact on the downtown McMinnville supply. All 798 on-street stalls were surveyed. Figure C provides a comparative hour-by-hour look at occupancy performance for the survey days.

Figure C: 2017 McMinnville On-Street Utilization (Hourly Comparison)

- ◆ As the figure indicates, the peak hour for both days is between 1:00 PM and 2:00 PM.
- ◆ Occupancy reaches 62.7% (Thursday) and 50.1% (Saturday). Based on parking industry measures of performance; parking use ranges from moderate (Thursday) to low (Saturday).

- ◆ Parking both days has a small late afternoon “spike” between 5:00 PM and 6:00 PM, with declining activity thereafter.
- ◆ There is abundant parking available, with significant capacity to absorb new trips; though constraints within sub-areas of the downtown are evident.

Table 2 provides additional metrics of use for the on-street system. This table summarizes the use characteristics of the on-street parking such as the average length of stay, unique vehicle trips, turnover rate, moving to evade and violation rates. These metrics provide insights into how many people are visiting downtown McMinnville and how efficient the parking spaces are being used.

As **Table 2** indicates:

- ◆ The average duration of stay is less than 3 hours, whether weekday or weekend. This average is influenced by the high number of No-Limit stalls. Length of stay in 2 hour timed stalls is less than 2 hours.
- ◆ On average, more unique vehicles use the on-street system on the weekday (1,938) than on the weekend (1,414).
- ◆ Stalls turnover between 4.68 (weekday) and 4.06 (weekend) times per day. The industry standard of efficiency is 5.0. As with duration of stay, the turnover rate is slowed down as a result of the higher number of No-Limit stalls (which may harbor employees).
- ◆ Between 35 (weekend) and 111 (weekday) vehicles move from one timed stall to another during the course of a day. This usually indicates employees parking on street.
- ◆ The rate of violation at timed stalls ranges from 12.8% (weekday) to 19.1% (weekend). Best practices standards would target a rate of 7% - 9%.

Table 2: On-Street Parking Use Characteristics – Weekday vs Weekend

Use Characteristics	All Users	
	Weekday	Weekend
Average length of stay	2 hours/8 minutes	2 hours/28 minutes
Unique vehicle trips (UVT)	1,938	1,414
Turnover rate	4.68	4.06
Vehicles observed moving to evade parking citations (% of UVT)	111 (5.7%)	35 (2.4%)
Violation rate	12.8%	19.1%

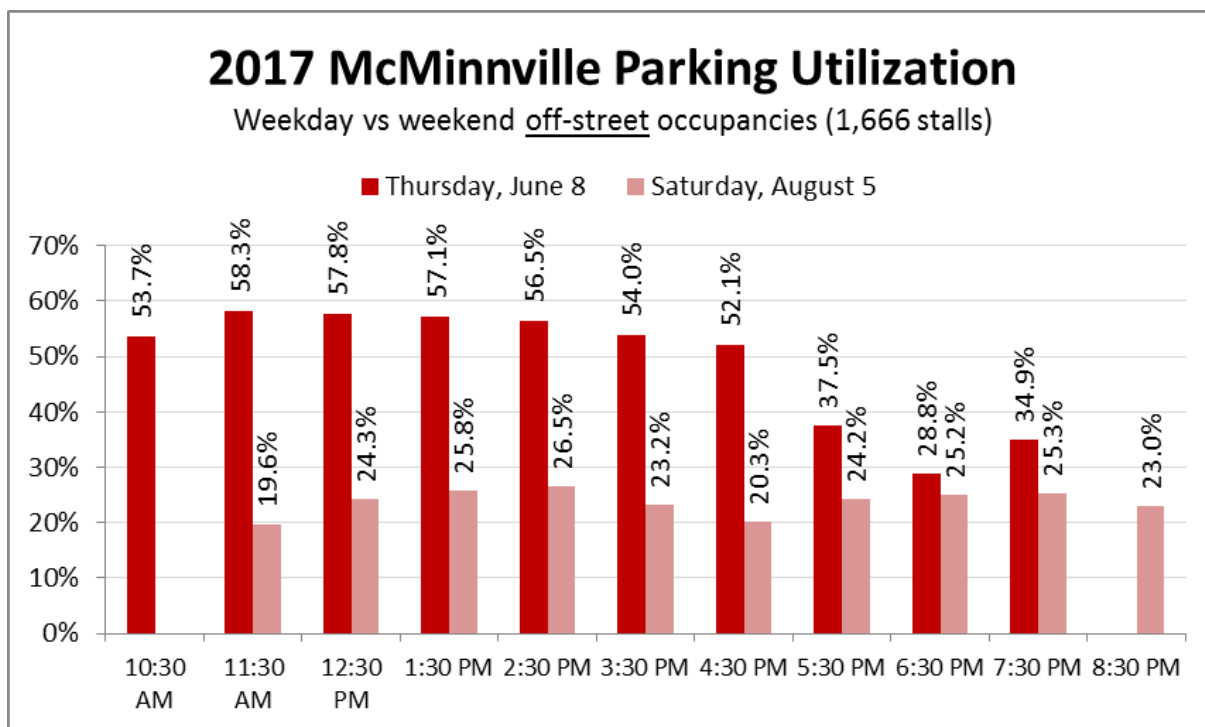
B. Off-Street Parking Summary

Off-street facilities were also surveyed on the same two days as the on-street system, Thursday, June 8th and Saturday, August 5th, 2017. A sample of 42 lots totaling 1,666 stalls was selected for data collection. This sample represents 81% of all off-street parking in the study area and accurately reflects the overall system in terms of type, size, and location. Occupancy counts were conducted at each lot every hour; unlike the on-street survey, however, license plate numbers were not recorded (except for the four public 2-hour retail parking surface lots).

Figure D illustrates comparative occupancy levels for each hour of the ten-hour survey days.

- ◆ The peak hour for the off-street parking during the weekday (Thursday) occurs at between 11:00 AM and noon; reaching 58.3% occupied leaving 695 stalls available.
- ◆ In contrast, the weekend's occupancy peak is between 2:00 PM and 3:00 PM, an occupancy of 26.5%.
- ◆ Demand for off-street parking drops significantly on the weekday, after 5:00 PM.
- ◆ Weekend occupancies are fairly consistent throughout the study day, but never exceed 27%.
- ◆ At the peak hours there are between 854 (weekday) and 1,550 (weekend) empty stalls located within the off-street supply (survey data extrapolated to the entire off-street inventory).

Figure D: 2017 McMinnville Off-Street Utilization (Hourly Comparison)



C. Utilization - Combined View (Heat Map Summary)

Figure E and Figure F (next two pages) provide weekday and weekend peak hour heat maps combining the on and off-street systems. The maps also include the core area, shaded in white. As the figures demonstrate:

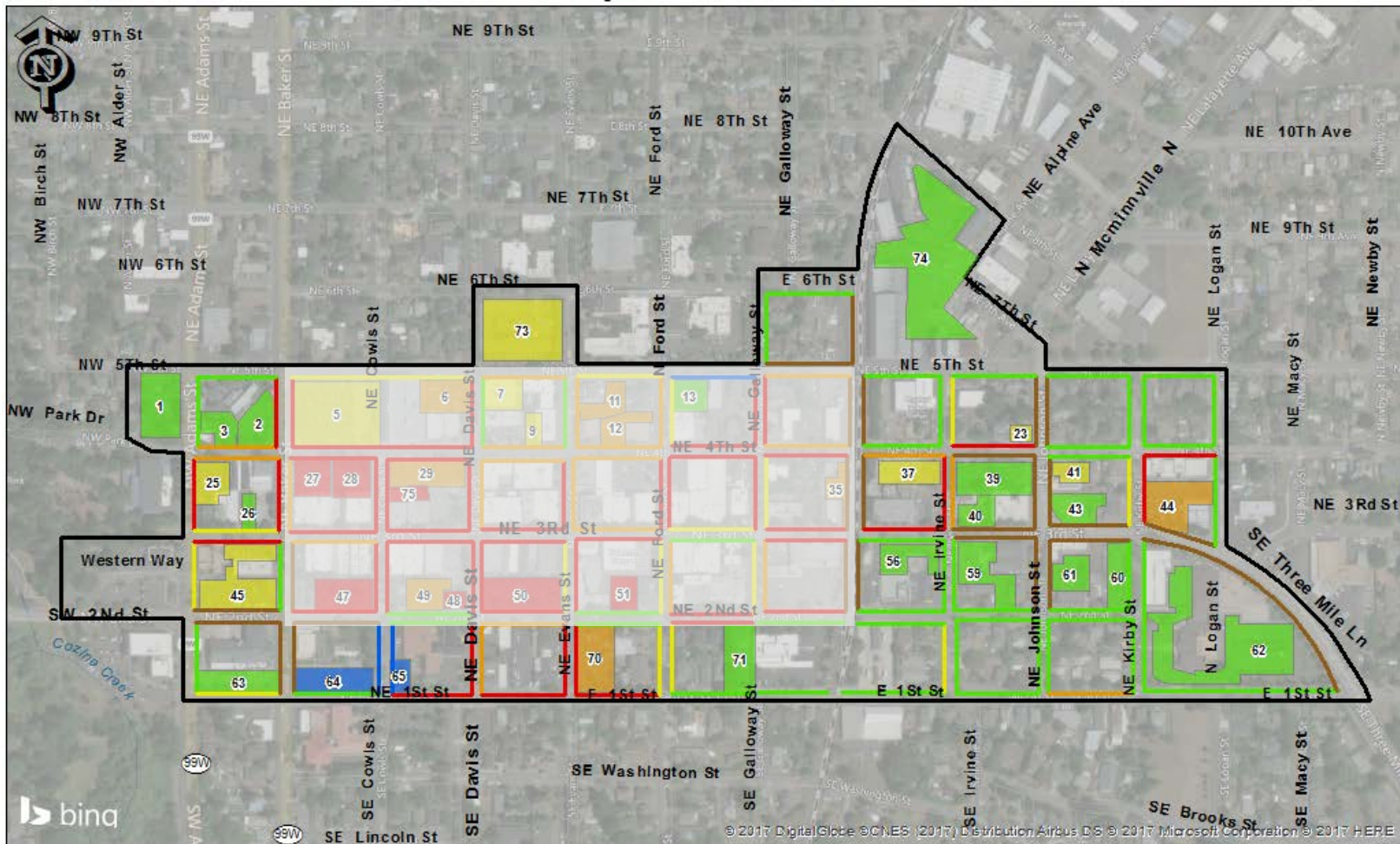
- ◆ There is generally empty parking available on and off-street (in the peak hour) within a reasonable proximity to most any area of the downtown.
- ◆ The weekday (Thursday) core area is constrained, especially the small area bounded by NE Baker Street and NE Evans Street between NE 2nd and NE 4th. Nonetheless, this area is too small (six blocks) to indicate that there is an overall supply problem for either the core area or the larger study area.

D. Data Findings

The City of McMinnville has an adequate supply of parking both on and off-street to meet the needs of regular visitors, customers and employees downtown. Overall parking is not highly constrained; however, the 'core area' analysis indicates that the area along NE 3rd Avenue experiences the highest volume of occupancy; particularly on the weekday (Thursday).

Key parking metrics show that the time limited stalls are providing enough time for on-street visitors, and those stalls are being used efficiently. There may be a need to increase the number of 2-Hour stalls to facilitate turnover. Violation rates are higher than industry best practices, so additional enforcement may be warranted. The off-street supply is generally underutilized, with certain publicly accessible facilities yielding moderate to high occupancies.

This data summary provides an objective understanding on the use characteristics of the on and off-street supplies in downtown McMinnville. These key findings will establish the basis from which recommendations for improvements to the systems will be made for the short and long-term success of McMinnville.



Combined Parking Utilization - Weekday

Parking Study Area

RICK WILLIAMS CONSULTING
Parking & Transportation

> 85%
 84% - 70%
 69% - 55%
 < 55%

Construction

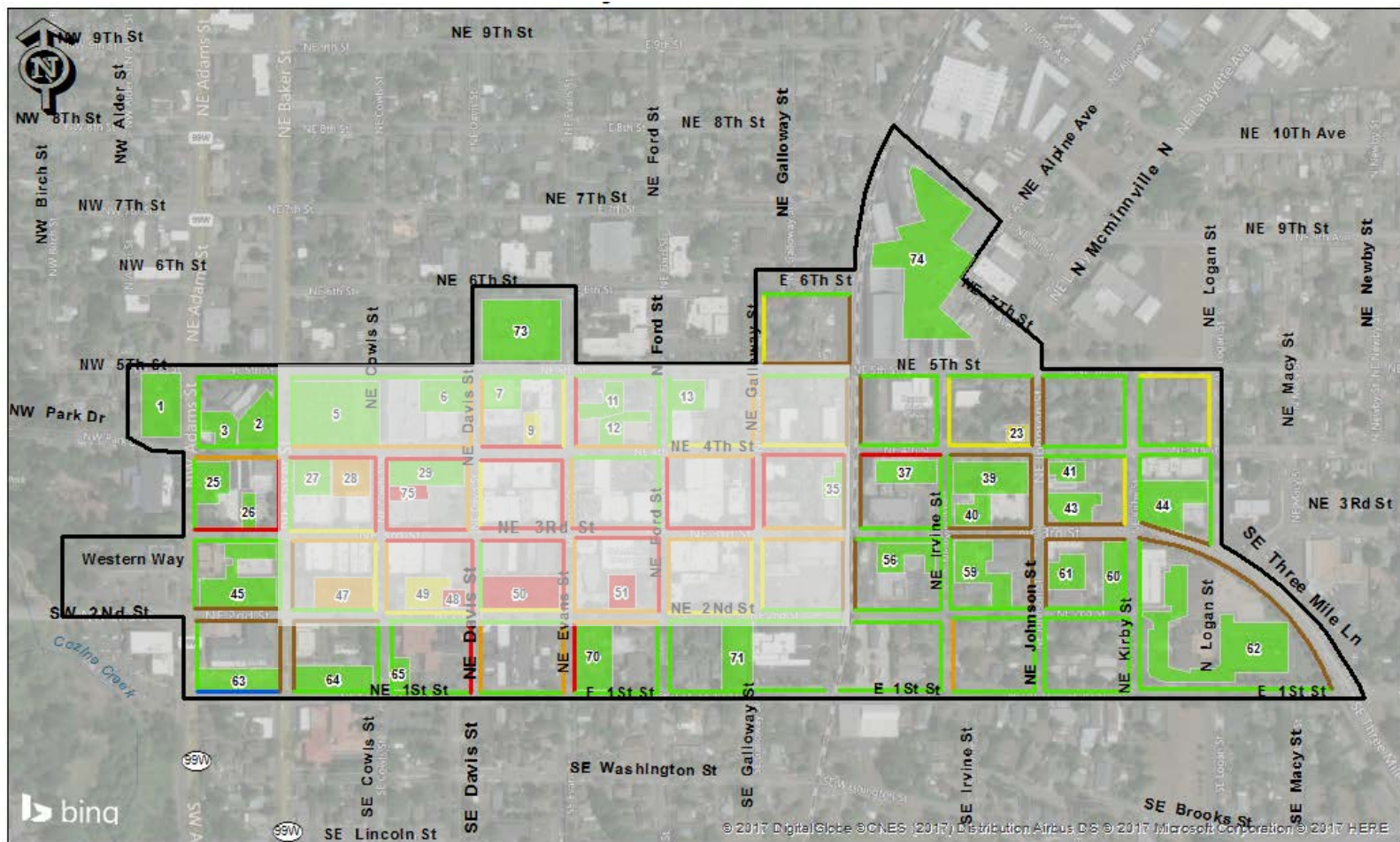
> 85%
 84% - 70%
 69% - 55%
 < 55%
 Construction
 No Parking

Thursday, June 8, 2017

1:00 - 2:00 PM
Peak Hour

Feet
0 90 180 360 540 720

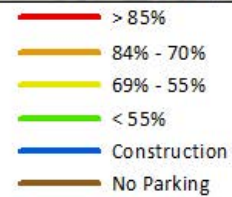
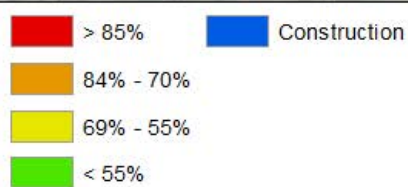
Figure E: 2017 McMinnville Combined Parking Utilization – Weekday
RICK WILLIAMS CONSULTING
Parking & Transportation



Combined Parking Utilization - Weekend

Parking Study Area

RICK WILLIAMS CONSULTING
Parking & Transportation



Saturday, August 5, 2017

1:00 - 2:00 PM
Peak Hour

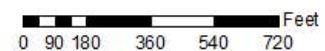


Figure F: 2017 McMinnville Combined Parking Utilization Weekends

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Parking & Transportation

VIII. PARKING MANAGEMENT STRATEGIES

The solutions outlined below support recommendations that grew from discussions among the City, its downtown partners, and the consultant team. They follow a logical progression in which each action provides a foundation for subsequent actions.

For purposes of ordering, actions are laid out as an iterative list with each strategy assumed to provide context and support for the next succeeding step. Where possible, cost estimates are provided, but only within the framework of planning. Final costs would require additional evaluation, scoping, and estimating. Again, these strategy solutions will require additional review between the City and the community. A final ordering and compilation of these or additional solutions will require continuing conversation and refinement.

Actions are described in phases ranging from near to long-term. Overall, the implementation schedule is flexible and the order of projects may be changed as opportunities and resources are identified. All strategies will require a level of support, coordination, commitment, and resource identification that goes well beyond what is currently in place. Where possible, cost estimates are provided, but only within the framework of planning. Final costs would require additional evaluation, scoping, and estimating.

STRATEGY 1

Establish a Parking Work Group as a forum for addressing parking issues in the downtown.

Active participation by those affected guarantees an understanding of and consensus on parking management and trigger points for decision-making. This is best accomplished through an established advisory committee that reviews performance, serves as a sounding board for issues, and acts as a liaison to the broader stakeholder community.

The City should develop a process through which a representative cross-section of downtown interests routinely assists in the review and implementation of this planning effort. This effort could be coordinated through the McMinnville Downtown Association. The new Parking Work Group can use the recommendations in this plan as a basis for action, discussion, stakeholder communications, and tracking progress.

TIMELINE: Near-term (0 – 12 months)

- Schedule regular meetings to advocate for, shepherd, track, and communicate the plan.
- Build upon current parking brand.

TIMELINE: Mid-term (12 - 24 months)

- Establish business-to-business outreach.
- Facilitate data collection efforts.
- Assess Plan progress.
- Provide advisory input to City Council.
- Coordinate communications with the broader downtown business community.
- Determine and implement action items.

TIMELINE: Long-term (24 – 36+ months)

Over time, the work group could evolve into a formal advisory committee to City Council on downtown parking issues and meet on a more frequent schedule.

Estimated Costs (STRATEGY 1)

There should be no additional costs associated with this recommendation if it can be initiated as a volunteer effort, hosted by the City in partnership with downtown business interests.

STRATEGY 2

Establish Guiding Principles for parking.

Guiding Principles are based on the premise that growth in the downtown will require an integrated and comprehensive package of strategies to respond to growth, maintain balance and efficiency within the access system and establish clear priorities necessary to “get the right vehicle to the right parking stall.” Without clear and consensus priorities, it becomes difficult to initiate solutions requiring changes to the parking system (and the status quo) and form partnerships between stakeholders that facilitate success.

TIMELINE: Near-term (0 – 12 months)

Sample Guiding Principles for consideration might include:

- Create a uniform appearance for on- and off-street parking, including signage, striping, and landscaping.
- Extend current brand signage by creating a name, symbol, or design that clearly identifies all public parking.
- Use the 85% Rule to facilitate decision-making.²
- Include bike parking and access as a key strategy.

² The 85% Rule is an operating principle and parking industry standard. When occupancies routinely reach 85% in the peak hour, more *intensive and aggressive* parking management strategies are called for.

- Expand shared-use partnerships whenever possible and treat all parking as a community resource.
- Provide a forum for ongoing community involvement in parking decisions.
- Treat parking management as a partnership between the City and the business community.
- Ensure that the public parking system is financially sound and self-sustaining.
- Ensure that the City is ready to respond to growth, and recognize that funding will require a varied package of resources and partnerships.

Estimated Costs (STRATEGY 2)

There should be no costs associated with this recommendation other than normal staff costs for moving the plan to City Council for endorsement or approval.

STRATEGY 3

Increase 2-Hour parking stalls and reduce the number of No Limit parking stalls.

Multiple time-stay designations are often confusing to users, particularly shorter stays that do not provide enough time for a typical customer visit. There are currently five different time-stay designations in the downtown, while the majority of on-street parking (61.8%) is unregulated No Limit parking. The number of No Limit stalls should be reduced to ensure that block faces fronting ground-level businesses provide 2-hour parking. This will bring clear and consistent time-stays to downtown and encourage greater employee use of currently unused off-street parking (see Strategy 8).

TIMELINE: Mid-term (0 – 12 months)

- Use 2017 inventory to identify No Limit stalls that front businesses.
- Schedule replacement of these stalls with 2-hour parking in conjunction with Strategy 4 below.

Estimated Costs (STRATEGY 3)

Costs associated with this strategy would be incorporated into signage upgrades outlined in Strategy 4 below.

STRATEGY 4

Create a critical path timeline to refine and improve the city's current parking signage system and logo. Incorporate logo into on-street meter signage and at all City-owned lots and shared supplies and in parking marketing communications.

The second Guiding Principle recommended in Strategy 2 encourages the City to "Extend brand signage by creating a name, symbol, or design that clearly identifies all public parking." It is recommended that the current, simple stylized "P" (in yellow) be extended throughout the public parking system as the parking brand. This brand can then be used at parking sites and, ideally, as part of a wayfinding system throughout the downtown, and including a gateway signage project (see

Strategy 9). It can also be incorporated into marketing and communications efforts, such as maps, websites, etc.

TIMELINE: Near to mid-term (0 – 24 months)

- With the Parking Work Group (Strategy 2), working with City staff and a design firm to extend the current parking brand in the City of McMinnville of its public off-street facilities, and any shared-use facility that offers visitor access. The design professional would:
 - a) Work with stakeholders and the City to create a variety of formats/media types of the current parking brand.
 - b) Develop options and assist in developing a final suite of brand format types.
 - c) Develop cost estimates for the creation and placement of brand/logo signage packages at all City-owned off-street sites and shared-use facilities.
 - d) Assist in signage creation.

Estimated Costs (STRATEGY 4):

It is estimated that engaging a design consultant to carry out the above tasks would range from \$15,000-\$20,000.

STRATEGY 5

Upgrade on-street parking signage and striping.

Among the noticeable challenges observed by the consultant team was parking signage and striping that is inconsistent, out of date, and at times confusing. Signage should be consistent and communicate clear and positive messages to users. Effective striping will communicate “you can park here,” reduce incidents of damage to vehicles, and facilitate compliance.

Additionally, incorporating the City’s parking logo into the on-street system should be considered as a means of integrating the on- and off-street systems and further brand reinforcement.

TIMELINE: Mid-term (12 – 24 months)

- Replace/upgrade signage.
- Repaint/repair curbs and curb markings.
- Stripe all on-street areas where parking is allowed.

Estimated Costs (STRATEGY 5)

In a previous study conducted for Prineville, Oregon, the City estimated it spends \$145 per block to stripe parallel parking in its downtown. Using this estimate, a budget of \$5,000 annually for on-street stripe upgrades and maintenance would accommodate nearly 35 typical city blocks. This budget is likely to decrease as routine maintenance is implemented. Individual street signs average \$150-\$300 each.



McMinnville: Faded striping

STRATEGY 6

Upgrade the 5th Avenue public garage (e.g., exterior signage, interior lighting, signage, etc.).

Given the proximity of the 5th Avenue public garage to the Downtown core, upgrading the garage would set a higher standard for appearance, format, and design for the off-street system. The garage should increase its interior lighting and exterior signage, utilizing the City branding to encourage long-term users and overflow from the higher occupied on-street blocks.



A new and improved garage would help set a new standard for parking in McMinnville, encouraging private lot owners to upgrade and setting the tone for future parking development.



Views of 5th Avenue Garage

TIMELINE: Near-term (0 – 12 months)

- Evaluate and cost needed improvements to the 5th Avenue garage.

TIMELINE: Mid- to Long-term (12 – 24 months)

- Initiate and complete garage upgrades.

Estimated Costs (STRATEGY 6)

Not enough is known regarding current maintenance costs associated with the garage to estimate costs at this time. These costs would be determined during the near-term assessment/evaluation.

STRATEGY 7

Clarify existing code guidelines related to shared parking opportunities that could impede efficiencies for allowing non-accessory access in existing and new off-street parking development.

The current code for off-street parking ([Chapter 17.60](#)) lacks clear language for encouraging the sharing of parking supplies between existing land uses on private surface parking lots in the downtown. Though the existence of some organic shared use agreements may be in place, it was not clear whether they would be allowed by City code. For instance, could an owner of an existing lot (with unused supply) provide and/or sell that unused supply to general users of the downtown (e.g., visitor and/or employees of the corridor)? Could the owner of an existing parking lot (with surplus supply) begin charging for parking on evenings and weekends for accessory and non-accessory users? Code language related to how existing parking can or could be used to serve existing uses is unclear and could be clarified in 17.60.120.

The City and stakeholders indicate that they favor greater shared use of existing (and future) off-street supplies. This strategy may simply be a housekeeping exercise to ensure that shared use for existing and new parking supply is clearly allowed and communicated.

TIMELINE: Mid-term (0 – 12 months)

- Reexamine and/or clarify McMinnville’s parking code as regards shared uses.

Estimated Costs (STRATEGY 7)

There should be no additional costs associated with this recommendation if it can be initiated as a staff-led effort in consultation with the City Council.

STRATEGY 8

Identify off-street shared-use opportunities based on data from 2017 off-street occupancy study. Establish goals for transitioning employees to off-street parking, begin outreach to opportunity sites, negotiate agreements, and assign employees to facilities.

The majority of parking in the downtown is off-street in privately owned assets. Per the 2017 downtown parking study, there are significant surpluses in the off-street supply. Based on the principle that “all parking should be seen as a community resource,” shared uses of privately owned parking should be identified and pursued.

Figure G provides an illustration from the 2017 study of peak-hour occupancies in off-street lots. At the 42 sites surveyed, nine are occupied at levels greater than 85%. The remainder maintain surplus supply; approximately 650 stalls are empty in the peak weekday hour (11:00 AM – 12:00 PM).

Extrapolating this data to the entire off-street supply (75 sites) would leave as many as 854 stalls unused in the peak hour. This is an untapped resource for “getting the right parker to the right stall”—in this case, transitioning employees to off-street facilities—and for absorbing new demand.

Figure G: Potential Shared Use Opportunity Sites

TIMELINE: Near-term (0 - 12 months)

- Use data from the 2017 downtown parking study to identify facilities that could serve as reasonable shared-use opportunity sites. Criteria could include proximity to employers, a meaningful supply of empty stalls, pedestrian/bike connectivity, walking distance/time, safety and security issues, etc.
- Based on the above, develop a short list of opportunity sites and identify owners.
- Establish a target goal for the number of downtown employees to transition into opportunity sites.

TIMELINE: Mid-term (12 – 24 months)

- Begin outreach to owners of private lots.
- Negotiate shared-use agreements.

TIMELINE: Long-term (24 – 36+ months)

- Obtain agreements from downtown businesses to participate in the employee assignment program.
- Implement program.

Estimated Costs (STRATEGY 8):

It is estimated that costs associated with this strategy would be mostly expended in efforts of existing staff and/or partnerships with the McMinnville Downtown Association to identify opportunity sites and conduct outreach to potential private sector participants. Planning may determine that funds are needed to create incentives and/or improve the condition of facilities and connections.

STRATEGY 9

Explore valet options (with downtown restaurants) and overnight parking opportunities (with hotels) for use of surpluses in the City garage.

With a surplus of parking located in the 5th Avenue Garage, downtown restaurants and hotels could use the 222 parking stalls as a valet parking option. Peak occupancy was 81.5% during the weekday (10:00 – 11:00 AM), while weekend occupancy dropped significantly to 17.6%, leaving 183 unoccupied stalls in the peak hour (3:00 – 4:00PM). The high occupancy area is along NE 3rd Street; therefore, a two-block valet parking option should be explored, especially as on-street parking becomes more congested in the future.



5th Avenue Garage

TIMELINE: Near- to mid-term (0 – 12 months)

- Engage the McMinnville Downtown Association, and local restaurants and hotels to determine interest/feasibility of implementing a valet program in the 5th Avenue garage.

TIMELINE: Mid-term to Long-term (12 - 36+ months)

- Outline local valet programs – logistics, contracts, protocols, oversight.
- Ensure garage upgrades (Strategy 6) coincide with valet program and that routine data collection enables a well-managed valet program for the local community.

Estimated Costs (STRATEGY 9)

There should be minimal additional costs associated with this recommendation if it can be initiated as a staff level, hosted by the City in partnership with downtown business interests. Costs of valet services can be in the range of \$20 - \$25 per hour. These costs can be off-set by fees charged to park (if applicable).

STRATEGY 10

Add bicycle parking at strategic locations to create connections between parking and the downtown.

When we talk about parking management, we're not just talking about cars. Communities throughout Oregon support bicycling as a key sustainable transportation strategy, and the Oregon Transportation Planning Rule requires it for new developments. McMinnville can become a city that encourages a "park once" philosophy, where people park their vehicles and then bike or walk to shop, dine, and recreate in the downtown. Providing adequate bicycle parking can also expand the capacity of the overall parking supply. The city has a few staple racks in front of retail stores, but more racks are a visible indicator of a bike-friendly community.

It is recommended that the City expand its approach to bike parking to deliver a four-strategy approach. It is assumed that this would support future efforts to expand the City's bike lane network.

The four-strategy approach includes:

- a) *Sidewalk bike parking*
Identify locations for added bike parking in pedestrian amenity zones.
- b) *Bike corrals*
Identify locations for bike corrals on-street and in plaza areas adjacent to high-traffic businesses.
- c) *Bike parking on private property*
Identify areas on private property for bike parking improvements, especially for employees, e.g. interior bike cages, wall rack locations, and other secure areas.
- d) *Identify funding/incentives*
Assemble funding sources necessary to implement a) – c).



"Zagster" Bike Share – Bend, OR



Example: Art Rack Baker City, OR

TIMELINE: Near- to Mid-term (0 – 24 months)

- Identify on- and off-street locations for bike racks, bike boxes, and bike corrals.
- Add high-visibility bike parking throughout downtown, encouraging visitors to stop and shop all of throughout downtown.

TIMELINE: Long-term (24 – 36 months)

- Consider using bike corrals or clusters in parking areas to maximize bike parking.

Estimated Costs (STRATEGY 10)

The cost of inventorying potential bike parking locations could be incorporated into the data collection portion of Strategy 15 below. Site identification could also be done through volunteer efforts and by working with downtown stakeholders and bike advocates. Costs are likely minimal.

Estimated unit costs³ for actual bike infrastructure:

- Staple or inverted U racks⁴: \$150-\$200
- Wall-mounted racks: \$130-\$150
- Bike corral \$1,200⁵
- Art rack variable based on design

STRATEGY 11

Establish business-to-business outreach and communications on parking issues and planning.

This strategy is most likely an addendum to Strategy 1, which uses the Parking Work Group as a source for targeted strategic communications to downtown businesses, employees, and the broader community. However, it is listed here as Strategy 11 because outreach and communications are most successful when key plan elements are formalized and packaged in clear, focused, and concise terms. This would involve completion of signage upgrades (Strategies 3 and 4) and brand enhancement (Strategy 6).

A program of visits to downtown businesses with informational materials and “open ears” would be employed. This could be accommodated through the McMinnville Downtown Association or Work Group volunteers. Information from such visits would be catalogued and reported back to the Work

³ Does not include the cost of installation.

⁴ The consultant discourages the use of ‘wave’ racks, as they are more difficult to get a bike in and out of and do not provide two points of contact on the bicycle, which makes them more prone to falling over.

⁵ Based on City of Portland cost estimate for six staple racks (12 bike parking spaces), striping, bollards, and installation.

Group. Similar programs are in place in other cities, including Gresham (“Customer First”) and Oregon City (through the Oregon City Main Street Partnership).

TIMELINE: Near- to mid-term (0 – 24 months)

- Support outreach efforts of a downtown Parking Work Group.
- Work with the McMinnville Downtown Association and City staff to participate in and support the Work Group in these efforts.

TIMELINE: Long-term (24 – 36+ months)

- Conduct ongoing outreach and communications with downtown stakeholders supported by sound data and targeted outcomes.

Estimated Costs (STRATEGY 11)

Key costs for outreach include materials development (graphic design of brochures, flyers, web-based resources, etc.). Estimated costs could range from \$1,500 to \$3,000 annually.

STRATEGY 12

Develop and adopt a policy and process for the formation of Residential Parking Permit Zones in residential neighborhoods adjacent to the downtown impacted by parking spillover from downtown commercial growth.

Residential parking permit programs are one means to minimize parking conflicts between residents and neighboring commercial areas as it creates a process and a program which has clear guidelines for all users. With the continuing growth of the downtown, neighboring residents are likely have or are going to see an uptick in short-term vehicle trips associated with local retail/restaurants. Working with the neighborhood and local businesses, it is recommended that the City work to develop and adopt a process for the development of a Residential Parking Program (RPP). Many cities throughout the country have adopted similar programs with great success; Portland, Hood River, Corvallis, OR being examples.



TIMELINE: Near- to mid-term (0 – 24 months)

- Work with the local neighborhoods abutting the downtown as well as local businesses to craft an agreed upon policy and process for establishment of a Residential Parking Permit (RPP) program for the City of McMinnville.
- Establish initial and on-going metrics that need to be in place to ensure the majority of residents within a determined boundary are in agreement to partake in an RPP.

TIMELINE: Long-term (24 – 36+ months)

- Bring a policy to City Council for adoption of a Residential Parking Permit program.

Estimated Costs (STRATEGY 12)

This strategy has potential cost impacts associated with the maintenance and implementation of the program for the City. However, many cities recover costs through fees charged for the permits.

STRATEGY 13

Explore and develop funding options for maintaining the existing parking supply and funding future growth.

A wide range of funding sources and revenue streams could be used to implement an enhanced parking management plan and develop new parking capacity in McMinnville. Given the costs associated with building structured parking facilities, considering new and feasible funding mechanisms is prudent. The lists of potential sources here are not exhaustive, nor are these sources mutually exclusive. Funding for parking facilities, particularly garages, in emerging urban areas generally requires multiple sources.

The use of fees continues to evolve as various State laws or City ordinances are authorized. Implementation of fees should be reviewed by the City Attorney to determine their feasibility in light of applicable laws.

The options below assume a more detailed discussion of the role of the City in future funding of parking, and public discussion regarding use of public funds to build and operate new systems.

Options Affecting Customers

User Fees

Many cities collect revenue through parking meters and/or sale of permits, and direct it to parking or transportation development enterprise funds. Transit or shuttle riders pay in the form of fares. These funds can be used to construct or bond for additional parking or transit capacity.

Event Ticketing Surcharges

Surcharges may be imposed in conjunction with local and regional facilities (e.g., performing arts, sports, and concert venues) to support development of access systems. Fees are generally applied to ticket costs.

Parking Fines

Revenues are collected for parking violations and a portion directed to parking development enterprise funds.

Options Affecting Businesses

Parking and Business Improvement Area or District (BIA or BID)

An assessment on businesses and/or property owners, these can be based on assessed value, gross sales, square footage, number of employees, or other factors established by the local legislative authority. Salem, Oregon assesses a fee on businesses in its downtown Parking District to support parking services and future supply. Portland assesses a business income tax through the State of Oregon to support transit.

Options Affecting Property Owners

Special or Local Improvement District (SID/LID)

An SID or LID is a property tax assessment that requires value-based approval by property owners within a specifically identified boundary. LIDs usually result from a petition process requiring a majority of owners to agree to an assessment for a specific purpose—in this case, a parking facility infrastructure improvement.

Options Affecting Developers

Fee-in-Lieu

Developers may be given the option to pay a fee in lieu of providing parking with a new private development. Fees-in-lieu provide the developer access entitlements to public parking facilities near the development site.

Fees-in-lieu can be assessed up to the full cost of parking construction. However, most programs have fees that are less than the full cost of development. Therefore, fees-in-lieu do not provide sufficient revenue to fully fund parking facilities, and are combined with other revenue sources.

If a fee-in-lieu is considered a realistic funding source, the City should be clear on its role and responsibility in providing new parking supply. As mentioned in Section C regarding potential challenges, “determining and clarifying the City’s role in facilitating, managing, and most importantly growing the parking supply” is critical.

In this regard, there will need to be greater clarity on the intent and purpose of the fee, its use in increasing parking capacity, and the commitment(s) the City will make to those who pay the fee. Lack of specificity in this regard limits discussion of the type of fee, the rate, and the programs and strategies needed to achieve desired outcomes. A useful guide to the diversity of cash-in-lieu programs and their advantages and disadvantages is Donald Shoup, *Journal of Planning and Education Research*, 18:307-320, 1999.

Public/Private Development Partnerships

Development partnerships are generally associated with mixed-use projects in which parking is used to reduce the cost of private office, retail, or residential development. Public/private development can occur through a variety of arrangements, including:

- a) Public acquisition of land and sale or lease of land/air rights not needed for parking to accommodate private use.
- b) Private development of integrated mixed-use development with sale or lease-back of the public parking portion upon completion.
- c) Responsibility for public sector involvement directly by the City, through a public development authority or other special purpose entity, such as a public facility district created for the project district or downtown area.

Options Affecting the General Public

General Obligation (GO) Bonds

Local jurisdictions may issue voted or non-voted bonds to develop parking or transit infrastructure, subject to overall debt limit requirements. With GO bonding, the municipality pledges its full faith and credit to repayment of the debt from general fund resources. In effect, general fund revenues would be reserved to repay debt that could not be supported by parking or transit revenues alone. Again, there may be imposed limits on the municipality for voter-approved or non-voted debt.

Refinancing GO Bonds

This involves refinancing existing debt at lower rates, and pushing the savings from the general fund to debt coverage for new infrastructure. In these times of lower interest rates, the City of Newberg may have already maximized this option.

Revenue Bonds

Revenue bonds dedicate parking fees and other designated revenue sources to the repayment of bonds, but without pledging the full faith and credit of the issuing authority. Revenue bonding is not appropriate in situations where a local jurisdiction's overall debt limit is a factor and projected revenues are insufficient to cover required debt service.

63-20 Financing

A potential alternative to traditional GO bonds, revenue bonds, and LID bond financing, 63-20 financing allows a qualified nonprofit corporation to issue tax-exempt bonds on behalf of a government. Financed assets must be capital and must be turned over free and clear to the government by the time bonded indebtedness is retired. When a municipality uses this technique to finance a public facility, it can contract for the services of a nonprofit corporation (as the issuer) and a builder. The issuer acts on behalf of the municipality, but has no real business interest in the asset being acquired.

Community or Urban Renewal (Tax Increment Financing)

Though originally created for the limited purpose of financing the redevelopment of blighted communities, tax increment financing (TIF) has developed into an integral part of the revenue structure of many local governments. The rapid growth of TIF as an economic development technique of choice to finance land acquisition, site development, and property rehabilitation/revitalization began in the early 1980s. Tax increment financing can provide an ongoing source of local property tax revenue to finance economic development projects, and other physical infrastructure projects, without having to

raise property tax rates. Moreover, TIF can leverage future general fund revenues to support the repayment of property-tax backed debt, without having to go directly to voters for approval, and without violating debt limitations.

State and Federal Grants

In the past, a variety of state and federal grant programs have been applied to funding parking and transit infrastructure in business districts. In the current environment of more limited government funding, there may no longer be readily identifiable programs suitable for parking facility development, though transit may be more feasible.

General Fund Contribution

Local jurisdictions may make either one-time capital or ongoing operating contributions to a downtown parking or transit/shuttle program.

TIMELINE: Near- to mid-term (0 – 24 months)

- Evaluate the range of funding options outlined above.
- Narrow to the most feasible and beneficial options.

TIMELINE: Long-term (24 – 36+ months)

- Implement and pursue the most promising strategies.

Estimated Costs (STRATEGY 13):

This is very much a process task, requiring research and conversations with City policy- and decision-makers and legal counsel, and discussion with a range of potentially affected stakeholders. For the purposes of this discussion, it is assumed that costs would be absorbed internally by the City.

STRATEGY 14

Identify strategically located surface parking lot for lease or purchase as a long-term public parking asset.

As McMinnville continues to develop and experience increasing parking concerns, it is recommended that the City begin to identify surface lot(s) for long-term lease or outright purchase as a long-term asset. Having options for parking or development as residents, employees and visitors utilize the downtown would allow for added flexibility and growth management. A strategic surface lot can also serve as a future parking garage site, once demand necessitates it and financing/funding have been identified (Strategy 13).

A surface lot could also be used for interim event parking (UFO Fest, Farmers Market overflow), employee parking, shared use parking with neighboring retailers and/or hotels, and/or additional visitor

parking – to name a few examples. Having a long-term strategically located asset within a growing and successful downtown should be a key consideration for the City.

TIMELINE: Near- to Mid-term (0 – 24 months)

- Establish selection criteria that support City and community goals and provide flexibility for use of the site.
- Develop a list of potential sites for an additional off-street public parking facility.

TIMELINE: Long-term (24 – 36+ months)

- Identify potential funding sources (Strategy 13).
- Narrow candidate sites based on approved criteria and consultations with potential developers.
- Begin conversations/negotiations with property owners of potential sites on the narrowed candidate list.
- Procure site through long-term lease or purchase.

Estimated Costs (STRATEGY 14)

This long-term strategy has potentially significant cost impacts, much of which will depend on the market value of land at the time of purchase.

STRATEGY 15

Develop a reasonable schedule of data collection to assess performance of the downtown parking supply, including on- and off-street inventory and occupancy/utilization analysis.

Objective, up-to-date data on occupancy, seasonality, turnover, duration of stay, patterns of use, and enforcement will help the City and stakeholders make better-informed decisions as the downtown grows. The data gathered in 2017 provides a sound and objective baseline for future assessments of the parking supply and for tracking impacts of implementation of Strategies 1 – 14.

The system for supplementing the baseline does not need to be elaborate, but it should be consistent, routine, and structured to answer relevant questions about the metrics listed above. Data can be collected in samples, and other measures of success can be gathered through third-party or volunteer processes. It is recommended that updates occur at least every two years.

The methodology for conducting the 2017 parking inventories and data analyses is provided in Oregon Transportation & Growth Management's Parking Made Easy: A Guide to Managing Parking in Your Community, specifically Chapter 7. The guide can be found at www.oregon.gov/LCD/TGM/docs/parkingprimerfinal71213.pdf.

TIMELINE: Mid- to long-term (24 – 36+ months)

- Conduct routine turnover and occupancy surveys of the on- and off-street facilities in downtown at least every two years.
- Replicate the 2017 RWC study boundary to have an accurate data comparison.
- Determine a routine schedule and timeline for implementation.
- The Parking Work Group can use this data to inform ongoing decisions in an objective manner.

Estimated Costs (STRATEGY 15)

It is estimated that a data inventory and turnover/occupancy study would range from \$25,000-\$30,000 if conducted by a third-party consultant. Costs can be minimized in subsequent surveys through use of the inventory/database already in place, as well as through sampling and possible use of volunteers to collect data.

IX. SUMMARY

McMinnville is one of Oregon's top destination cities with a bustling and historic downtown and a proven wine tourism backbone. With the extension of the Urban Renewal district and future developments, McMinnville is likely to face new pressure on its parking supply. The strategies above represent a toolbox of methods with which to manage the parking-related challenges and barriers that come with a successful downtown McMinnville.

This report recommends parking management strategies that directly address these issues through data analysis, observation, and stakeholder input. Strategies follow a logical order of implementation to achieve desired results, from near- to mid- to long-term, with estimated costs where appropriate. It is hoped that portions of this plan can be implemented as expediently as possible.

X. STRATEGY MATRIX

Table 3 summarizes the strategies recommended in **Section VIII. PARKING MANAGEMENT STRATEGIES**. This summary can be used as a concise outline of all recommendations and as a checklist of actions needing attention for a possible Downtown Parking Work Group.

Table 3: Recommended Strategies Summary

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
1. Establish a Downtown Parking Work Group as a forum for addressing parking issues in the downtown.	<ul style="list-style-type: none"> Schedule work group meetings routinely to advocate, shepherd, track and communicate plan. Build upon current parking “brand.” 	<ul style="list-style-type: none"> Help facilitate data collection efforts. Assess Plan progress. Provide input to City Council. Coordinate communications with the broader downtown business community. Determine and implement actions. 	<ul style="list-style-type: none"> Evolve into a formal advisory committee to City Council on downtown parking issues and meet on a more frequent (i.e., monthly) schedule. 	There should be no additional costs associated with this recommendation if it can be initiated as a volunteer effort, hosted by the City and/or in partnership with downtown business interests.
2. Establish Guiding Principles for Parking	<ul style="list-style-type: none"> Establish and adopt Guiding Principles 			No additional costs beyond staff time to adopt or endorse.
3. Increase 2-Hour parking stalls and reduce the number of “No-Limit” parking stalls.	<ul style="list-style-type: none"> Use 2017 inventory to identify No-Limit stalls that front visitor oriented businesses. Schedule to replace these stalls with 2-hour parking in conjunction with Strategy 4 below. 			Costs included in work related to Strategy 4.

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
4. Create a critical path timeline to refine and improve the city's current parking signage system and logo. Incorporate logo into on-street meter signage and at all City-owned lots and shared supplies and in parking marketing communications.	<ul style="list-style-type: none"> • Work with stakeholders and the City to create a variety of formats/media types of the current parking brand. 		<ul style="list-style-type: none"> • Deploy branding throughout system. 	It is estimated that engaging a design consultant to carry out the tasks identified above would range from \$15,000 - \$20,000.
5. Upgrade on-street parking signage and striping		<ul style="list-style-type: none"> • Replace/upgrade old signage. • Repaint/repair curbs and curb markings. • Stripe all on-street parking where parking is allowed. 		A budget of \$5,000 annually for on-street stripe upgrades and maintenance would accommodate nearly 35 City blocks. This budget is likely to be lower as routine maintenance is implemented over time. Individual street signs average \$150 - \$300 each.
6. Upgrade the 5 th Avenue public garage.	<ul style="list-style-type: none"> • Assess and evaluated necessary upgrades to the 5th Avenue garage (e.g., signage, lighting, paint, etc.). 	<ul style="list-style-type: none"> • Initiate and complete garage upgrades. 		Not enough is known at this time about current maintenance costs and needed improvements.
7. Clarify code guidelines related to shared parking opportunities that could impede efficiencies for allowing non-accessory access in existing and new off-street parking development.	<ul style="list-style-type: none"> • Reexamine and clarify McMinnville's parking code related to shared uses. 			There should be no additional costs associated with this recommendation if it can be initiated as a staff led effort in consultation with the City Council.

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
8. Identify off-street shared-use opportunities based on data from 2016 off-street occupancy study. Establish goals for transitioning employees to off-street parking, begin outreach to opportunity sites, negotiate agreements, and assign employees to facilities.	<ul style="list-style-type: none"> Use data from the 2017 downtown parking study to identify facilities that could serve as reasonable shared use opportunity sites. Based on the above, develop a short list of opportunity sites and identify owners. Establish a target goal for the number of downtown employees to transition into opportunity sites. 	<ul style="list-style-type: none"> Begin outreach to owners of private lots. Negotiate shared use agreements. 	<ul style="list-style-type: none"> Obtain agreements from downtown businesses to participate in the employee assignment program. Implement program. 	Costs associated with this strategy would be mostly expended in efforts of existing staff and/or partnerships with the McMinnville Downtown Association to identify opportunity sites and conduct outreach to potential private sector participants. Planning may determine that funds are needed to create incentives and/or improve the condition of facilities and connections.
9. Explore valet options (with downtown restaurants) and overnight parking opportunities (with hotels) for use of surpluses in the City garage	<ul style="list-style-type: none"> Engage the McMinnville Downtown Association, and local restaurants and hotels to determine interest/feasibility of implementing a valet program in the 5th Avenue garage. 	<ul style="list-style-type: none"> Outline local valet programs – logistics, contracts, protocols, oversight, etc. Ensure garage upgrades coincide with valet program and that routine data collection enables a well-managed valet program for the local community. 		There should be minimal additional costs associated with this recommendation if it can be initiated as a staff level, hosted by the City in partnership with downtown business interests. Costs of valet services can be in the range of \$20 - \$25 per hour. These costs can be off-set by fees charged to park (if applicable).
10. Add bike parking at strategic locations to create connections between parking and the downtown.	<ul style="list-style-type: none"> Identify on and off-street locations for bike racks, bike boxes, and bike corrals. Add high-visibility bike parking throughout downtown, encouraging visitors to stop and shop 		<ul style="list-style-type: none"> Consider using bike corrals or clusters in parking areas to maximize bike parking. 	Site identification could also be done through volunteer efforts and by working with downtown stakeholders and bike advocates. Costs vary based on type of system installed.

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
11. Establish business-to-business outreach and communications on parking issues and planning.	<ul style="list-style-type: none"> Support outreach efforts of a Downtown Parking Work Group. Work with the McMinnville Downtown Association and City staff to participate in and support the Work Group in these efforts. 	<ul style="list-style-type: none"> On-going outreach and communications with downtown stakeholders supported by sound data and targeted outcomes. 		Key costs for outreach include materials development (e.g., brochures, flyers, etc.). It is estimated this could be adequately covered in the McMinnville downtown for approximately \$2,500 annually.
12. Develop and adopt a policy and process for the formation of Residential Parking Permit Zones in residential neighborhoods adjacent to the downtown impacted by parking spillover from downtown commercial growth.	<ul style="list-style-type: none"> Work with the local neighborhoods abutting the downtown as well as local businesses to craft and agreed upon a replicable RPP program Establish initial and on-going data metrics for the program. 		<ul style="list-style-type: none"> Bring policy to City Council for adoption. 	This strategy has potential cost impacts associated with the maintenance and implementation of the program for the City. However, many cities recover costs through fees charged for the permits.
13. Explore and develop funding options for maintaining the existing parking supply and funding future growth.	<ul style="list-style-type: none"> Evaluate the range of funding options outlined above. Narrow to most feasible and beneficial. 		<ul style="list-style-type: none"> Implement and pursue most promising strategies. 	This is very much a process task, requiring research and conversations with City policy- and decision-makers and legal counsel, and discussion with a range of potentially affected stakeholders. For the purposes of this discussion, it is assumed that costs would be absorbed internally by the City.
14. Identify strategically located surface parking lot for lease or purchase as a long-term public parking asset.	<ul style="list-style-type: none"> Establish selection criteria that support City and community goals and provides flexibility for use of the site. Develop a list of potential sites for an additional 		<ul style="list-style-type: none"> Identify potential funding sources (Strategy 13) Procure site through long-term lease or purchase. 	This long-term strategy has potentially significant cost impacts, much of which will depend on the market value of land at the time of purchase.

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
15. Develop a reasonable schedule of data collection to assess performance of the downtown parking supply, including on- and off-street inventory and occupancy and utilization analysis.	<ul style="list-style-type: none"> A baseline parking inventory of all on and off-street parking within the downtown has been completed in 2017. 	<ul style="list-style-type: none"> Conduct routine turnover and occupancy surveys of the on and off-street facilities in downtown no less than every two years. Replicate the 2017 RWC study boundary to have an ‘apples to apples’ data comparison. Determine data collection routine schedule/timeline for implementation. The Parking Work Group can use this data to inform ongoing decisions in an objective manner. 		A turnover/occupancy study would range from \$25,000 - \$30,000 if conducted by a third party consultant.

ATTACHMENT A

Summary of Off-street Parking Inventory

The table below illustrates the entire off-street parking inventory identified by Lot ID, site name, number of stalls, and the percentage of the off-street supply. Of the seventy-five off-street sites, forty-two (42) sites were surveyed for parking utilization during the data collection process, including four (4) public off-street lots (Lot #s 27, 28, 47, 50).

Table: 2017 Downtown McMinnville Off-Street Inventory by Site

Lot ID	Off-Street Parking Sites ⁶	Stalls	% of Total
1	McMinnville Chamber of Commerce	29	1.4%
2	Citizens Bank	31	1.5%
3	Ticor Title	11	0.5%
4	Dutch Bros	3	0.1%
5	Oregon Mutual Insurance	140	6.8%
6	Oregon Mutual Insurance – Rear	22	1.1%
7	Yamhill County Family + Youth Program	19	0.9%
8	Vacant Building	7	0.3%
9	The Springs Living	13	0.6%
10	Frontier	7	0.3%
11	Board of County Commissioners	19	0.9%
12	Dept. Planning + Dev	19	0.9%
13	Yamhill Co Public Health	33	1.6%
14	Court Appointed Advocates	6	0.3%
15	Private Residence	5	0.2%
16	707 NE 5th St	4	0.2%
17	Galloway Place	2	0.1%
18	Cynthia Kaufman Noble LLC	5	0.2%
19	Utility Yard	6	0.3%
20	Boxer Boys	4	0.2%
21	Cellar Ridge Construction	7	0.3%
22	Elizabeth Chambers Winery	10	0.5%
23	Buchanan Cellars	5	0.2%

⁶ Sites highlighted in red were not surveyed for parking utilization during the data collection phase of this study.

Lot ID	Off-Street Parking Sites ⁶	Stalls	% of Total
24	Carlyle Construction	8	0.4%
25	Cozine House/ First Federal	17	0.8%
26	Retail Parking	10	0.5%
27	Retail – 2 Hour Parking	26	1.3%
28	Retail – 2 Hour Parking	30	1.5%
29	US Bank	20	1.0%
30	Retail Parking	3	0.1%
31	Retail Parking	3	0.1%
32	News Register	37	1.8%
33	News Register	13	0.6%
34	McMinnville Glass Shop Entrance	5	0.2%
35	Portland & Western McMinnville Depot	20	1.0%
36	Lost in the 50s	10	0.5%
37	Village Outlier/ Yamhill County	54	2.6%
38	Third Street Animal Hospital	4	0.2%
39	Golden Valley	58	2.8%
40	Mini Super Hidalgo	19	0.9%
41	Acupro Oregon Computer Sales	14	0.7%
42	Northwest Spine & Sport	9	0.4%
43	Acupro Oregon Computer Sales	40	2.0%
44	HBF International	69	3.4%
45	First Federal	64	3.1%
46	Berkshire Hathaway	11	0.5%
47	Public - 2 Hour Parking	29	1.4%
48	Public – All Day Parking	17	0.8%
49	Key Bank	20	1.0%
50	Public – 2 Hour Parking	53	2.6%
51	Multi-Tenant Parking	15	0.7%
52	The Springs Living	5	0.2%
53	Rays Auto Service Back lot	27	1.3%
54	Rays Auto Service Front lot	0	0.0%
55	Unknown	27	1.3%
56	K Mini Mart	13	0.6%
57	Headstart of Yamhill County	15	0.7%
58	Headstart of Yamhill County – Bus Parking	10	0.5%

Lot ID	Off-Street Parking Sites ⁶	Stalls	% of Total
59	McMinnville Praise Assembly	40	2.0%
60	Mountain View – Dr. Marvin Johnson and Thomas Kolodge	24	1.2%
61	Farmers Insurance	23	1.1%
62	James Catholic Church/ School	128	6.3%
63	McMinnville Fire Department	34	1.7%
64	Public – All Day Parking/ Civic-City Hall	38	1.9%
65	Public – All Day Parking	15	0.7%
66	First Presbyterian Church	12	0.6%
67	First Presbyterian Church – Rear	15	0.7%
68	Macy & Son Memorial Chapel	25	1.2%
69	Poseyland Florist	7	0.3%
70	McMinnville Co-op/ Public – All Day Parking	49	2.4%
71	US Post Office	31	1.5%
72	Authorized Vehicles Only	69	3.4%
73	5th Avenue Garage	222	10.8%
74	The Granary	120	5.9%
75	McMinnville Grand Ballroom	13	0.6%
	Off-Street Supply (75 sites)	2,046	100%
	Off-Street Supply Surveyed (42 sites)	1,665	81.4%

MEMORANDUM

To: Heather Richards, City of McMinnville
From: Rick Williams, Owen Ronchelli, and Pete Collins, RWC
Date: September 6, 2017
Project: Downtown McMinnville Parking Study
Subject: **Task 2: Technical Memorandum 1 – Inventory Summary**

This memorandum summarizes the project purpose as well as presents the inventory of the on- and off-street parking supply within the downtown McMinnville Parking Study Area. The purpose of the project is to provide an objective understanding of parking behavior in downtown using accurate data and to develop management strategies the City can implement to compliment an already thriving and growing Downtown McMinnville.

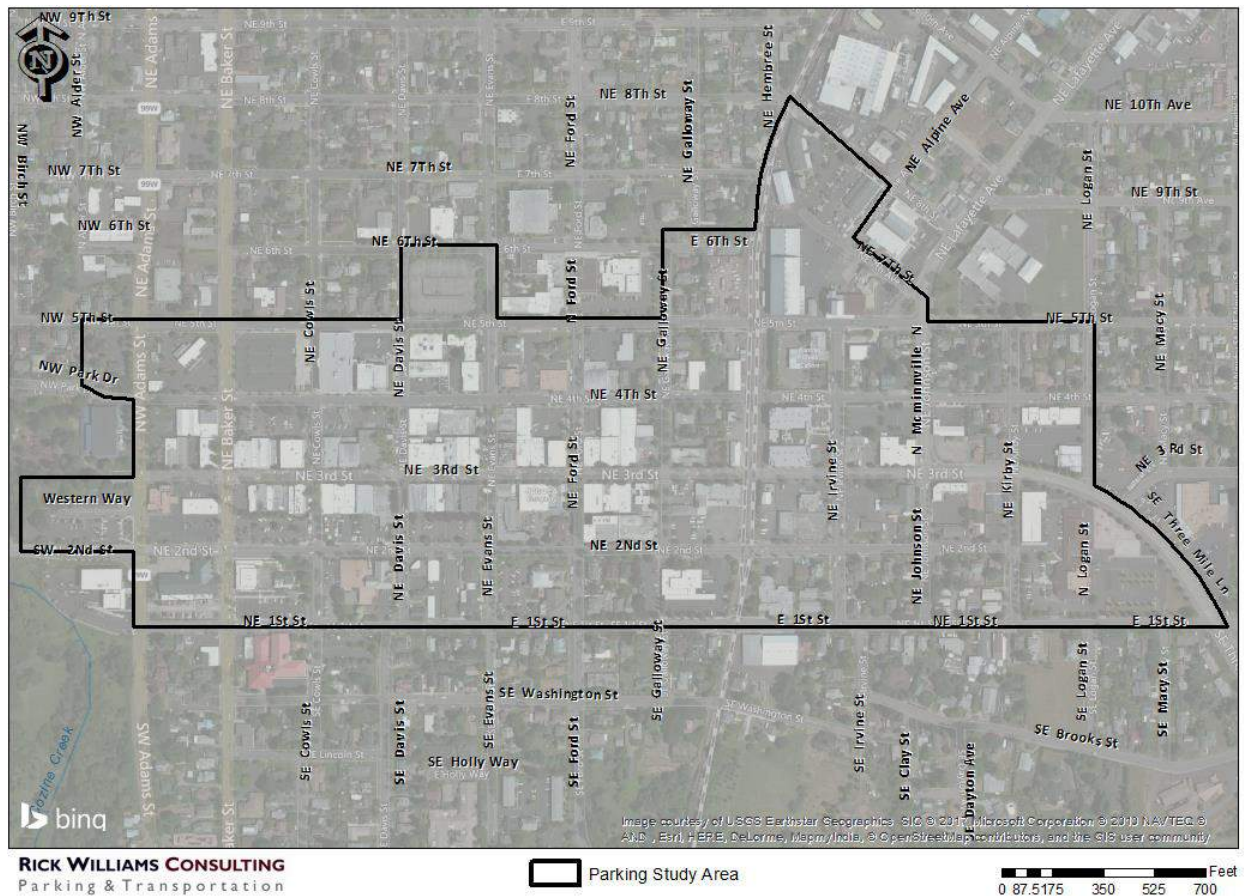
This technical memorandum sets out to accurately summarize the complete on and off-street parking supply within the study area boundary as provided for in Task 2 of the project work scope.

I. STUDY AREA

The City of McMinnville is interested in an objective assessment of the dynamics of use within the parking supply, both on-street and off-street (public and private) associated with the area north of 1st Street, south of 5th Street and extension, east of NW Adams Street/NW Birch/NW Alder and west of N Logan Street/SE Three Mile Lane. The study area was determined in conjunction with the project Stakeholder Advisory Committee and city staff.

The inventory provides a categorization (i.e., on and off-street, by time restriction, by lot or garage) of the parking supply that exist to support the business and commerce, and residences of the downtown. To this end, this study focuses on on-street parking stalls located within close proximity to the downtown core along NE 3rd Street as well as 75 off-street lots (both public and private) located throughout the study area. The inventory of off-street lots are evaluated as sites that currently, or could possibly, serve commercial uses in the downtown. **Figure A** (page 2) illustrates the Downtown McMinnville study area boundary.

Figure A: Parking Inventory Study Area



II. PARKING SUPPLY

The consultant team inventoried the on and off-street parking supply on the morning of Monday, May 8th, 2017. The inventory day was selected in consultation with McMinnville City staff as were specific streets and lots seen as reasonably serving downtown uses and/or showing potential for serving downtown activities.

The total supply of parking within the parking study includes 2,845 parking stalls, of which 798 (28%) are on-street stalls and 2,047 (72%) are off-street stalls located on 75 off-street sites. Four (4) off-street public parking lots are included as part of the comprehensive off-street inventory. Components used as the basis for the parking study assessment include:

On-Street

As all of on-street parking stalls are within close proximity to the Downtown core, 100% of the on-street stalls was inventoried and subsequently surveyed, amounting to 798 on-street stalls. Stalls were categorized by type (i.e. timestay, NL (No Limit) and ADA (American Disability Act – Handicapped) stalls).

Table 1 presents a breakout of the on- and off-street parking inventoried in Downtown McMinnville.

Table 1: 2017 Downtown McMinnville On-Street Inventory

Stalls by Type	Stalls	% of Total
10 Minutes (Signed)	1	< 1%
15 Minutes (Signed)	1	< 1%
2 Hours (Signed)	282	35.3%
ADA Accessible (Signed)	21	2.6%
No Limit	493	61.8%
<i>On-Street Supply</i>	<i>798</i>	<i>100%</i>
Off-Street Supply (75 sites)	2,047	100%
<i>Off-Street Supply Surveyed (42 sites)</i>	<i>1,666</i>	<i>81.4%</i>
<i>Off-Street 2 Hour Parking Supply¹</i>	<i>138</i>	<i>6.7%</i> <i>(of off-street supply)</i>
Total Supply	2,845	100%
Total Supply Surveyed	2,464	86.6%

From **Table 1** the following on-street findings can be derived:

- 35% of the on-street supply is provided in the form of 2 Hour stalls.
- 62% of the supply is provided in the form of No Limit stalls, or stalls with no time restrictions.
- Nearly 3% of the on-street supply is devoted to ADA Accessible stalls.
- Only two stalls in the downtown study area are dedicated to quick trips (stalls of 30 minutes or less).

Off-Street

The entire public and private off-street parking supply has 2,047 stalls spread across 75 sites. The parking inventory captures all parking stalls within the study boundary including small parking areas in alleyway (if applicable), reserved stalls for specific user groups (e.g., emergency vehicles, ADA Accessible, etc.). As such, this represents the total available off-street parking supply for all users of the

¹ A sub-category of off-street stalls dedicated to short-term stays (stays of 2 hours or less).

Downtown. When it comes to the data collection effort, measuring parking utilization, only a portion of those stalls will be evaluated. This is done to make efficient use of survey resources; managing data collection costs while also delivering highly accurate findings. That sampling of off-street sites is noted in **Table 1 – Off-Street Supply Surveyed (42 sites)**. Of the total supply, 1,666 stalls will be evaluated for occupancy which represents an 81% sample of the whole off-street system – a highly statistically valid and accurate sample of off-street parking behavior/utilization.

From **Table 1** the following off-street findings can be derived:

- The public and private off-street parking system has 2,047 parking stalls.
- The 2,047 stalls are distributed across 75 individual sites throughout the study area.
- 138 stalls (7% of the supply) are designated for short-term stays, 2 Hour parking.
- 81% of the total off-street supply will be sampled for parking utilization.

Table 2 illustrates the entire off-street parking inventory identified by Lot ID, site name, number of stalls, and the percentage of the off-street supply. Of the seventy-five off-street sites, forty-two (42) sites will be surveyed for parking utilization during the data collection process, including four (4) public off-street lots (Lot #s 27, 28, 47, 50). **Figure B** (page 7) displays the geographical distribution of all the off-street parking sites included in the inventory identified by Lot ID number.

Table 2: 2017 Downtown McMinnville Off-Street Inventory by Site

Lot ID	Off-Street Parking Sites ²	Stalls	% of Total
1	McMinnville Chamber of Commerce	29	1.4%
2	Citizens Bank	31	1.5%
3	Ticor Title	11	0.5%
4	Dutch Bros	3	0.1%
5	Oregon Mutual Insurance	140	6.8%
6	Oregon Mutual Insurance – Rear	22	1.1%
7	Yamhill County Family + Youth Program	19	0.9%
8	Vacant Building	7	0.3%
9	The Springs Living	13	0.6%
10	Frontier	7	0.3%
11	Board of County Commissioners	19	0.9%
12	Dept. Planning + Dev	19	0.9%

² Sites highlighted in red will not be surveyed for parking utilization during the data collection phase of this study.

13	Yamhill Co Public Health	33	1.6%
14	Court Appointed Advocates	6	0.3%
15	Private Residence	5	0.2%
16	707 NE 5th St	4	0.2%
17	Galloway Place	2	0.1%
18	Cynthia Kaufman Noble LLC	5	0.2%
19	Utility Yard	6	0.3%
20	Boxer Boys	4	0.2%
21	Cellar Ridge Construction	7	0.3%
22	Elizabeth Chambers Winery	10	0.5%
23	Buchanan Cellars	5	0.2%
24	Carlyle Construction	8	0.4%
25	Cozine House/ First Federal	17	0.8%
26	Retail Parking	10	0.5%
27	Retail – 2 Hour Parking	26	1.3%
28	Retail – 2 Hour Parking	30	1.5%
29	US Bank	20	1.0%
30	Retail Parking	3	0.1%
31	Retail Parking	3	0.1%
32	News Register	37	1.8%
33	News Register	13	0.6%
34	McMinnville Glass Shop Entrance	5	0.2%
35	Portland & Western McMinnville Depot	20	1.0%
36	Lost in the 50s	10	0.5%
37	Village Outlier/ Yamhill County	54	2.6%
38	Third Street Animal Hospital	4	0.2%
39	Golden Valley	58	2.8%
40	Mini Super Hidalgo	19	0.9%
41	Acupro Oregon Computer Sales	14	0.7%
42	Northwest Spine & Sport	9	0.4%
43	Acupro Oregon Computer Sales	40	2.0%
44	HBF International	69	3.4%

45	First Federal	64	3.1%
46	Berkshire Hathaway	11	0.5%
47	Public - 2 Hour Parking	29	1.4%
48	Public – All Day Parking	17	0.8%
49	Key Bank	20	1.0%
50	Public – 2 Hour Parking	53	2.6%
51	Multi-Tenant Parking	15	0.7%
52	The Springs Living	5	0.2%
53	Rays Auto Service Back lot	27	1.3%
54	Rays Auto Service Front lot	0	0.0%
55	Unknown	27	1.3%
56	K Mini Mart	13	0.6%
57	Headstart of Yamhill County	15	0.7%
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61	Farmers Insurance	23	1.1%
62	James Catholic Church/ School	128	6.3%
63	McMinnville Fire Department	34	1.7%
64	Public – All Day Parking/ Civic-City Hall	38	1.9%
65	Public – All Day Parking	15	0.7%
66	First Presbyterian Church	12	0.6%
67	First Presbyterian Church – Rear	15	0.7%
68	Macy & Son Memorial Chapel	25	1.2%
69	Poseyland Florist	7	0.3%
70	McMinnville Co-op/ Public – All Day Parking	49	2.4%
71	US Post Office	31	1.5%
72	Authorized Vehicles Only	69	3.4%
73	5th Avenue Garage	222	10.8%
74	The Granary	120	5.9%
75	McMinnville Grand Ballroom	13	0.6%
	Off-Street Supply (75 sites)	2,046	100%
	Off-Street Supply Surveyed (42 sites)	1,665	81.4%

Figure B: Off-Street Parking Inventory Sites



III. SUMMARY

Downtown McMinnville's on-street parking supply is healthy and well distributed throughout the study area. There are only a few block faces that prohibit on-street parking for safety purposes (e.g., adjacent to railroad tracks, near the transit center), consequently the supply is proximate and convenient to most downtown businesses. Most of the short-term parking stall (2 Hour) are appropriately located along 3rd Street, the retail 'main street', and intersecting perpendicular streets between 2nd and 4th Streets. Streets beyond this retail core have some mix of time restrictions depending on their location, but are predominantly made up of No Limit stalls. The off-street system is primarily private or accessory to specific adjacent uses, with a handful of lots in public control catering to shorter-term stays (for trips up to 2 hours), which encourages parking turnover and is supportive of neighboring retail businesses. The off-street system complements the on-street supply by allowing for longer-term stays for both employee and customer use.

McMinnville's parking system appears to be well structured and supportive of commerce activities in the downtown. The forthcoming data collection effort will provide helpful utilization information that will detail how these parking assets are being used and when.

MEMORANDUM

TO: Heather Richards, City of McMinnville
FROM: Rick Williams, Owen Ronchelli, and Pete Collins, RWC
DATE: September 5, 2017
Project: **Downtown McMinnville Parking Study**
Subject: **Task 2: Technical Memorandum 2 – Data Collection Methodology**

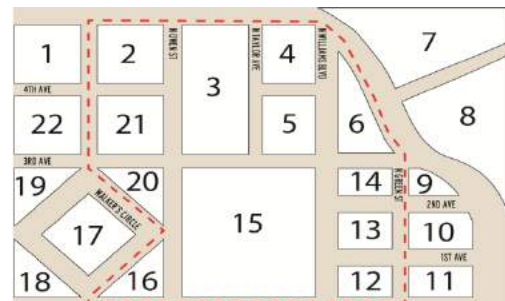
This memorandum presents the methodology for collecting and assessing on- and off-street parking utilization data within the downtown McMinnville parking study area. It describes the processes for developing the inventory, collecting data, entering the data, conducting the analysis, as well as the type of information that will be generated, and how it will be used to evaluate existing and projected parking conditions in the study area.

I. INVENTORY

The parking inventory will serve as a baseline for evaluating existing and projected parking conditions in the study area, cataloging the total number of off-street and on-street parking stalls by location and type. The study area map provided by City of McMinnville staff (**Attachment A**) was used to establish the boundaries for the inventory and data collection effort.

Methodology for On-Street Inventory

1. Use of aerial map(s) to identify all on-street parking stalls in the study area.
2. Assign a unique number to each city block within the area (see **Figure 1**).
3. Format the inventory template to include each block face, with the appropriate number of stalls designated by time restriction (see example, **Attachment B**). The template will include columns that identify:
 - a. Block # (see **Figure 2**, next page)
 - b. Space # (see **Figure 2**)
 - c. Time of day (presented in one-hour increments over the period the city elects to conduct its survey, e.g. 7:00 AM – 7:00 PM).
 - d. Type of space by time restriction.

Figure 1 : Assigning Block Numbers

4. Conduct field verification to catalog all on-street spaces in the study area. Use a measuring wheel to estimate the number of stalls on block faces that lack striping.
5. Incorporate initial and field-verified counts into the final inventory template.

Methodology for Off-Street Inventory

1. Use of aerial map to identify all parking sites in the study area.
2. Correlate the map to GIS shape files of tax lots to determine the relationship of buildings to parking areas (see example, **Figure 3**).
3. Assign unique descriptors to each building/parking site.
4. Create an inventory template that includes information on each site—descriptor, building name, address, type of use, number of parking stalls, etc. The template will be created in Excel.
5. Use aerial maps to count stalls by site.
6. Incorporate these initial counts into the inventory template (see example, **Attachment C**).
7. Record issues related to specific sites (e.g., tree cover, shade, etc.) that limit a full count of stalls on site. These issues will be resolved through field verification.
8. Conduct field verification to catalog all off-street spaces in the study area.

Figure 2: Parking Inventory Diagram

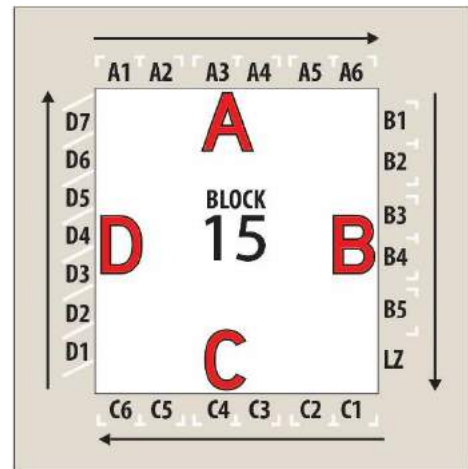
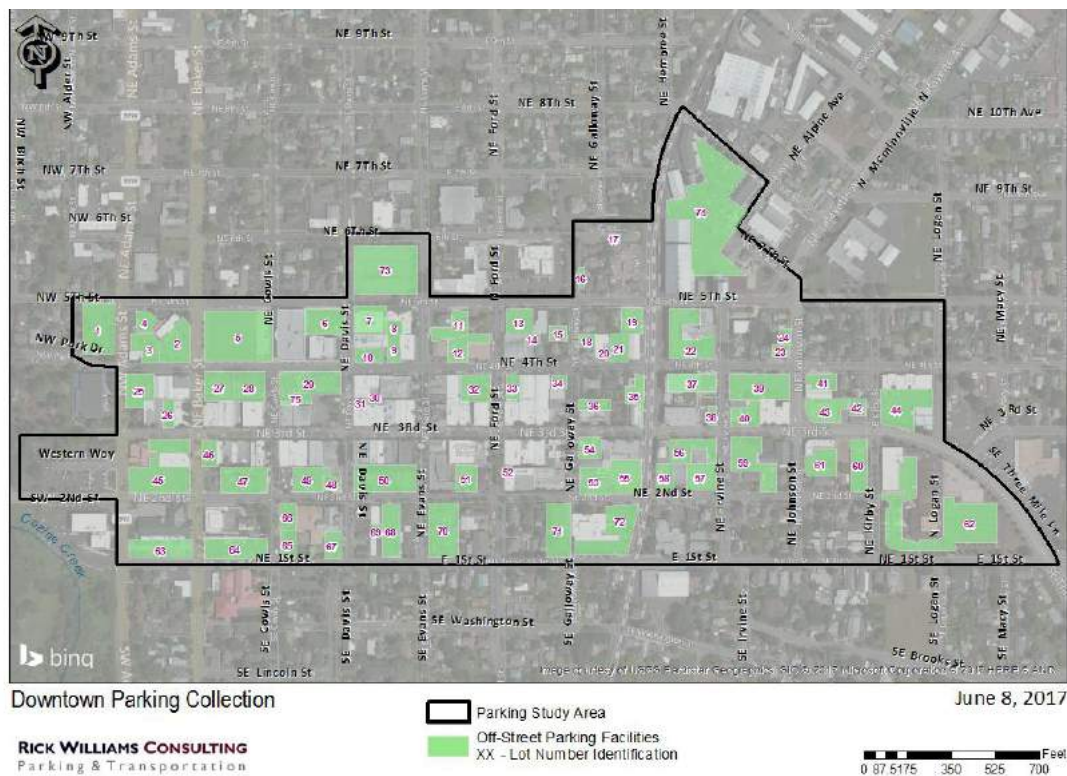


Figure 3: Example Mapping of Off-street Inventory



II. DATA COLLECTION

Data collection will provide the information necessary to evaluate existing and projected parking conditions in the study area. Data will include the total number of vehicles parked in the study area over the course of the selected data collection day(s), with stalls denoted by location and type.

Methodology for On-Street Data Collection

1. Field-verify all information from the inventory related to on-street stalls.
2. Finalize an on-street inventory/data collection template (see example, **Attachment B**).
3. Develop route maps based on the most efficient format for collecting data (see example, **Attachment D**).
4. Collaborate with the City and SAC to determine data collection survey dates and hours.
5. Train and schedule surveyors.
6. Surveyors will survey each on-street stall in the study area on days representing a “typical weekday” and a “typical weekend day”.
7. Surveyors will record the license plate number of each vehicle occupying a parking stall.
8. Data will be collected each hour on the hour for a period of 10 hours.

Methodology for Off-Street Data Collection

1. Collaborate with all advisory groups to determine an appropriate process for notifying affected private property sites of the data collection effort.
2. Field-verify all information related to parking sites.
 - a. Field verification will address issues raised in the inventory phase and identify sites with unique characteristics to be surveyed during data collection (e.g., time-limited visitor stalls, ADA stalls, etc.).
3. Finalize an off-street inventory template.
4. Develop route maps based on the most efficient format for collecting data at off-street parking sites.
5. Develop templates to collect occupancy information over a 10-hour study period (see **Attachment B**).
 - a. At sites where stalls are time-limited, data collection templates will be modified to allow for the collection of license plate data (to assess average length of stay and turnover).
6. Collaborate with City/SAC to determine data collection survey sites, dates and hours (to coincide with the on-street data collection).
7. Train and schedule surveyors.
8. Surveyors will collect occupancy data at all sites on days representing a “typical weekday” and a “typical weekend day,” to be determined with City/SAC.

- a. Data will be collected each hour on the hour for a period of 10 hours.
 - b. In facilities with time-limited parking stalls, both occupancy and license plate data will be recorded.
9. Surveyors will record all data in templates developed for each unique site.

III. DATA ENTRY

1. All data from on- and off-street templates will be entered into a database for analysis.

IV. DATA ANALYSIS

Data will be analyzed and evaluated to derive findings for the following metrics.

Parking Inventory

Parking supply data for on- and off-street facilities will be organized by location, type, and accessory use.

Parking Utilization

Parking utilization data will be analyzed to determine the total number of vehicles parked in the study area, cataloged by location, type, and accessory use and described in terms of occupancy, duration of stay, and turnover, as applicable. These factors, described below, can be quantified for the entire study area and/or sub-areas to provide more specificity regarding use in unique nodes of the downtown.

a. Occupancy

Occupancy is the total number of occupied parking stalls in the study area and is most commonly shown as a percentage of overall system capacity. Occupancy can be calculated for the combined study area, for sub-areas, and/or for individual lots or garages. Where time-restricted and other stall types exist, additional information on occupancy of these stalls is provided.

A parking system is generally considered to be full or at its effective capacity when occupancies reach or exceed 85% in the peak hour. Where more than 85% of stalls are occupied, users may be discouraged from parking, or may add to congestion by circling the area in search of available spaces.

b. Duration of Stay

Duration of stay is the average length of time a vehicle remains in a parking stall. For this study, duration of stay is sampled in one-hour increments. Duration of stay information can be used to calibrate posted time stays to accommodate priority users (e.g., retail customers). It can also be used to identify the total number of vehicles, or percentage of vehicles, that violate posted time restrictions when enforcement hours are in effect, and the rate of vehicle turnover (see below).

Duration of stay is calculated by dividing the total number of vehicle hours parked by the total number of unique vehicles captured in the data.

c. Turnover

Turnover reflects the total number of vehicles using a parking stall over the course of a day, and is typically measured over a 10-hour period. Parking managers use turnover as a measuring stick for the efficiency of a parking system. For instance, if a stall has a 2-hour time restriction, its intended minimum rate of turnover is 5 (10-hour day divided by 2-hour stall). If turnover were demonstrated to be less than 5, the system would be deemed inefficient. A rate greater than 5 would indicate a system operating very efficiently.

d. Unique Vehicles

The number of Unique Vehicles is a measure of how many customers, visitors, and employees are accessing the parking district, and can be used as a baseline for commercial growth—more customers and visitors correlates to a more vibrant district. A “unique vehicle” is captured in license plate numbers recorded each hour of the survey.

e. Stays of Five Hours or More

Stays of Five Hours or More can be used to estimate the number of employees using on-street stalls, which is helpful when designing and implementing a district-specific parking management plan and/or calibrating enforcement.

f. Violation Rate

Data will be analyzed to determine the percentage of vehicles that exceed posted time stays. This information can be correlated to actual enforcement data for the survey days, comparing the observed number of violations to actual citations issued. The parking industry targets violation rates of 5% - 7% as a measure of efficiency. When violation rates are below 5%, enforcement may be over-provided and customers may perceive the area as not customer-friendly. When rates exceed 7%, the system is considered inefficient and enforcement may need to be increased.

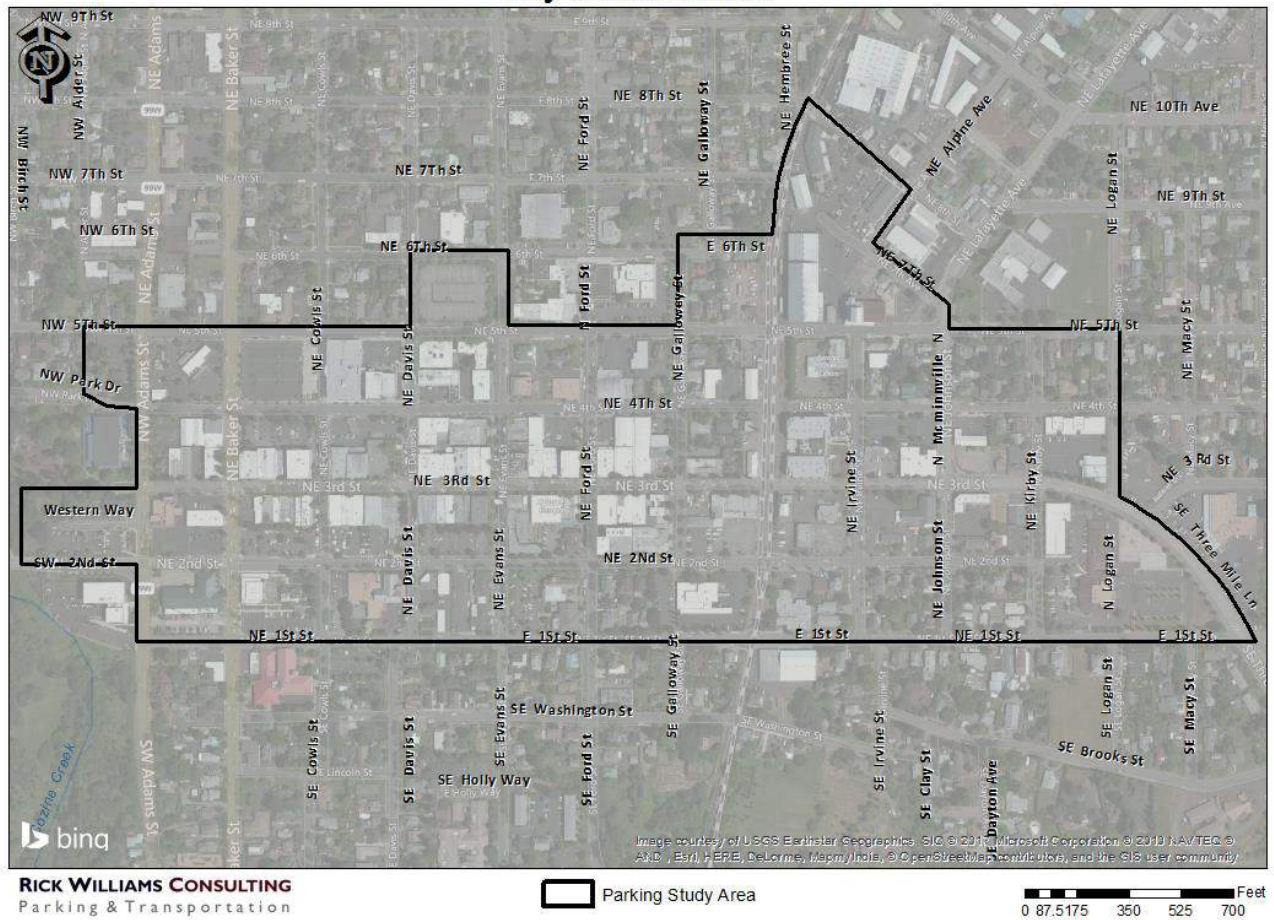
g. Moving to Evade

Moving to Evade is measured by capturing unique license plates that move throughout the study area over the course of a survey day. Such vehicles often belong to employees who move them every few hours to avoid parking off-street or in areas where pricing is in place.

V. SUMMARY

The methodologies outlined in this memorandum represent best practices in data collection for parking and will be used in the Downtown McMinnville parking study. Data entry, analysis and initial strategy development will be reviewed with the City and the SAC in September and October 2017.

City of McMinnville



ATTACHMENT B
Sample Data Collection Templates – On-Street Template

Block #	Space #	Time	8am-9am	9am-10am	10am-11am	11am-12pm	12pm-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm
ROUTE 1												
26A	NP											
25A	NP											
25B	1	NL		941D							22V7	
25B	2	NL						797E	797E	797E	168D	
25B	3	NL			723C	373D		394E				
25B	4	NL		DXMM ADU4	ZSA9						712F	
25B	5	NL										
25B	6	NL		909D	909D	909D	909D	909D	909D	909D	909D	909D
25B	7	NL										
25B	8	NL			630F	630F	630F	716F				
25B	9	NL										
25B	10	NL										
25B	11	NL							3139	WGC2		
25B	12	NL	129B						3139		007E	007E
27B	1	NL										
27B	2	NL		DNMU	DNMU							
27B	3	NL										
27B	4	NL										
27B	5	NL		VVX7						200D		
27B	6	NL						QZJ7				
27B	7	NL										
27B	8	NL	925B	925B	925B	925B	925B	925B	925B	925B	925B	925B
41B	1	NL										
41B	2	NL					XEU6	315F				
41B	3	NL	589D						MRX5	MRX5		
41B	4	NL	2VT9				514C	514C	514C			
41B	5	NL	353B									

ATTACHMENT B ...continued
Sample Data Collection Templates – Off-Street Template

Lot ID	Facility Identification	# of Stalls	9:30 AM	10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM	4:30 PM	5:30 PM	6:30 PM
114_1	North Lot	79	41	56	56	55	54	55	57	73	79	75
114_2	South Lot	97	31	42	52	63	59	55	62	77	92	97
126_1	Wells Fargo	24	16	16	23	21	16	14	16	14	20	24
129_1	Bank of Cascades	14	11	11	10	11	13	13	13	12	7	12
130_1	Chase Bank	35	7	15	13	6	9	14	18	13	8	6
137_1	Old St. Francis Mcmenamins Guests Only	25	21	22	20	16	20	25	24	20	22	25
137_2	Reserved Stalls	32	6	10	12	14	12	11	11	10	11	7
138_1	City Hall	20	8	7	0	1	3	6	5	0	1	0
138_4	Customer 2hr Free Parking	13	3	7	4	6	6	7	7	6	5	4
139_3	City Employee Vehicles Only	39	24	33	29	29	29	29	32	18	16	12
146_1	2 hr parking/ Permit Parking	68	65	68	65	65	66	68	66	52	22	20
146_2	School District Permit Parking Only	45	44	43	44	42	41	41	44	31	12	9
146_5	Boys and Girls Clubs of Bend	33	33	33	31	31	30	28	27	23	5	4
147_1	2 hr parking/ Permit Parking	41	39	40	39	40	38	35	39	33	30	11
147_2	Hawthorn Healing Arts Center	17	9	10	10	8	8	6	7	6	2	1
164_1	First United Methodist Church	35	5	6	26	28	15	8	13	29	14	9
167_1	Deschutes Historical Museum	41	11	26	24	35	30	22	27	20	10	10
171_1	Deschutes Library Parking Only	64	27	51	50	54	57	61	56	35	20	7
118_2	Permit Parking Only	24	20	17	15	13	13	17	16	20	20	17
118_3	Alpine Mortgage/Deschutes Land Trust	14	12	11	10	8	10	12	7	5	3	4
119_2	Gateway Plaza - Permit Only	57	28	27	30	33	35	37	33	21	8	11
119_3	First American Title	28	26	29	29	29	30	34	29	17	9	10
124_1	Building 18	8	8	5	5	5	4	7	5	4	1	1

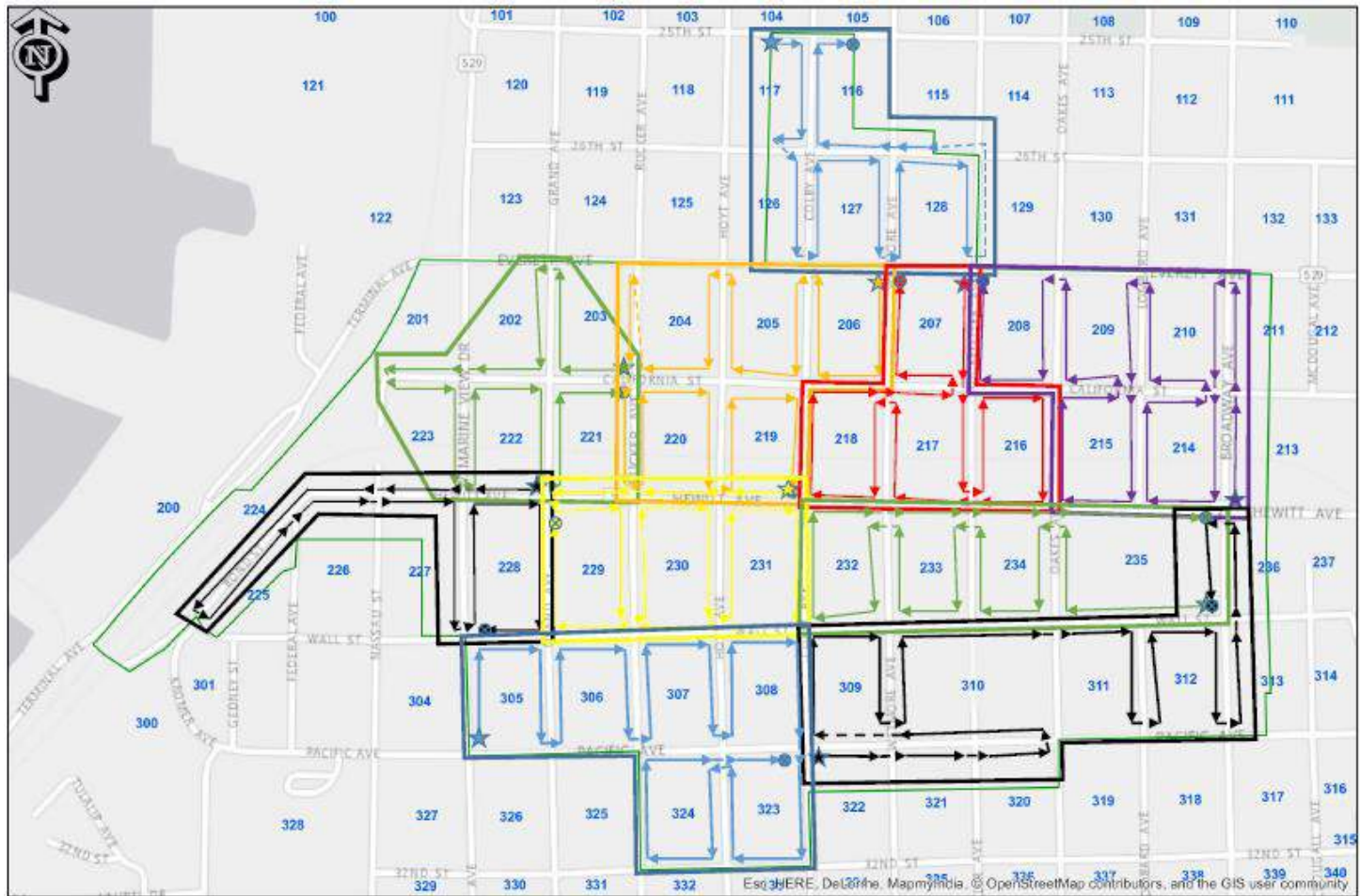
ATTACHMENT C

Example (Tigard, OR): Inventory of Off-street Stalls

Lot Number	Lot Descriptor	Stall Total by Lot	% of Total Area Stalls
23/24	2 HR Public Parking (Burnham Lot)	20	11.6%
39	Stevens Marine	8	4.7%
40	Ferguson	12	7.0%
41	B & B Print Source	9	5.2%
42	Mannings Auto	14	8.1%
43	Henderson Auto	41	23.8%
44	Wyatt Fire Protection	9	5.2%
45	Tigard Vision Center (Visitor/Front Lot)	22	12.8%
46	Tigard Vision Center (Employee/Back Lot)	27	15.7%
47	Scott Hookland LLP	10	5.8%
	Total Off-Street Parking Stalls (10 sites)	172	100.0%

ATTACHMENT D

Example (Everett, WA): Data Collection Route Map (All Routes)



Downtown Everett Parking Study

September 2015

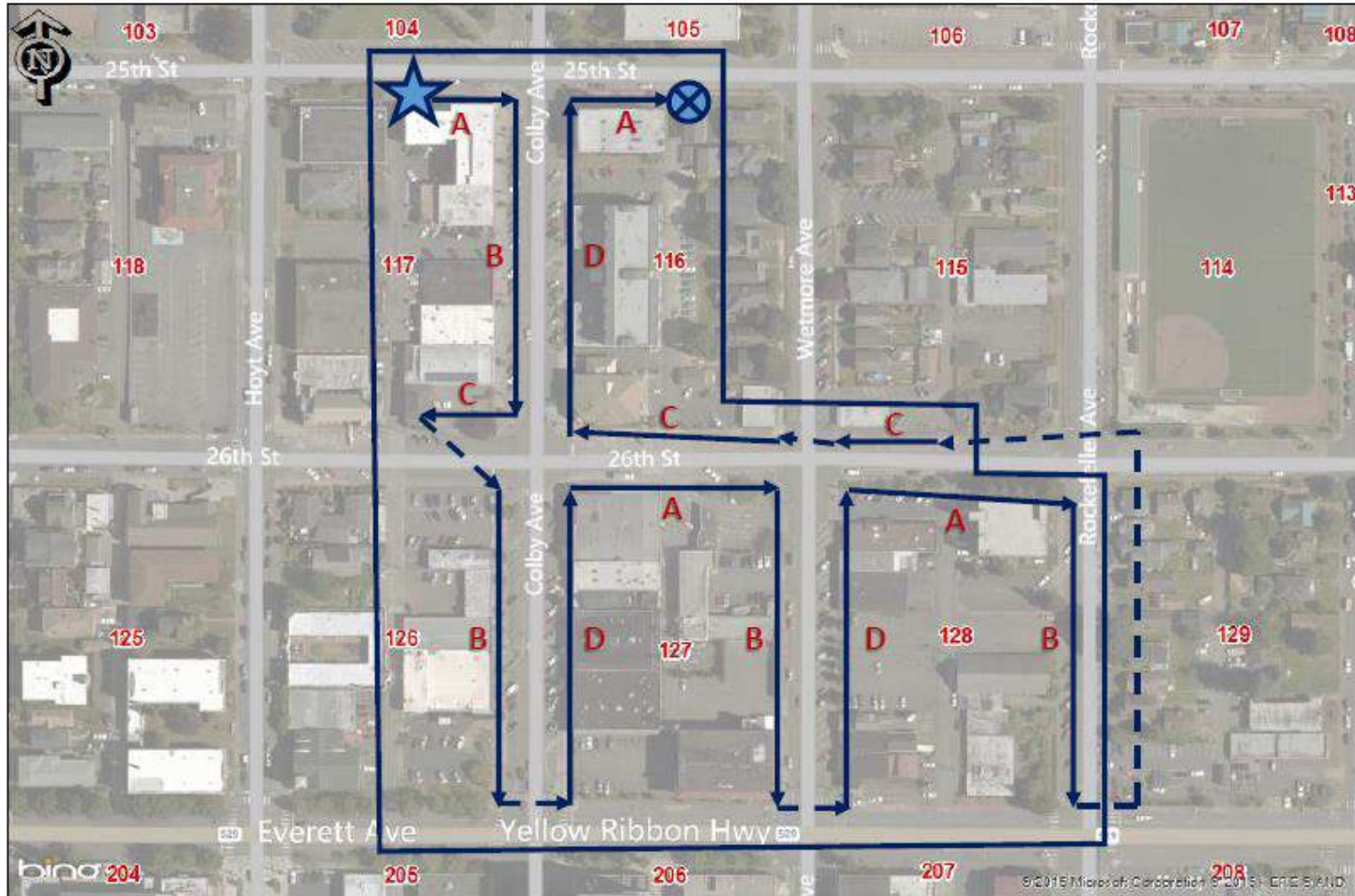
RICK WILLIAMS CONSULTING
Parking & Transportation

 Downtown Everett Study Boundary

0 170 340 680 1,020 1,360 Feet

Data Collection Route Map (Single Route)

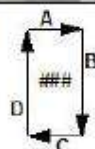
Example:



Downtown Everett Parking Study

ROUTE 1

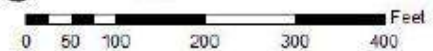
RICK WILLIAMS CONSULTING
Parking & Transportation



- Route Study Boundary Area
- Block Number Identification
- A Blockface Identification
- Walking Direction



Beginning of Route
End of Route



October 2015

MEMORANDUM

To: Heather Richards, City of McMinnville
From: Owen Ronchelli, Pete Collins, Kathryn Doherty-Chapman and Rick Williams, RWC
Date: October 2, 2017
Project: Downtown McMinnville Parking Study

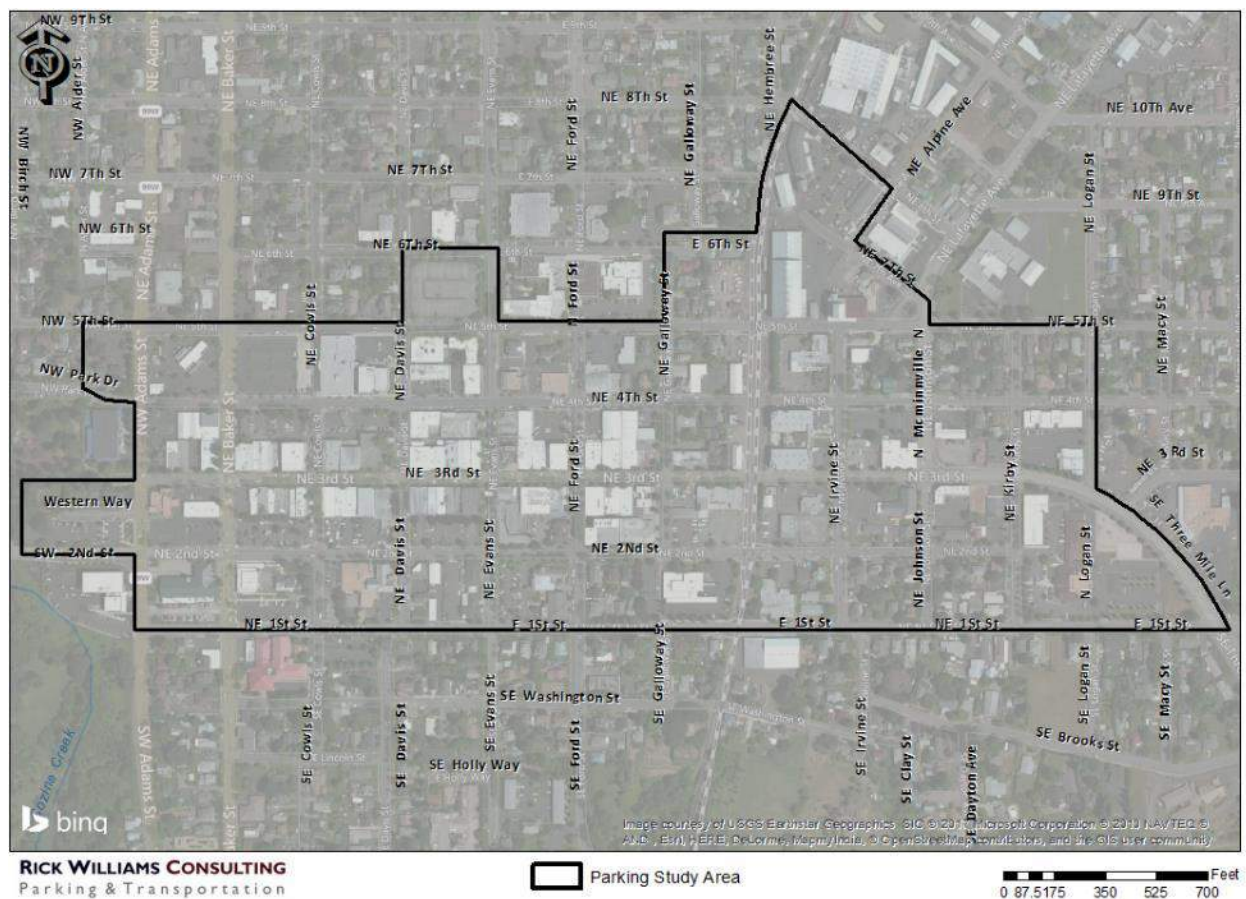
Subject: Task 3: Technical Memorandum 3 – Data Finding Summary

The purpose of this 2017 Data Finding Summary Technical Memorandum is to derive a comprehensive and detailed understanding of actual use dynamics and access characteristics associated with parking in downtown McMinnville. Metrics related to occupancy, turnover, duration of stay, and hourly patterns of activity have been compiled for both the on and off-street parking systems. This data can assist the City in near-term decision-making on existing parking, in understanding where parking constraints and surpluses exist, and in determining whether factors such as abuse of time limits adversely affect access. This summary also includes a ‘nodal’ analysis; identifying and examining an area of highest occupancy within the downtown core.

I. STUDY AREA

The parking inventory study area was determined in conjunction with the project Stakeholder Advisory Committee and City staff. It includes both on and off-street parking supplies. The area is generally bounded by the area north of 1st Street, south of 5th Street and extension, east of NW Adams Street/NW Birch/NW Alder and west of N Logan Street/SE Three Mile Lane. **Figure A** (next page) illustrates the study area.

Figure A: Parking Inventory Study Area



II. SURVEYED PARKING INVENTORY & DATA COLLECTION METHODOLOGY

Inventory

The consultant team inventoried the on and off-street parking supply on the morning of Monday, May 8th, 2017. The inventory day was selected in consultation with McMinnville City staff as were specific streets and lots seen as reasonably serving downtown uses and/or showing potential for serving downtown activities.

The total supply of parking within the parking study includes 2,845 parking stalls, of which 798 (28%) are on-street stalls and 2,047 (72%) are off-street stalls located on 75 off-street sites. Seven (7) off-street City owned public parking lots are included as part of the comprehensive off-street inventory. A complete and detailed summary of the on and off-street inventory is detailed in *Task 2: Technical Memorandum 1 – Inventory Summary* (dated September 6, 2017).

Methodology

Data was collected on Thursday, June 8th and Saturday, August 5th, 2017. These dates were selected with extensive input from the Stakeholder Advisory Committee and City staff. The two dates allow for a

comparison between a “typical” weekday (Thursday) and weekend (Saturday). Also, the dates allowed for collection of data to assess the impacts of school being in session, the local Farmers Market and variations with a summer peak Saturday. Thursday data was collected hourly from 10:00 AM to 8:00 PM, while the Saturday data was collected hourly from 11:00 AM to 9:00 PM. Both data sets capture the ‘dinner time’ parking impact on the downtown McMinnville supply.

A more detailed outline of the data collection methodology for on and off-street supplies, as well as the best practices metrics assessed are provided in *Task 2: Technical Memorandum 2 – Data Collection Methodology* (dated September 5, 2017).

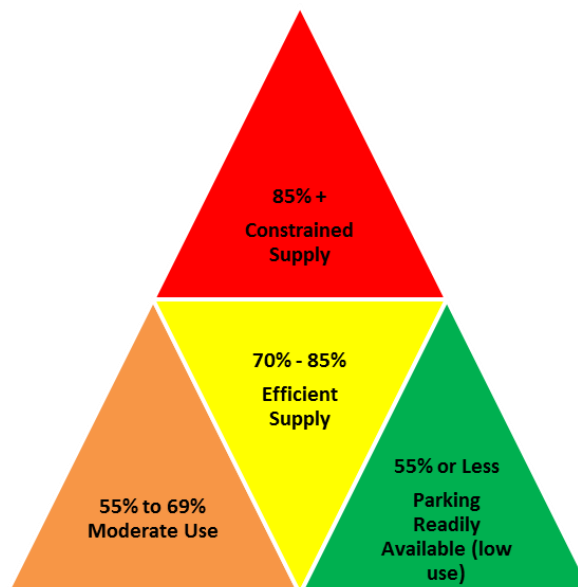
III. MEASURING PERFORMANCE

Parking is considered to be constrained when 85% or more of the available supply is routinely occupied during the peak hour. In a constrained system, finding an available spot is difficult, especially for infrequent users such as customers and visitors. This can cause frustration and negatively affect perceptions of the downtown. Continued constraint can make it difficult to absorb and attract new growth, or to manage fluctuations in demand—for example, seasonal or event-based spikes.

Occupancy rates of 55% or less indicate that parking is readily available. While availability may be high, this may also indicate a volume of traffic inadequate to support active and vital businesses. Occupancy rates between these two thresholds indicate either moderate (55% to 69%) or efficient (70% to 85%) use.

An efficient supply of parking shows active use but little constraint that would create difficulty for users. Efficient use supports vital ground-level businesses and business growth, is attractive to potential new users, and is able to respond to routine fluctuations.

RWC’s analysis of parking in McMinnville uses these categories to evaluate the performance of the system.



IV. CHARACTERISTICS OF ON-STREET: DATA FINDINGS (Combined Study Area)

A. Utilization (Occupancy and by Type of Stall)

Figure B (next page) provides a comparative hour-by-hour look at the occupancy utilization on both survey days. Overall occupancy is low throughout the day. As the figure indicates, the peak hour for both days is between 1:00 PM and 2:00 PM. Overall occupancy reaches 62.7% (Thursday) and 50.1% (Saturday). Based on the measures of performance discussed in Section III; parking use ranges from

moderate (Thursday) to low (Saturday). Parking both days has a small late afternoon “spike” between 5:00 PM and 6:00 PM, with declining activity thereafter. Overall, there is a meaningful amount of empty parking within the on-street system, though constraints within sub-areas of the downtown are evident (see Figures C and D below).

FIGURE B: On-Street Utilization (Hourly Comparison)

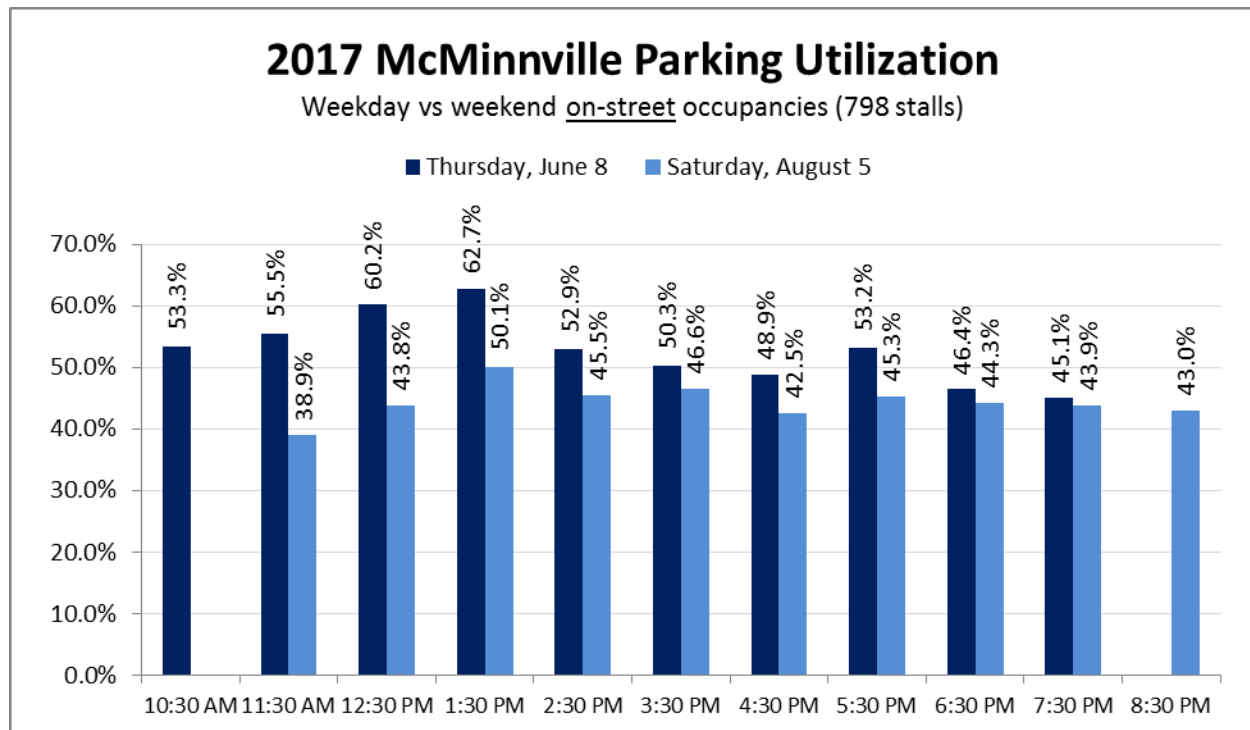


Table 1 below summarizes occupancies and peak hours by stall type, the number of stalls available at the peak hour, average duration of stay, and rate of violation.

Table 1: On-street Parking Summary by Time Stay (Comparative)

Stalls by Type	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available	Average Length of Stay	Violation Rate
On-Street Supply	798	Thursday, June 8	62.7% 1:00 – 2:00 PM	293	2 hr/ 8 min	12.8%
		Saturday, August 5	50.1% 1:00 – 2:00 PM	392	2 hr/ 28 min	19.1%
10 Minutes (Signed)	1	Thursday, June 8	100% 5:00 – 6:00 PM	0	N/A	0%
		Saturday, August 5	0% 11:00 AM – 9:00 PM	1	N/A	N/A

Stalls by Type	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available	Average Length of Stay	Violation Rate
15 Minutes (Signed)	1	Thursday, June 8	100% 10:00 – 11:00 AM 5:00 – 7:00 PM	0	N/A	50.0%
		Saturday, August 5	0% 11:00 AM – 9:00 PM	1	N/A	N/A
2 Hours (Signed)	282	Thursday, June 8	82.0% 12:00 – 1:00 PM	49	1 hr/ 34 min	12.9%
		Saturday, August 5	72.5% 1:00 – 2:00 PM	77	1 hr/ 56 min	19.2%
ADA accessible (Signed)	21	Thursday, June 8	35.0% 5:00 – 6:00 PM	13	1 hr/ 43 min	N/A
		Saturday, August 5	38.1% 2:00 – 3:00 PM	13	1 hr/ 51 min	N/A
No Limit	493	Thursday, June 8	53.6% 1:00 – 2:00 PM	227	3 hr/ 15 min	N/A
		Saturday, August 5	37.7% 5:00 – 6:00 PM	301	3 hr/ 40 min	N/A

As **Table 1** indicates:

- The peak hour for all on-street parking is from noon to 1:00 PM, both days. During this hour, 505 stalls 62.7% and 50.1% are occupied on Thursday and Saturday, respectively.
- At the peak hours, there are 293 and 392 stalls empty for Thursday and Saturday, respectively.
- The average length of stay for all on-street parkers is 2 hours 8 minutes (Thursday) and 2 hours 28 minutes Saturday.
- Vehicles parked in 2 Hour stalls have an average length of stay of less than 2 hours (both days); suggesting that the current limit is appropriate to user need. Saturday parkers tend to stay a bit longer in these stalls (averaging 1 hour 56 minutes).
- Occupancies in 2 Hour stalls are significantly higher (72.5% - 82%) than No Limit stalls (37.7% - 53.6%). The higher occupancies for 2 Hour stalls are likely due to their closer proximity to the retail/commercial core of the downtown.
- ADA stalls have very low occupancies (35% - 38.1%) but are few in number (21). Given their low use indicates they are meeting on-street demand.
- Like 2 Hour stalls, the average duration of stay for ADA stalls is less than 2 hours. This indicates that ADA stalls are serving short-term visits with those needing an ADA stall (rather than employees).

- The average duration of stay in No Limit stalls is 3 hours 15 minutes (Thursday) and 3 hours 40 minutes (Saturday). Though occupancies in these stalls are low, the longer time stays are likely a combination of employees and visitors with longer-term need.
- Violation rates both days are high; 12.8% (Thursday) and 19.1% (Saturday). This is very high as industry best practices standards would suggest rates between 5% and 9%, indicating that greater enforcement in timed areas may be warranted.

B. Utilization (Other Characteristics of Use)

Table 2 provides additional metrics of use for the on-street system. This table summarizes the use characteristics of the on-street parking such as the unique vehicle trips, turnover rate, excessive time stays and moving to evade. These metrics provide insights into how many people are visiting downtown McMinnville and how efficient the parking spaces are being used. The table also shows the compliance rates of people parking to evade citations in timed stalls.

Table 2: Summary of On-Street Parking Use Characteristics – Weekday vs Weekend

	Use Characteristics	All Users	
		Weekday	Weekend
a	Unique vehicle trips (UVT)	1,938	1,414
b	Turnover rate	4.68	4.06
c	Vehicles parked 5+ hours in time limited stalls (% of UVT)	26 (1.3%)	57 (4.0%)
d	Vehicles observed moving to evade parking citations (% of UVT)	111 (5.7%)	35 (2.4%)

Key indicators from **Table 2** include:

a. Unique Vehicle Trips (UVT)

The recording of license plate numbers allows us to identify the total number of unique vehicles using the on-street system.¹

The number of unique vehicles (represented by unique license plate) parked on-street over the 10 hour data collection period totaled 1,938 on weekdays and 1,414 on the weekend. This

¹Note this does not represent all vehicles in the study area, as license plate numbers were not recorded in off-street facilities.

shows that the downtown has over 500 more trips coming to downtown on the weekday than the weekend; likely an indication of the influx of employees on weekdays.

b. Turnover (efficiency of the parking system)

In most cities, the primary time limit allows for calculation of an *intended turnover rate*. For example, if the limit for a stall is two hours, and over a 10-hour period that stall is occupied by five unique vehicles, it's intended. As such, if turnover were demonstrated to be at a rate of less than 5.0, the system would be deemed inefficient. A rate in excess of 5.0 would indicate a system that is operating efficiently. Most downtowns strive for a rate of 5.0 or higher given the goal for supporting short-term visitor access.

In Downtown McMinnville, the turnover rate is 4.68 on the weekday and 4.06 on the weekend. These rates are lower than 5.0 and reflective of the high number of No-Limit stalls. Increasing the number of 2-hour stalls in the downtown would likely support better turnover.

c. Excessive time stays

Some violations of posted time stays can be considered abuse of the system. There are vehicles that park on-street for 5 or more hours per day. For purposes of this analysis, the consultant team tracked vehicles parked in time-limited stalls for periods of five hours or more. It is likely that these vehicles belong to employees.

On Thursday, only 26 cars were in this category representing 1.3% of all unique vehicle trips. On Saturday, the number increased to 57 vehicles (or 4% of all unique vehicles). These are low numbers and indicate that the availability of No-Limit stalls helps in providing a longer-term option for users wanting to park on-street.

d. Moving to Evade

"Moving to evade" refers to vehicles moving between time-limited on-street stalls over the course of a day. This metric can indicate abuse of the system, particularly if those moving their vehicles are employees. Users who shuffle their vehicle from one stall to the next reduce the number of on-street parking opportunities for visitors and customers, creating an artificial constraint on the system. Ideally, those wanting to park for longer periods of time would be directed to No-Limit stalls outside of retail areas or to off-street lots. This would preserve the majority of the on-street supply for higher turnover users.

The number of unique license plates observed moving to evade citation was 111 on Thursday, or 5.7% of all unique vehicle trips (UVT). The rate is much lower on the weekends with only 35 vehicles observed moving to evade citation (2.4%). Given that there are just over 280 time limited stalls in the downtown, the Thursday rate of 111 evading UVT is significant and likely a

high percentage of employees. This is supported by the lower rate on Saturday (35 UVT), when employee trips are fewer. A need for a higher level of enforcement and/or new restrictions on moving to evade as a citable offense may be warranted.

C. Utilization (Heat Map Summary)

Figures C and D (pages 9 & 10) summarize occupancy in the peak hour by block face via a “heat map” of the study area. A heat map uses color to display degrees of occupancy as measured against an industry standard of 85%: when occupancy exceeds that level, the system is considered constrained. Block faces marked in red indicate areas of constraint. Green represents areas of underutilized parking, while yellow and orange represent the middle ranges of occupancy.

In the study area, there are a total of 175 block faces where on-street parking is allowed. As the Thursday heat map illustrates (**Figure C**), 49 of those block faces are constrained at the peak hour, about 28% of the study area. Twenty-one of the 49 constrained block faces are clustered between NE Baker St and NE Galloway St along NE 3rd Ave. Even in this high-occupancy area parking is available within a block or two, if not on an adjacent block face. However, the clustering of high demand on these block faces may create the perception among users that parking is generally constrained downtown, particularly for those not inclined to walk a short distance.

On the weekend Saturday (**Figure D**) there are fewer constrained block faces indicating there is less demand for on-street parking on the weekends. In the study area there were 27 constrained block faces, however the block faces that are constrained are the same as on the weekdays, clustered along NE 3rd Ave. The peak hour of parking occupancy is the same on weekends and weekdays.

FIGURE C: Heat Map for On-Street Utilization (Weekday Peak Hour)

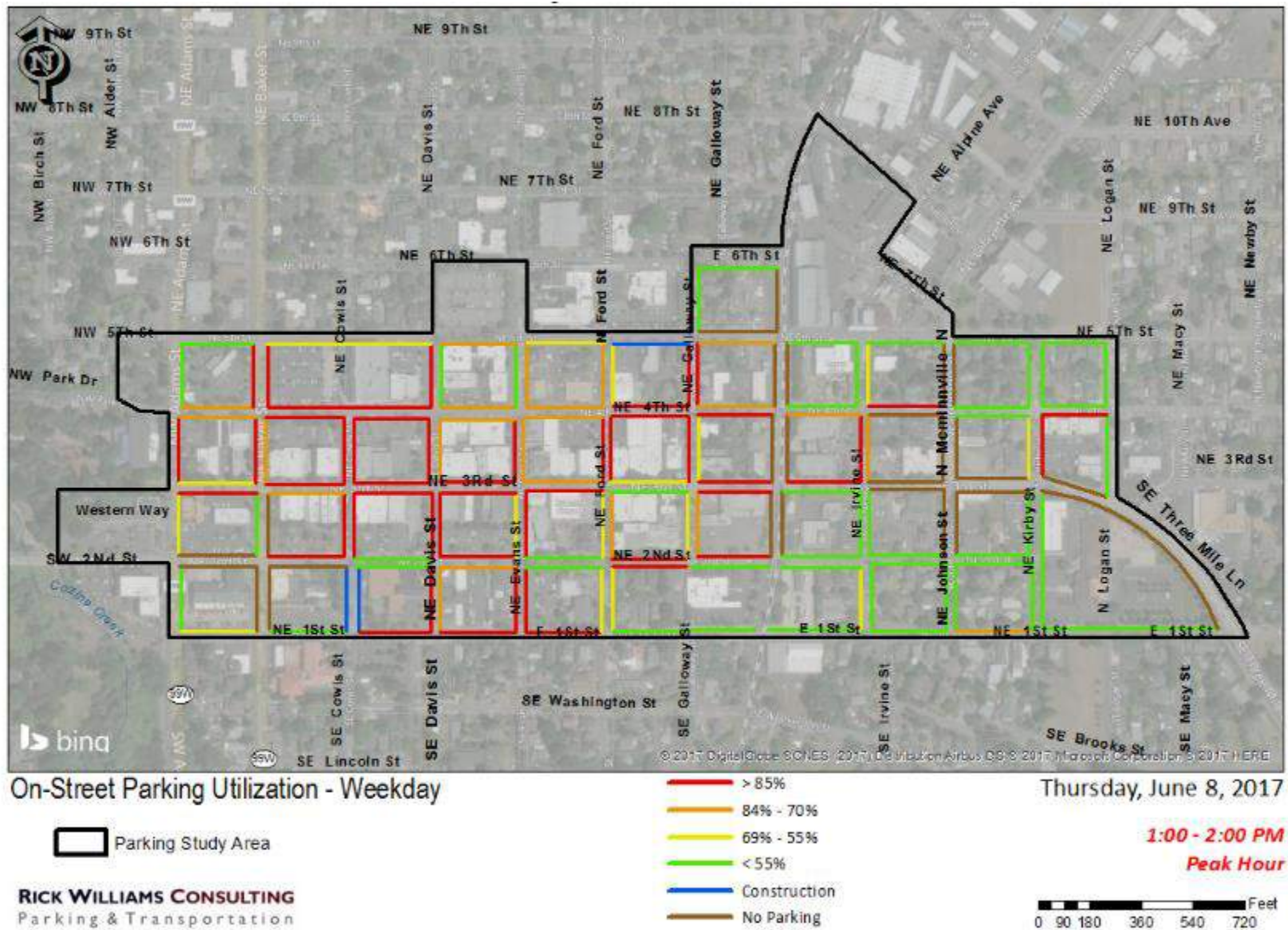
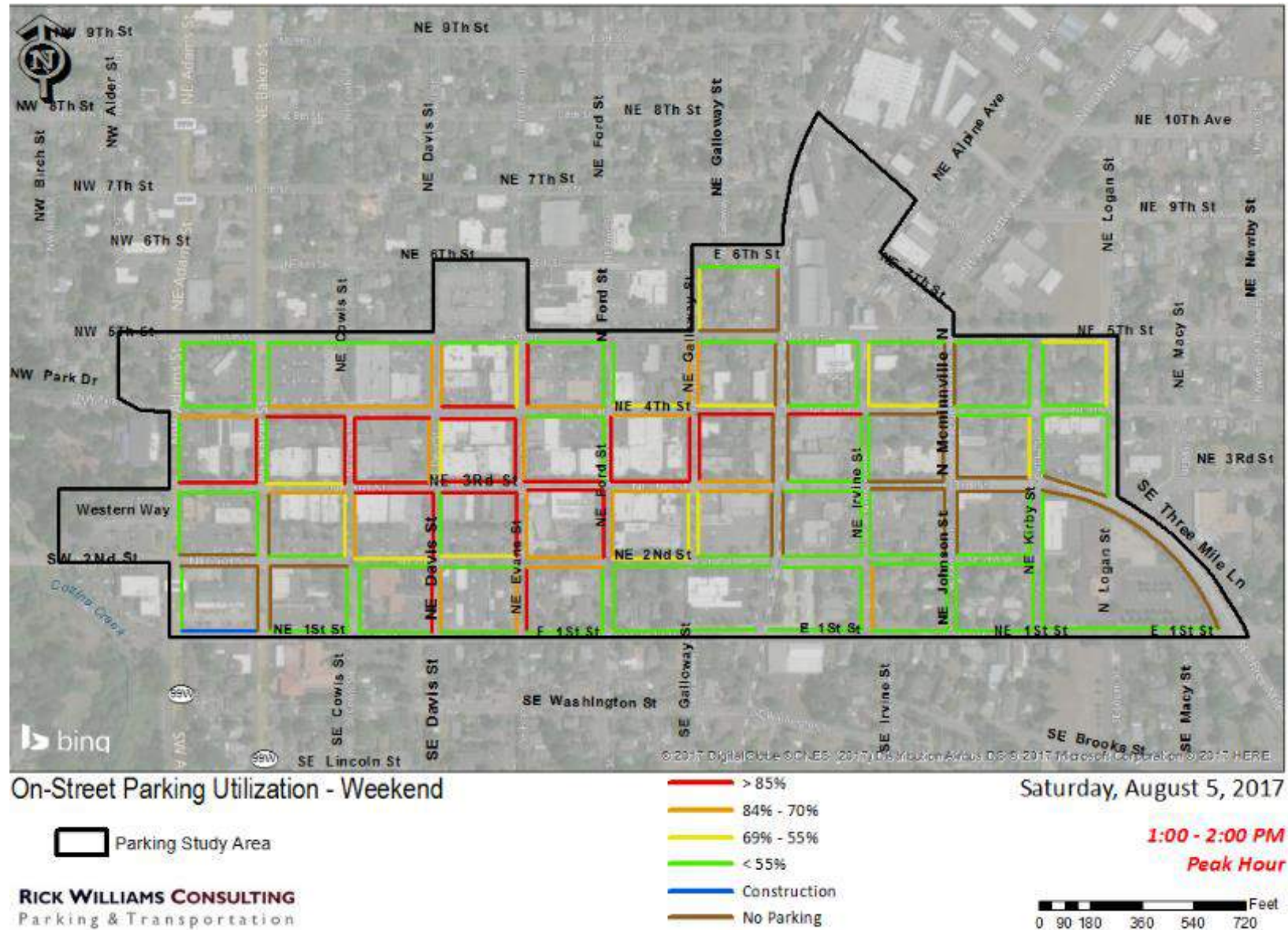


FIGURE D: Heat Map for On-street Utilization (Weekend Peak Hour)



V. CHARACTERISTICS OF ON-STREET PARKING (Core Area – Nodal Analysis)

An analysis of a smaller 'core area', where high occupancy rates, was conducted to understand the areas of low and high occupancy in downtown McMinnville. This core area is between NE Baker St at the west and the railroad tracks to the east, NE 5th St to the North and NE 2nd to the South. **Figures E and F** (pages 13 & 14) provide heat maps that delineate the 'core area' analyzed here.

A. Core Area Inventory

The core area is comprised of 838 stalls, about 30% of the total supply of downtown parking. Of this total, 330 stalls are on-street (41.3% of all on-street stalls). Off-street parking comprises 508 stalls, about 25% of the total off-street supply in the downtown.

Nearly two-thirds of the core on-street supply is signed 2 Hours (216 stalls). No Limit stalls total 96 spaces. The combined on and off-street parking supply of the core area is 838 spaces, or 30% of the total supply in the larger study area.² **Table 3** below shows the parking inventory of the core area and its relationship to the larger downtown supply.

Table 3: Core Area Parking Inventory

Stall Type	Stalls in Core Area (% of Larger Study Area)	Stalls (Larger Study Area)
10 Minutes (Signed)	1 (100%)	1
15 Minutes (Signed)	1 (100%)	1
2 Hours (Signed)	216 (76.5%)	282
ADA accessible (Signed)	16 (76.1%)	21
No Limit	96 (19.5%)	493
<i>On-Street Supply</i>	330 (41.3%)	798
Off-Street Supply	508 (24.8%)	2,047
Core Area Supply	838 (29.5%)	2,845

B. Core Area Utilization (Occupancy and Use by Stall Type)

Figure E (next page) provides occupancy totals for each hour of the 10 hour data collection cycle for each of the survey days. Key findings include:

² Date for use of the off-street supply is included in Section VI, below.

- Weekday (Thursday) peak occupancy reaches 85.6% at 12:30 PM.
- Thursday occupancies range from a low of 70% (7:30 PM) to a high of 85.6%; a trend that is much higher than the average for the larger study area. These rates of occupancy are considered “efficient” per the performance standards discussed in Section III.
- Weekend (Saturday) peak occupancy reaches 77.3% at 1:30 PM.
- Saturday occupancies range from a low of 60.9% (11:30 AM) to a high of 77.3%. As with the Thursday core area, this is a trend that is much higher than the average for the larger study area. These rates are considered “moderate” to “efficient” per the performance standards discussed in Section III.
- Weekday occupancy rates are higher in 8 of the 9 overlapping survey hours for the two days.
- Overall, the *core area* operates at a much higher standard of performance than the larger system, has a more consistent occupancy rate throughout the day and could (at times) be perceived as constrained by users.

Figure E: Core Area Parking Utilization (Occupancy by Hour)

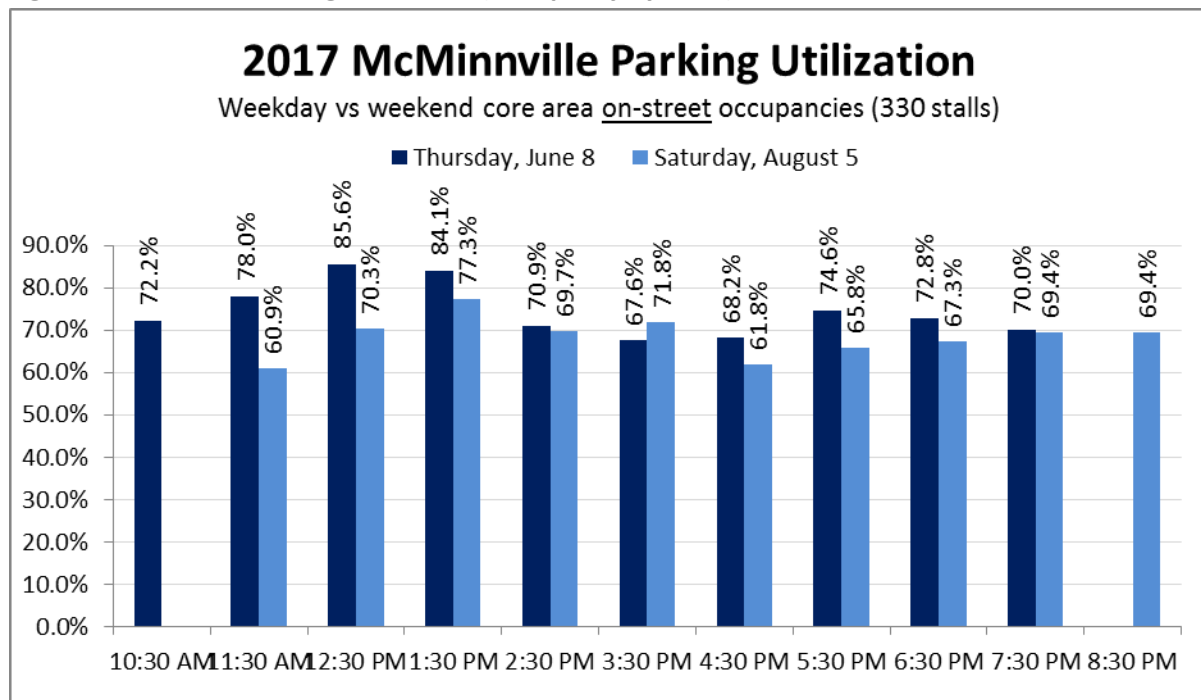


Table 4 below summarizes occupancies and peak hours by stall type, the number of stalls available at the peak hour, average duration of stay, and rate of violation for the core area.

- The peak hour varies by one hour between the two survey days; noon to 1:00 PM Thursday (at 85.6%) and 1:00 PM – 2:00 PM Saturday (at 77.3%).
- Average duration of stay is shorter than those for the larger study area, averaging 1 hour 50 minutes (Thursday) and 2 hours 8 minutes (Saturday). This is likely correlated to the higher percentage of 2-Hour stalls in the core area as compared to the larger study sample.

- The violation rates are similar to the larger study area sample and exceed the targeted industry standard of 5% - 9%.
- Only 47 (weekday) stalls are empty during the weekday (Thursday) peak hour, indicating a parking environment that can appear constrained to a user; particular at the peak hour.
- 2 Hour stalls are particularly constrained on the weekday, reaching 90.1% occupancy at the peak hour. This leaves just 21 empty stalls at the peak hour within this supply.

Table 4: On-street Parking Summary by Time Stay (Core Area Comparative)

Stalls by Type	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available	Average Length of Stay	Violation Rate
On-Street Supply	330	Thursday, June 8	85.6% 12:00 – 1:00 PM	47	1 hr./ 50 min	12.5%
		Saturday, August 5	77.3% 1:00 – 2:00 PM	75	2 hr./ 8 min	18.7%
10 Minutes (Signed)	1	Thursday, June 8	100% 5:00 – 6:00 PM	0	N/A	0%
		Saturday, August 5	0% 11:00 AM – 9:00 PM	1	N/A	N/A
15 Minutes (Signed)	1	Thursday, June 8	100% 10:00 – 11:00 AM 5:00 – 7:00 PM	0	N/A	50.0%
		Saturday, August 5	0% 11:00 AM – 9:00 PM	1	N/A	N/A
2 Hours (Signed)	282	Thursday, June 8	90.1% 12:00 – 1:00 PM	21	1 hr./ 34 min	12.6%
		Saturday, August 5	82.4% 1:00 – 2:00 PM	38	1 hr./ 55 min	18.8%
ADA accessible (Signed)	21	Thursday, June 8	43.8% 5:00 – 6:00 PM	9	1 hr./ 47 min	N/A
		Saturday, August 5	43.8% 2:00 – 3:00 PM	9	1 hr./ 48 min	N/A
No Limit	96	Thursday, June 8	91.7% 1:00 – 2:00 PM	8	3 hr./ 6 min	N/A
		Saturday, August 5	71.9% 1:00 – 2:00 PM	27	3 hr./ 17 min	N/A

C. Core Area Utilization (Other Characteristics of Use)

Table 5 provides additional metrics of use for the on-street system

Table 5: Summary of On-Street Parking Use Characteristics (Core Area Comparative)

	Use Characteristics	All Users	
		Weekday	Weekend
a	Unique vehicle trips (UVT)	1,331	1,057
b	Turnover rate	5.47	4.70
c	# vehicles parking ≥5 hours in time limited stalls (% of UVT)	21 (1.6%)	51 (4.8%)
d	# of unique license plates (ULP) observed moving to evade parking citations (% of UVT)	63 (4.7%)	24 (2.3%)

Key findings from **Table 5** include:

- **Unique Vehicle Trips (UVT)**
The number of unique vehicles (represented by unique license plate) parked on-street over the 10 hour data collection period totaled 1,331 on weekdays and 1,057 on the weekend. Though the core area on-street supply (330 stalls) represents just over 40% of the total on-street system (798 stalls), it captures 69% of all unique vehicle (Thursday) and 75% of all UVT (Saturday).
- **Turnover (efficiency of the parking system)**
Turnover in the core area is 5.47 on the weekday and 4.70 on the weekend. These rates are more in line with industry targets for turnover in customer oriented/retail centers; reflecting the greater percentage of 2-Hour stalls.
- **Excessive time stays (5 or more hours)**
On Thursday, only 21 cars were in this category representing 1.6% of all unique vehicle trips. On Saturday, the number increased to 51 vehicles (or 4.8% of all unique vehicles). These are low numbers and (as with the larger study area) indicate that the availability of No-Limit stalls helps in providing a longer-term option for users wanting to park on-street.
- **Moving to Evade**
The number of unique license plates observed moving to evade citation was 63 on Thursday, or 4.7% of all unique vehicle trips (UVT). The rate is much lower on the weekends with only 24 vehicles observed moving to evade citation (2.4%). Given that there are just over 218 time limited stalls in the core area, the Thursday rate of 63 evading UVT is significant and likely a high percentage of employees. This is supported by the lower rate on Saturday (24 UVT), when employee trips are fewer. As with the larger study area, a need for a higher level of

enforcement and/or new restrictions on moving to evade as a citable offense may be warranted.

D. Core Area Utilization (Heat Map Summary)

Figures F and G (below and next page) provide a block-face level “heat map” view of the peak hours for on-street parking in the core area for the weekday (Thursday) and weekend (Saturday) data sets. Key findings include:

- There are 69 total block faces in the core area where on-street parking is allowed (or 39.4% of the 175 total block faces in the larger study area). Of that total 35 block faces that are more than 85% occupied in the peak hour of 1 – 2 PM. This means that approximately 51% of block faces in this area are constrained. This is also more than 70% of all the highly constrained block faces in the larger study area (which totaled 49).
- At the weekday peak hour (1:00 PM -2:00 PM) there are only 6 block faces with less than 55% occupancy rates. This can create a high sense of constraint by users of the area.
- The weekends are less constrained with only 21 of 69 block faces above 85% occupancy during the peak (30.4%).

Figure F: Core Area Heat Map for On-street Utilization (Weekday Peak Hour)



Figure G: Core Area Heat Map for On-street Parking Utilization (Weekend Peak Hour)



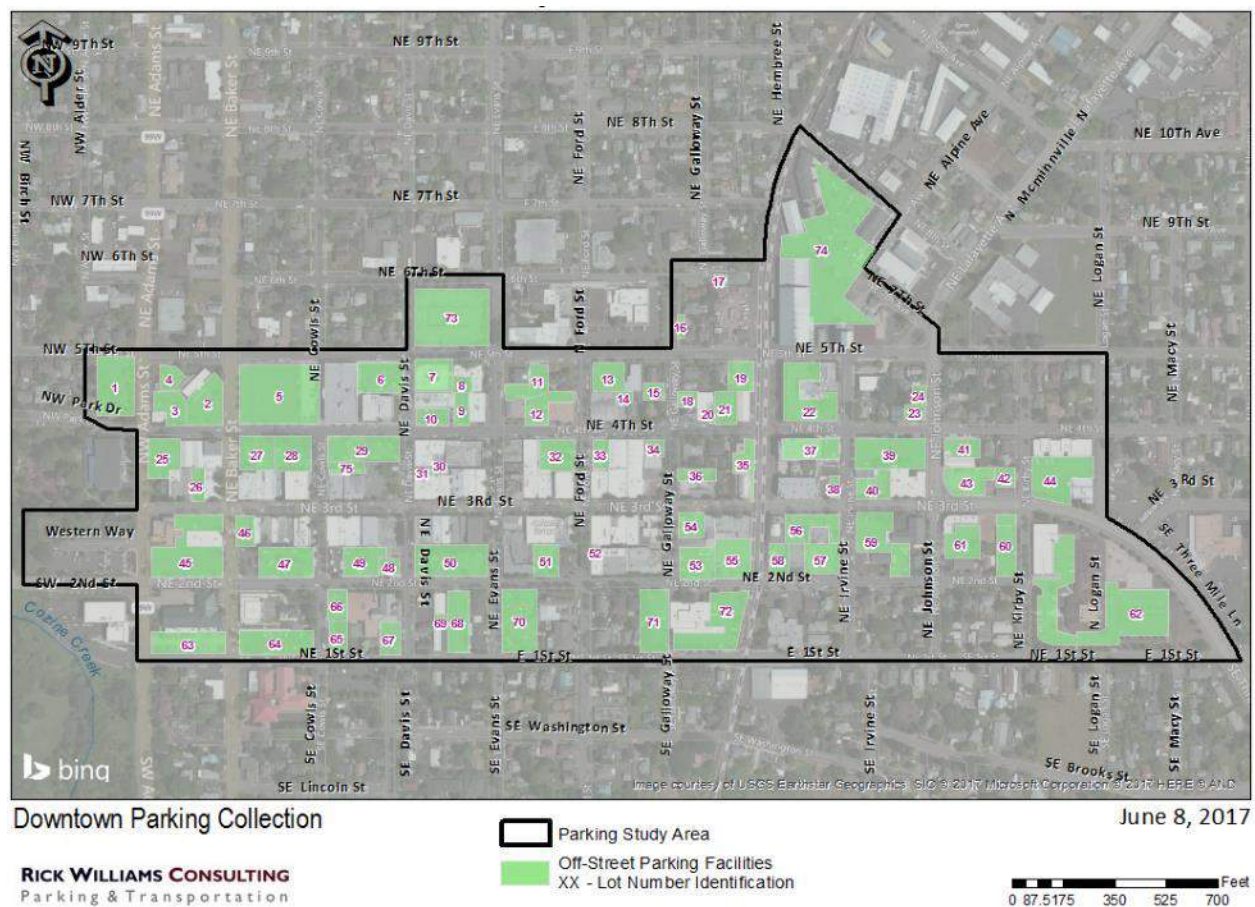
VI. CHARACTERISTICS OF OFF-STREET PARKING (Combined Study Area)

A. Inventory

The entire public and private off-street parking supply has 2,046 stalls spread across 75 sites. **Figure H** (next page) is a map showing all off-street parking facilities/sites in the study area. As the figure illustrates, off-street parking is uniformly spread across the downtown.

Of the total supply, 1,666 stalls (on 42 sites) were physically surveyed for occupancy on each of the data collection days. This represents an 81% sample of the entire off-street system – a statistically valid and representative sample of off-street parking behavior/utilization. A summary of all 75 lots is included in **Attachment A** at the end of this report.

Figure H: Inventory of Off-street Parking Facilities



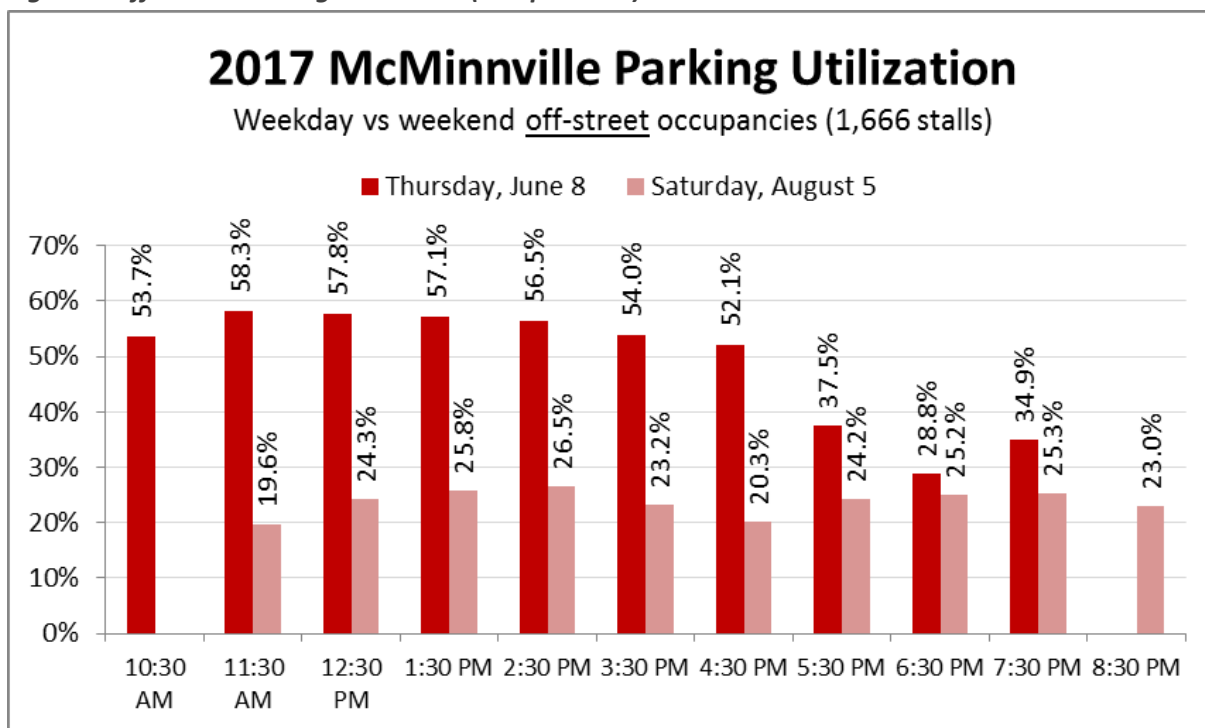
B. Utilization (Occupancy)

Figure I (next page) shows the hourly parking occupancy rates of the 42 surveyed off-street facilities. The peak hour for the off-street parking during the weekday (Thursday) occurs at between 11:00 AM and noon, reaching 58.3% occupied. In contrast, the weekend's occupancy peak is between 2:00 PM and 3:00 PM, an occupancy of 26.5%. Demand for off-street parking drops significantly on the weekday, after 5:00 PM. On the weekend, occupancies are fairly consistent throughout the study day, but never exceed 27%.

Based on the performance standards described in Section III, utilization of the off-street parking system ranges from moderate (Thursday) to low (Saturday). Overall, there is abundant empty parking in off-street facilities throughout the downtown.³

³ This finding does not infer that empty parking, particularly in private lots, is available for use by the general public. The finding does indicate that potential opportunities to capture what is an underutilized asset/resource exist and could be explored.

Figure I: Off-street Parking Utilization (comparative)



C. Utilization (by unique facility)

Table 6 (next page) summarizes usage findings from each of the 42 surveyed facilities observed on each of the survey days. Each lot is identified by a lot number that corresponds to the same number on the inventory map in **Figure E** above. Off-street parking under City control/ownership is highlighted in **bold**. The cumulative surveyed off-street parking metrics are totaled at the end of the table for (a) the survey supply and (b) for what would be an extrapolated total assuming the results of the sample would apply to all off-street stalls in the study area.

Key findings from **Table 6** include:

- When all occupancies are combined, there are a total of 650 (Thursday) and 1,225 (Saturday) empty parking stalls located on off-street lots within the study area. If extrapolated to the entire off-street system, there would be 854 and 1,550 empty stalls for Thursday/Saturday, respectively.
- Though there appears to be a significant amount of empty stalls, this is not to infer that such stalls are available for use by visitors or downtown employees as the majority of this parking is in private ownership. The public (City) owns/controls a very small portion of the off-street supply (20%), 413 stalls in seven facilities (see lots 27, 28, 47, 50, 64, 65 and 73).
- Off-street parking in public facilities has consistently high occupancies (see for instance lots 27, 28, 47, 50, 64 and 65).

- Some lots exceed 100% in the peak hour. This is the result of cars parked illegally within the lots (see for instance lots 51 and 75).
- Overall, there is a large supply of underutilized parking off-street. Within the surveyed sample, empty stalls range from 650 (Thursday) to 1,225 (Saturday). If extrapolated to all off-street parking it is estimated that there are up to 854 to 1,505 empty off-street stalls weekday/weekend, respectively.

Table 6: Off-Street Parking Utilization by Unique Facility – Weekday vs weekend

Lot ID	Facility	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available
1	McMinnville Chamber of Commerce	29	Thursday, June 8	79.3% 7:00 – 8:00 PM	6
			Saturday, August 5	27.6% 12:00 – 1:00 PM	21
2	Citizens Bank	31	Thursday, June 8	64.5% 10:00 – 11:00 AM	11
			Saturday, August 5	12.9% 11:00 AM – 1:00 PM	27
3	Ticor Title	11	Thursday, June 8	45.5% 1:00 – 2:00 PM	6
			Saturday, August 5	0% 11:00 AM – 9:00 PM	11
5	Oregon Mutual Insurance	140	Thursday, June 8	75.7% 10:00 AM – 12:00 PM 2:00 – 3:00 PM	34
			Saturday, August 5	2.9% 11:00 AM – 1:00 PM 2:00 – 4:00 PM 5:00 – 6:00 PM	136
6	Oregon Mutual Insurance - Rear	22	Thursday, June 8	81.8% 10:00 AM – 3:00 PM	4
			Saturday, August 5	27.3% 11:00 AM – 12:00 PM 6:00 – 9:00 PM	16
7	Yamhill County Family + Youth Program	19	Thursday, June 8	89.5% 10:00 AM – 12:00 PM	2
			Saturday, August 5	15.8% 11:00 AM – 12:00 PM	16
9	The Springs Living	13	Thursday, June 8	76.9% 11:00 AM – 12:00 PM	3
			Saturday, August 5	69.2% 1:00 – 3:00 PM	4
11	Board of County Commissioners	19	Thursday, June 8	94.7% 10:00 – 11:00 AM	1
			Saturday, August 5	5.3% 12:00 – 1:00 PM 7:00 – 8:00 PM	18
12	Dept. Planning + Dev	19	Thursday, June 8	89.5% 10:00 – 11:00 AM 2:00 – 3:00 PM	2

Lot ID	Facility	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available
			Saturday, August 5	52.6% 7:00 – 8:00 PM	9
13	Yamhill Co Public Health	33	Thursday, June 8	69.7% 2:00 – 3:00 PM	10
			Saturday, August 5	12.1% 4:00 – 5:00 PM	29
23	Buchanan Cellars	5	Thursday, June 8	60.0% 10:00 AM – 2:00 PM	2
			Saturday, August 5	60.0% 11:00 AM – 12:00 PM 1:00 – 2:00 PM	2
25	Cozine House/ First Federal	17	Thursday, June 8	76.5% 11:00 AM – 12:00 PM 2:00 – 3:00 PM	4
			Saturday, August 5	11.8% 7:00 – 9:00 PM	15
26	Retail Parking	10	Thursday, June 8	70.0% 10:00 AM – 12:00 PM 5:00 – 6:00 PM	3
			Saturday, August 5	10.0% 2:00 – 9:00 PM	9
27	Retail – 2 Hour Parking	26	Thursday, June 8	88.5% 12:00 – 3:00 PM	3
			Saturday, August 5	50.0% 11:00 AM – 12:00 PM	13
28	Retail – 2 Hour Parking	30	Thursday, June 8	90.0% 11:00 AM – 2:00 PM	3
			Saturday, August 5	86.7% 2:00 – 3:00 PM	4
29	US Bank	20	Thursday, June 8	80.0% 2:00 – 3:00 PM	4
			Saturday, August 5	45.0% 1:00 – 2:00 PM	11
35	Portland & Western McMinnville Depot	20	Thursday, June 8	90.0% 12:00 – 1:00 PM	2
			Saturday, August 5	30.0% 6:00 – 7:00 PM	14
37	Village Outlier/ Yamhill County	54	Thursday, June 8	70.4% 10:00 – 11:00 AM	16
			Saturday, August 5	35.2% 2:00 – 4:00 PM	35
39	Golden Valley	58	Thursday, June 8	75.9% 12:00 – 1:00 PM	14
			Saturday, August 5	67.2% 7:00 – 8:00 PM	19
40	Mini Super Hidalgo	19	Thursday, June 8	68.4% 5:00 – 6:00 PM	6
			Saturday, August 5	63.2% 12:00 – 1:00 PM 5:00 – 6:00 PM	7

Lot ID	Facility	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available
41	Acupro Oregon Computer Sales	14	Thursday, June 8	64.3% 10:00 AM – 12:00 PM 4:00 – 5:00 PM	5
			Saturday, August 5	7.1% 11:00 AM – 9:00 PM	13
43	Acupro Oregon Computer Sales	40	Thursday, June 8	22.5% 3:00 – 6:00 PM	31
			Saturday, August 5	20.0% 3:00 – 4:00 PM	32
44	HBF International	69	Thursday, June 8	75.4% 1:00 – 2:00 PM 3:00 – 4:00 PM	17
			Saturday, August 5	5.8% 12:00 – 1:00 PM	65
45	First Federal	64	Thursday, June 8	64.1% 10:00 – 11:00 AM	23
			Saturday, August 5	6.3% 11:00 AM – 2:00 PM	2
47	Public - 2 Hour Parking	29	Thursday, June 8	96.6% 2:00 – 3:00 PM 4:00 – 6:00 PM	1
			Saturday, August 5	93.1% 6:00 – 7:00 PM	2
48	Public – All Day Parking	17	Thursday, June 8	100% 2:00 – 4:00 PM 5:00 – 6:00 PM	0
			Saturday, August 5	94.1% 3:00 – 4:00 PM	1
49	Key Bank	20	Thursday, June 8	90.0% 12:00 – 1:00 PM	2
			Saturday, August 5	60.0% 1:00 – 2:00 PM	8
50	Public – 2 Hour Parking	53	Thursday, June 8	98.1% 12:00 – 1:00 PM 5:00 – 6:00 PM	1
			Saturday, August 5	96.2% 12:00 – 1:00 PM	2
51	Multi-Tenant Parking	15	Thursday, June 8	113.3% 11:00 AM – 12:00 PM	-2
			Saturday, August 5	113.3% 12:00 – 1:00 PM	-2
56	K Mini Mart	13	Thursday, June 8	92.3% 11:00 AM – 12:00 PM	1
			Saturday, August 5	61.5% 2:00 – 3:00 PM	5
59	McMinnville Praise Assembly	40	Thursday, June 8	60.0% 7:00 – 8:00 PM	16

Lot ID	Facility	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available
			Saturday, August 5	42.5% 7:00 – 8:00 PM	23
60	Mountain View – Dr. Marvin Johnson and Thomas Kolodge	24	Thursday, June 8	8.3% 10:00 AM – 12:00 PM	22
			Saturday, August 5	8.3% 1:00 – 2:00 PM	22
61	Farmers Insurance	23	Thursday, June 8	56.5% 11:00 AM – 12:00 PM	10
			Saturday, August 5	0% 11:00 AM – 9:00 PM	23
62	James Catholic Church/ School	128	Thursday, June 8	22.7% 7:00 – 8:00 PM	99
			Saturday, August 5	53.1% 6:00 – 7:00 PM	62
63	McMinnville Fire Department	34	Thursday, June 8	50.0% 11:00 AM – 1:00 PM	17
			Saturday, August 5	38.2% 11:00 AM – 12:00 PM	21
64	Public – All Day Parking/ Civic-City Hall	38	Thursday, June 8	97.4% 7:00 – 8:00 PM	1
			Saturday, August 5	15.8% 12:00 – 1:00 PM	32
65	Public – All Day Parking	15	Thursday, June 8	73.3% 7:00 – 8:00 PM	4
			Saturday, August 5	46.7% 5:00 – 6:00 PM	8
70	McMinnville Co-op/ Public – All Day Parking	49	Thursday, June 8	95.9% 11:00 AM – 12:00 PM	2
			Saturday, August 5	53.1% 2:00 – 3:00 PM	23
71	US Post Office	31	Thursday, June 8	51.6% 1:00 – 2:00 PM	15
			Saturday, August 5	25.8% 12:00 – 1:00 PM	23
73	5th Avenue Garage	222	Thursday, June 8	81.5% 10:00 – 11:00 AM	41
			Saturday, August 5	17.6% 3:00 – 4:00 PM	183
74	The Granary	120	Thursday, June 8	63.3% 12:00 – 1:00 PM	44
			Saturday, August 5	52.5% 1:00 – 2:00 PM	57
75	McMinnville Grand Ballroom	13	Thursday, June 8	123.1% 12:00 – 1:00 PM	-3
			Saturday, August 5	115.4% 12:00 – 1:00 PM	-2
Off-Street Supply (Surveyed) 42 sites		1,666	Thursday, June 8	58.3% 11:00 AM – 12:00 PM	650

Lot ID	Facility	Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available
			<i>Saturday, August 5</i>	26.5% 2:00 – 3:00 PM	1,225
	Off-Street Supply (Extrapolated) 75 sites	2,047	Thursday, June 8	58.3% 11:00 AM – 12:00 PM	854
			Saturday, August 5	26.5% 2:00 – 3:00 PM	1,505

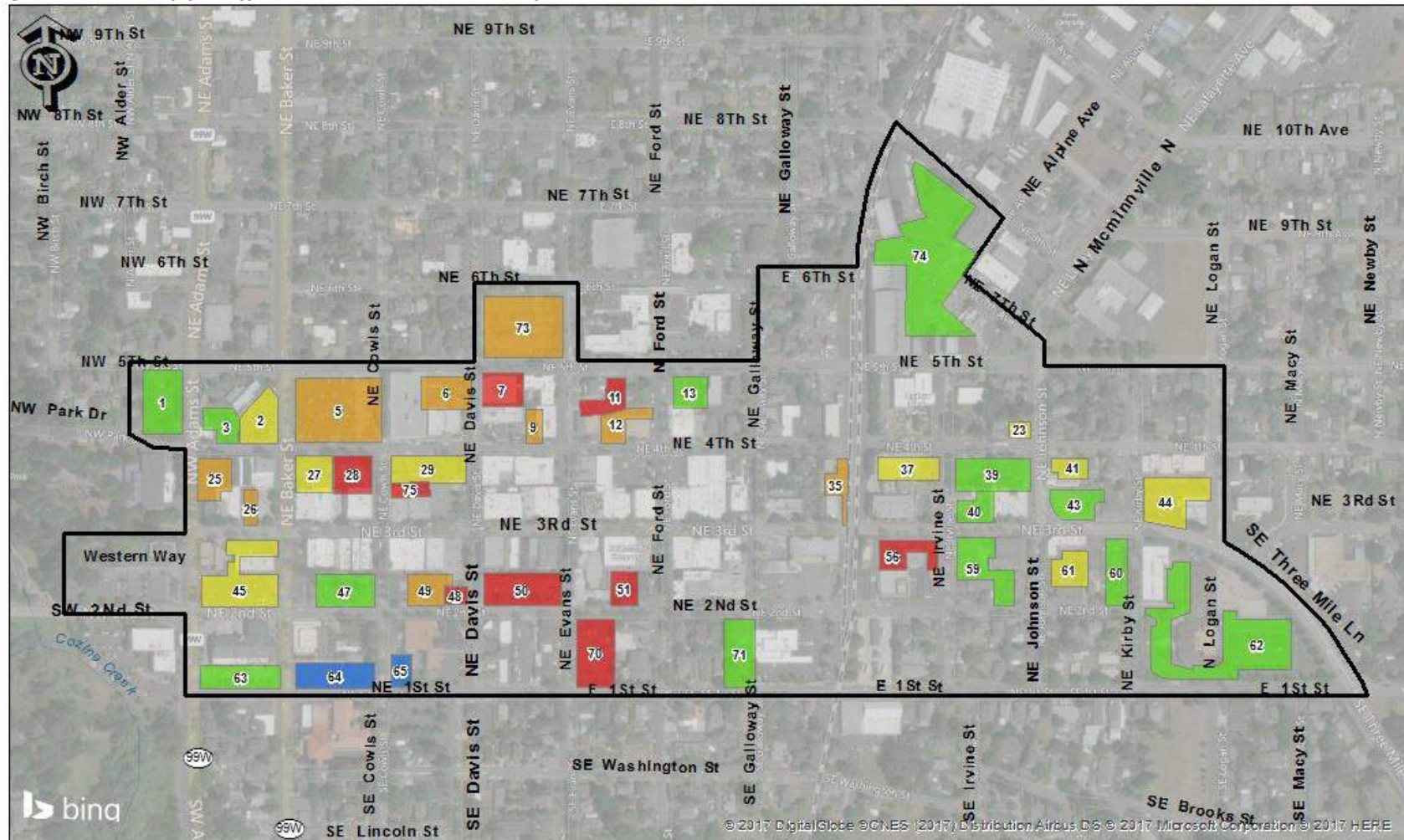
D. Utilization (Heat Map Summary)

Figures J and K (next two pages) illustrate the off-street parking heat maps for the peak hours for both the weekday and weekend. The findings include:

- Nine (9) of 42 facilities, or 21% of the total off-street supply surveyed, are constrained above 85% occupancy on the weekday (Thursday).
- Four (4) of 42 facilities, or 9.5% of the total on-street supply surveyed, are constrained above 85% occupancy on the weekend (Saturday).
- The peak hour is 11:00 AM - 12:00 PM on weekday and 2:00 - 3:00 PM on the weekend.
- The facilities on the eastside of the study area have much lower occupancy rates than those to the west. This is the same for both Thursday and Saturday.

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Figure J: Heat Map for Off-Street Utilization (Weekday Peak Hour)



Off-Street Parking Utilization - Weekday

Parking Study Area





RICK WILLIAMS CONSULTING
Parking & Transportation

Thursday, June 8, 2017

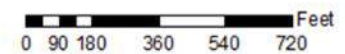
11:00 AM - 12:00 PM
Peak Hour

0 90 180 360 540 720 Feet

 Parking Study Area

 > 85%
 84% - 70%
 69% - 55%
 < 55%

2:00 - 3:00 PM
Peak Hour



VII. CHARACTERISTICS OF THE SUPPLY (Combined View)

A. Combined Survey Findings

It is important to consider both on and off-street parking facilities together as a system. The on-street system should generally serve short stay visitors and customers, while the off-street supply should cater to employees and/or stays of 4 hours or more. Also, contrasting on-street constraints to adjacent or nearby off-street surpluses (if any) can be useful in determining the feasibility of potential shared systems.

Figure L shows the hourly occupancy rates for the combined parking system for both the weekday and the weekend; 2,464 surveyed stalls). Key findings include:

- Combined occupancy rates are less than 60% on the weekday (Thursday) and less than 35% on the weekend (Saturday).
- Based on industry measures of performance, the downtown system operates at a moderate (weekday) to low (weekend) level.
- After 5:00 PM, the volume of parking activity in the downtown decreases substantially both weekday and weekend.
- The highest levels of parking activity occur between the hours of 10:00 AM and 2:00 PM.

Figure L: 2017 McMinnville Combined Parking Utilization

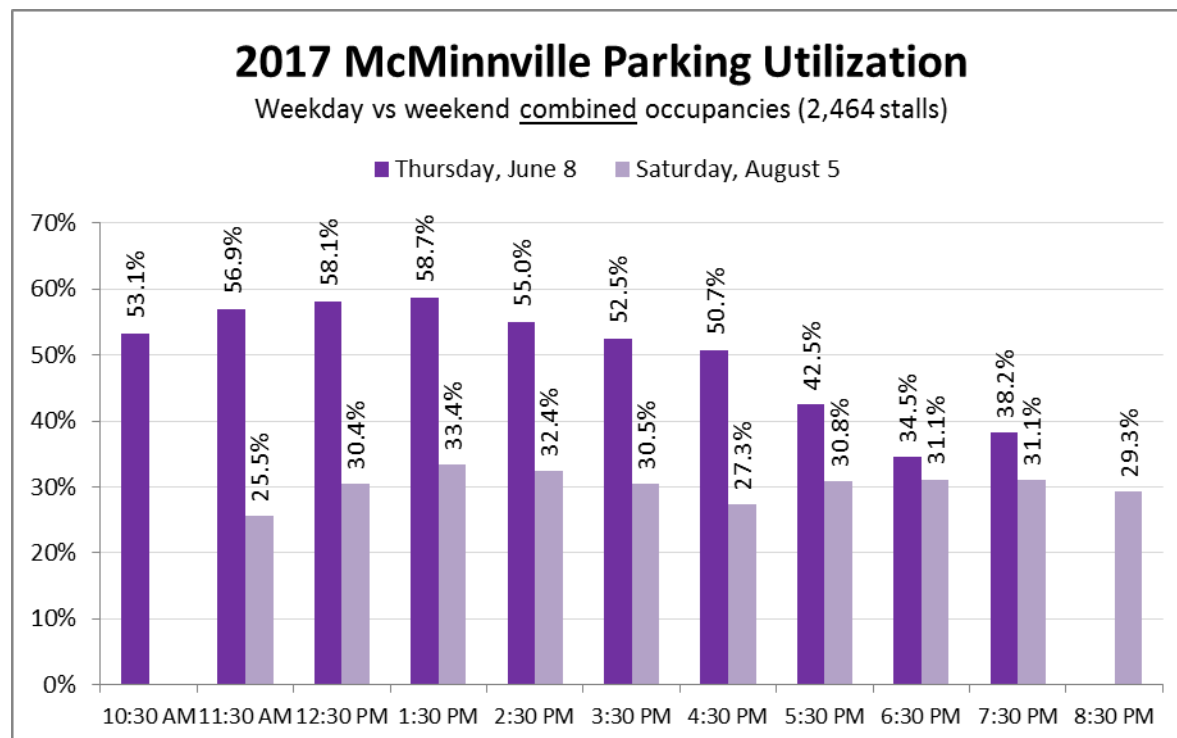


Table 7 below shows the utilization comparisons between combined on and off-street parking supplies within the sampled supply for the weekday and weekend, as well as extrapolated metrics for the entire parking supply in downtown McMinnville.

Key findings include:

- Peak occupancies within the on-street supply are higher than the off-street supply, whether weekday or weekend.
- Within the sampled supply (2,464), there are between 974 (weekday) and 1,640 (weekend) empty parking stalls at the peak hour.
- When extrapolated to the entire parking supply (2,845), there are 1,175 empty parking stalls on the weekday and 1,895 empty parking stalls on the weekend during the peak hours.

Table 7: 2017 McMinnville Combined Parking Utilization – Weekday vs weekend

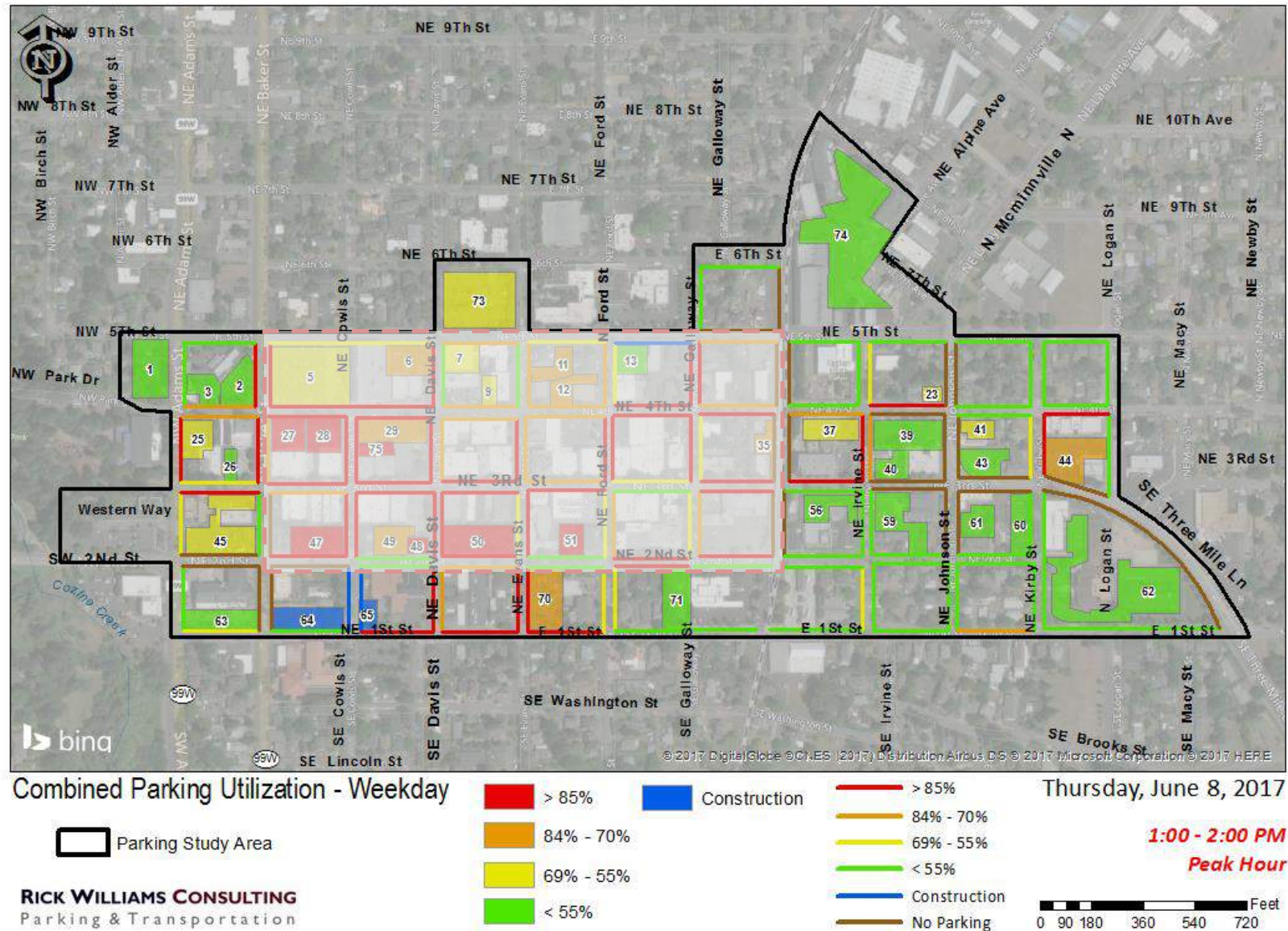
Parking Use Type	# of Stalls	Survey Day	Peak Occupancy Peak Hour	Stalls Available
<i>Combined Supply Surveyed</i>	<i>2,464</i>	<i>Thursday, June 8</i>	<i>58.7% 1:00 – 2:00 PM</i>	<i>974</i>
		<i>Saturday, August 5</i>	<i>33.4% 1:00 – 2:00 PM</i>	<i>1,640</i>
Combined Supply Extrapolated	2,845	Thursday, June 8	58.7% 1:00 – 2:00 PM	1,175
		Saturday, August 5	33.4% 1:00 – 2:00 PM	1,895


B. Utilization - Combined View (Heat Map Summary)





Figures M and **N** (next two pages) provide weekday and weekend peak hour heat maps combining the on and off-street systems. The maps also include the core area, shaded in white. As the figures demonstrate:

- There is generally empty parking available on and off-street (in the peak hour) within a reasonable proximity to most any area of the downtown.
- The weekday (Thursday) core area is constrained, especially the small area bounded by NE Baker Street and NE Evans Street between NE 2nd and NE 4th. Nonetheless, this area is too small (six blocks) to indicate that there is an overall supply problem for either the core area or the larger study area.

Figure M: 2017 McMinnville Combined Parking Utilization Weekday

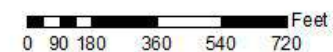


 Parking Study Area

 > 85%
 84% - 70%
 69% - 55%
 < 55%

■ > 85%
■ 84% - 70%
■ 69% - 55%
■ < 55%
■ Construction
■ No Parking

1:00 - 2:00 PM
Peak Hour



VIII. SUMMARY

The City of McMinnville has an adequate supply of parking both on and off-street to meet the needs of regular visitors, customers and employees downtown. Overall parking is not highly constrained; however, the 'core area' analysis indicates that the area along NE 3rd Avenue experiences the highest volume of occupancy; particularly on the weekday (Thursday).

Key parking metrics show that the time limited stalls are providing enough time for on-street visitors, and those stalls are being used efficiently. There may be a need to increase the number of 2-Hour stalls to facilitate turnover. Violation rates are higher than industry best practices, so additional enforcement may be warranted. The off-street supply is generally underutilized, with certain publicly accessible facilities yielding moderate to high occupancies.

This data summary provides an objective understanding on the use characteristics of the on and off-street supplies in downtown McMinnville. These key findings will establish the basis from which recommendations for improvements to the systems will be made for the short and long-term success of McMinnville.

IX. NEXT STEPS

The findings contained in this Technical Memorandum will be reviewed by City staff and the Stakeholder Advisory Committee. Revisions and refinements will be made to ensure that there is a high level of understanding of the data and its implications. This input will be incorporated into a Draft Recommendations Report that will provide considerations related to programs and strategies designed to improve the existing parking system and support future growth and development of parking downtown.

ATTACHMENT A
SUMMARY OF OFF-STREET FACILITIES (75 SITES)

Lot Number	Facility⁴	# of Stalls	% of Total
1	McMinnville Chamber of Commerce	29	1.4%
2	Citizens Bank	31	1.5%
3	Ticor Title	11	0.5%
4	Dutch Bros	3	0.1%
5	Oregon Mutual Insurance	140	6.8%
6	Oregon Mutual Insurance - Rear	22	1.1%
7	Yamhill County Family + Youth Program	19	0.9%
8	Vacant Building	7	0.3%
9	The Springs Living	13	0.6%
10	Frontier	7	0.3%
11	Board of County Commissioners	19	0.9%
12	Dept. Planning + Dev	19	0.9%
13	Yamhill Co Public Health	33	1.6%
14	Court Appointed Advocates	6	0.3%
15	Private Residence	5	0.2%
16	707 NE 5th St	4	0.2%
17	Galloway Place	2	0.1%
18	Cynthia Kaufman Noble LLC	5	0.2%
19	Utility Yard	6	0.3%
20	Boxer Boys	4	0.2%
21	Cellar Ridge Construction	7	0.3%
22	Elizabeth Chambers Winery	10	0.5%
23	Buchanan Cellars	5	0.2%
24	Carlyle Construction	8	0.4%
25	Cozine House/ First Federal	17	0.8%
26	Retail Parking	10	0.5%
27	Retail – 2 Hour Parking	26	1.3%
28	Retail – 2 Hour Parking	30	1.5%
29	US Bank	20	1.0%
30	Retail Parking	3	0.1%

⁴ Facilities highlighted in red were not surveyed.

31	Retail Parking	3	0.1%
32	News Register	37	1.8%
33	News Register	13	0.6%
34	McMinnville Glass Shop Entrance	5	0.2%
35	Portland & Western McMinnville Depot	20	1.0%
36	Lost in the 50s	10	0.5%
37	Village Outlier/ Yamhill County	54	2.6%
38	Third Street Animal Hospital	4	0.2%
39	Golden Valley	58	2.8%
40	Mini Super Hidalgo	19	0.9%
41	Acupro Oregon Computer Sales	14	0.7%
42	Northwest Spine & Sport	9	0.4%
43	Acupro Oregon Computer Sales	40	2.0%
44	HBF International	69	3.4%
45	First Federal	64	3.1%
46	Berkshire Hathaway	11	0.5%
47	Public - 2 Hour Parking	29	1.4%
48	Public – All Day Parking	17	0.8%
49	Key Bank	20	1.0%
50	Public – 2 Hour Parking	53	2.6%
51	Multi-Tenant Parking	15	0.7%
52	The Springs Living	5	0.2%
53	Rays Auto Service Back lot	27	1.3%
54	Rays Auto Service Front lot	0	0.0%
55	Unknown	27	1.3%
56	K Mini Mart	13	0.6%
57	Headstart of Yamhill County	15	0.7%
58	Headstart of Yamhill County – Bus Parking	10	0.5%
59	McMinnville Praise Assembly	40	2.0%
60	Mountain View – Dr. Marvin Johnson and Thomas Kolodge	24	1.2%
61	Farmers Insurance	23	1.1%
62	James Catholic Church/ School	128	6.3%
63	McMinnville Fire Department	34	1.7%
64	Public – All Day Parking/ Civic-City Hall	38	1.9%
65	Public – All Day Parking	15	0.7%

66	First Presbyterian Church	12	0.6%
67	First Presbyterian Church - Rear	15	0.7%
68	Macy & Son Memorial Chapel	25	1.2%
69	Poseyland Florist	7	0.3%
70	McMinnville Co-op/ Public – All Day Parking	49	2.4%
71	US Post Office	31	1.5%
72	Authorized Vehicles Only	69	3.4%
73	5th Avenue Garage	222	10.8%
74	The Granary	120	5.9%
75	McMinnville Grand Ballroom	13	0.6%
	Off-Street Supply (75 sites)	2,046	100%
	<i>Off-Street Supply Surveyed (42 sites)</i>	<i>1,665</i>	<i>81.4%</i>

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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 21, 2018
TO: Jeff Towery, City Manager
FROM: Matt Scales, Chief of Police
SUBJECT: City Ordinance updates for RV's and Abandoned Vehicles

Report in Brief:

This is a follow up report from the City Council Work Session that took place on February 21st, 2018. Our comprehensive initial report to the McMinnville City Council surrounded the antiquated City Code dealing with vehicular camping in recreational vehicles (RV's) and abandoned vehicles.

As you will recall, recreational vehicles parked in areas throughout the City of McMinnville have been affecting the livability and functionality of citizens and businesses for a number of years. Information provided during the Work Session outlined what the current situation looks like in McMinnville, and how we as a Police Department are dealing with it using our existing City Code. Our presentation included codified City Codes obtained from other Oregon cities that provide alternatives to our current outdated codes that do not address the issues in a timely and effective manner.

After a lengthy discussion the City Council directed staff to return with an effective updated City Ordinance addressing both RV's and abandoned vehicles. Staff has prepared an updated Ordinance which should satisfy the City Council's request. Staff recommends adoption of the updated RV and Abandoned Vehicle Ordinance and repeal of the existing antiquated Code, Chapter 15.28 "Trailer Houses".

Background:

Over the last number of months McMinnville has dealt with a growing issue in regards to people living/camping in their RV's, campers, trailers, and vehicles. This is occurring on City streets, public right-of-ways and publicly owned property (i.e. surface parking lots and the parking structure). These situations have caused a significant increase in calls for service to the Police Department throughout the City. Whether it is in a residential, industrial or commercial zone, the Police Department has been called to deal with people living out of their RV's, campers or vehicles. During recent City Council public comment sessions there were numerous citizens voicing concerns that the inaction by the City has impacted the livability of their neighborhoods or their businesses. The citizens voiced concerns that people sleeping in these vehicles are causing safety issues with loose dogs running around, littering, public urination, defecation, or in general public health issues.

Again, worth noting is that in responding to these complaints, the problems mentioned at City Council meetings do exist, however these issues do not exist with every complaint we go to, or every vehicular camper we contact. The testimony from the citizens should not be taken as all inclusive, there are

some vehicular campers who do obey the laws and respect the neighborhood or areas they are parked in.

Current Issues with Existing Ordinances:

The existing City Ordinance language does not allow for adequate or timely enforcement of vehicular camping complaints. In addition, it is extremely labor and time intensive as it relates to these issues.

For example, our current RV Ordinance, which is defined as “trailer houses” are addressed in current City Code using language which needs to be updated to reflect the changes that have occurred since it was initially codified in 1960. Currently when the existing code was attempted to be enforced it was deemed to be invalid due to language effectively making it unenforceable. Our McMinnville Municipal Court ruled in order for the RV’s or “trailer house” to be in violation of the current City Ordinance needed to be observed occupied for four consecutive hours. The code enforcement team does not have the capacity to do this due to workloads and time constraints. See below for the current City Code.

MMC 15.28.010 Trailer house defined. The term “trailer house” means a vehicle or mobile home used for living or sleeping purposes, which is or has been equipped with wheels for the purpose of transporting the same upon the public streets or highways, and constructed in such a manner as to permit occupancy as a dwelling or sleeping quarters for one or more persons. The term “trailer house” also includes any self-propelled living quarters.

MMC 15.28.030 Parking for more than four hours – Permit required – exceptions.

- A. It is unlawful to park or place any trailer house used for sleeping or living purposes within the city for a period of time exceeding four hours, excepting in a trailer court or within any commercial or industrial zone as designated by the zoning ordinances after obtaining a nontransferable permit from the council as set forth in this chapter. The parking of trailer houses in the city which are not used for sleeping or living quarters are not regulated by this chapter but are regulated by the general ordinances of the city regulating vehicular parking when parked on the city street or alleys.

With the RV “trailer house” essentially becoming unenforceable, the City’s code enforcement workgroup turned to the Abandoned Vehicle Ordinance in an attempt to gain compliance with RV’s, trailers and vehicle campers. As you have heard from my statements during recent City Council meetings, the current Abandoned Vehicle Code is also filled with loopholes and is antiquated. As you will read below, from the initial 72 hours vehicles are allowed to park on the City street it will take an additional 144 consecutive hours (totaling 9 days) before RV’s, trailers, and vehicle campers are eligible to be clock starts towed from a location. In addition, if the vehicle moves over 300’ or more during this time frame, the time starts over.

MMC 10.28.080 Parking – For Sale, repair or storage prohibited when.

(E) Storage or as junk for more than seventy-two hours. After a vehicle has been stored on a public street for more than one hundred forty-four consecutive hours and has received two parking citations for storage or junk, the Chief of Police or his or her designee may cause the vehicle to be towed and stored at the owner’s expense. The owner shall be liable for the costs of towing and storing, notwithstanding that the vehicle was parked by another.

1. For purpose of this subsection the following definition is adopted: “storage” means leaving a vehicle parked upon a public street for more than seventy-two hours.
2. Moving a vehicle to a new location more than three hundred feet (as measured in straight line from the site where the violations occurred) shall interrupt the running of the seventy-two hour period.

The areas emphasized; more than seventy-two hours, more than one hundred forty-four consecutive hours and moving three hundred feet interrupting the running time period make it so we currently have to account for an extended period of time prior to being able to remove a vehicle that the owner fails to voluntarily comply with City Parking Code. If the vehicle is moved to another location that is more than 300' from the initially identified location the time starts over again, but the problem or issue has not resolved itself. More to the point, it has simply moved to a different location that will have an adverse effect on that new location.

Update City Ordinance:

At City Council's request, staff has prepared an updated City Ordinance which will provide PD employees the ability to deal with both RV's and Abandoned Vehicles in a more timely and effective manner. As mentioned earlier, the antiquated City Code dealing with "Trailer Houses" is recommended to be repealed, and updated definitions of "Abandoned Vehicle", "Recreational Vehicle" and "Vehicle" were added to the current City Code Section 10.04.030.

In addition, Section 10.28.030 is recommended to be amended with respect to RV's. Under the recommended code adoption, RV's are prohibited from parking on any public highway, road, street, or right-of-way within the City, except for the immediate loading or unloading of persons or property.

Section 10.28.080 is recommended to be amended with regards to Abandoned Vehicles. Staff recommends updating the Ordinance, so that abandoned vehicles may be tagged with a tow notice immediately, and subsequently towed 24 hours after the notice has been affixed to the vehicle at the owner's expense if certain criteria is met.

Lastly, language reference "Motor Trucks" was made clearer. The City Code is recommended to be changed so that any motor truck that was parked on a city street between 9:00 p.m. and 7:00 a.m. the following day, is required to obtain a permit from the city Police Department, regardless of location.

Recommendation:

Staff recommends that the City Council adopt the updated City Ordinance related to RV's and Abandoned Vehicles and repeal the existing Code, Chapter 15.28 "Trailer Houses".

ORDINANCE 5049
EXHIBIT 1

Section 1. MMC Section 10.04.030 will be amended as follows:

10.04.030 Definitions. In addition to those definitions contained in the ORS chapters set forth in Section 10.04.020, the following words or phrases, except where the context clearly indicates a different meaning, shall be defined as follows:

A. "Abandoned Vehicle" means a vehicle that remains in violation for more than 24 hours and one or more of the following conditions exist:

(1) The vehicle does not have a lawfully affixed, unexpired registration plate, fails to display current registration or fails to have vehicle insurance as required by the State of Oregon;

(2) The vehicle appears to be inoperative or disabled;

(3) The vehicle appears to be wrecked, partially dismantled or junked; or

(4) The vehicle appears to have been abandoned by its owner.

B. "Bicycle" means a non-motorized vehicle designed to be ridden, propelled by human power, and having two or more wheels the diameter of which are in excess of ten inches or having two or more wheels where any one wheel has a diameter in excess of fifteen inches.

C. "Bus stop" means a space on the edge of a roadway designated by sign for use by buses loading or unloading passengers.

D. "Holiday" means New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and any other day proclaimed by the council to be a holiday.

E. "Loading zone" means a space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours of specified days.

F. "Motor vehicle" means every vehicle that is self-propelled, including tractors, fork-lift trucks, motorcycles, road building equipment, street cleaning equipment and any other vehicle capable of moving under its own power, notwithstanding that vehicle may be exempt from licensing under the motor vehicle laws of the state.

G. "Park" or "parking" means the condition of:

(1) A motor vehicle that is stopped while occupied by its operator with the engine turned off;

(2) A motor vehicle that is stopped while unoccupied by its operator whether or not the engine is turned off.

H. "Pedestrian" means a person on the public right-of-way except:

(1) The operator or passenger of a motor vehicle or bicycle;

(2) A person leading, driving or riding an animal or animal-drawn conveyance.

I. "Recreational Vehicle" (RV) means any vehicle with or without motive power that is designed for human occupancy and to be used temporarily for recreational, seasonal or emergency purposes and as further defined, by rule, by the director.

J. "Stand" or "standing" means the stopping of a motor vehicle while occupied by its operator with the engine running except stopping in obedience to the instructions of a traffic officer or traffic-control device or for other traffic.

K. "Stop" means complete cessation of movement.

L. "Street" and "other property open to public travel":

(1) When used in this title or in the ORS chapters incorporated in this title, shall be considered synonymous, unless the context precludes such construction. "Street," as defined in this title and the ORS chapters incorporated by reference in this title, includes alleys, sidewalks, grass or parking strips, and parking areas and accessways owned or maintained by the city.

(2) "Other property open to public travel" means property whether publicly or privately owned and whether publicly or privately maintained, upon which the public operates motor vehicles either by express or implied invitation other than streets as defined in subsection A of this section, and excepting public school property, county property, or property under the jurisdiction of the State Board of Higher Education. Other property open to public travel shall include but not be limited to parking lots, service station lots, shopping center and supermarket parking lots, and other accessways and parking areas open to general vehicular traffic, whether or not periodically closed to public use.

M. "Taxicab stand" means a space on the edge of a roadway designated by sign for use by taxicabs.

N. "Traffic-control device" means a device to direct vehicular or pedestrian traffic, including but not limited to a sign, signaling mechanism, barricade, button or street or curb marking installed by the city or other authority.

O. "Traffic lane" means that area of the roadway used for the movement of a single line of traffic.

P. "Vehicle" means any device in, upon or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means. "Vehicle," as used in subsequent sections of this title, includes bicycles.

Section 2. MMC Section 10.28.030 will be amended as follows:

10.28.030 Parking or standing—Prohibited in designated locations. In addition to the state motor vehicle laws prohibiting parking, no person shall park or leave standing, in the following places:

A. A vehicle upon a bridge, viaduct or other elevated structure used as a street, or within a street tunnel, unless authorized by state statute, by this Code, or by the Chief of Police or his or her designee;

B. A vehicle in an alley, other than for the expeditious loading or unloading of persons or materials but in no case for a period in excess of thirty consecutive minutes;

C. A motor truck, as defined by ORS 801.355, on a street between the hours of nine p.m. and seven a.m. of the following day in front of or adjacent to a residence, motel, apartment house, hotel or other sleeping accommodation unless a revocable permit is obtained from the city Police Department. The permit shall be for a six month or a twelve-month period and may be renewed. The cost of the permit will be set by resolution determined by the McMinnville City Council. In the event a complaint(s) is received from a resident in the area of the parked truck, the Chief of Police or his or her designee shall investigate the complaint and may revoke said permit, and the cost of the permit shall be forfeited by the permittee;

D. A vehicle upon a parkway or freeway, except as authorized by state statute, by this Code, or by the Chief of Police or his or her designee.

E. A vehicle on a curb painted yellow, except as specifically authorized by signage.

F. A vehicle within the area between the curb or roadway and sidewalk line commonly known as the planting strip, except where improved parking areas have been approved and marked by the City engineering department.

G. A vehicle in such a manner that the vehicle blocks all or any part of any driveway.

H. A vehicle in such a manner that the vehicle blocks all or any part of a public sidewalk.

I. A recreational vehicle (RV) on any public highway, road, street, or right-of-way within the city, except for the immediate loading or unloading of persons or property.

Section 3. MMC Section 10.28.080 will be amended as follows:

10.28.080 Parking—For sale, repair or storage prohibited when. No operator shall park and no owner shall allow a vehicle to be parked upon a street for the principal purpose of:

- A. Displaying the vehicle for sale;
- B. Repairing or servicing the vehicle, except repairs necessitated by an emergency;
- C. Displaying advertising from the vehicle;
- D. Selling merchandise from the vehicle, except when authorized by this Code or by the Chief of Police or his or her designee;
- E. Abandoning the vehicle. Abandoned Vehicles may be tagged for tow immediately. Abandoned vehicles may be towed 24 hours after the notice has been affixed to the vehicle at the owner's expense. Storage or as junk for more than seventy-two hours. After a vehicle has been stored on a public street for more than one hundred forty-four consecutive hours and has received two parking citations for storage or junk, the Chief of Police or his or her designee may cause the vehicle to be towed and stored at the owner's expense. The owner shall be liable for the costs of towing and storing, notwithstanding that the vehicle was parked by another.
 - 1. ~~For purposes of this subsection the following definition is adopted: "storage" means leaving a vehicle parked upon a public street for more than seventy-two hours.~~
 - 2. ~~Moving a to a new location more than three hundred feet (as measured in a straight line from the site where the violations occurred) shall interrupt the running of the seventy-two hour period.~~

Section 4. MMC Chapter 15.28 will be repealed:

Chapter 15.28 TRAILER HOUSES

Sections:

- ~~15.28.010 — Trailer house defined.~~
- ~~15.28.020 — License required — Requirements.~~
- ~~15.28.030 — Parking for more than four hours — Permit required — Exceptions.~~
- ~~15.28.040 — Parking permit applicability.~~
- ~~15.28.050 — Wheel removal or placement on foundation not to affect applicability of provisions.~~
- ~~15.28.060 — Sanitary disposal system use regulation.~~
- ~~15.28.070 — Violation — Penalty.~~

~~15.28.010 — Trailer house defined. The term "trailer house" means a vehicle or mobile home used for living or sleeping purposes, which is or has been equipped with wheels for the purpose of transporting the same upon the public streets or highways, and constructed in such a manner as to permit occupancy as a dwelling or sleeping quarters for one or more persons. The term "trailer house" also includes any self-propelled living quarters. (Ord. 2931 §1, 1960).~~

15.28.020 — License required — Requirements:

~~A. — No person shall park or place any trailer house used for sleeping or living purposes within any commercial or industrial zone within the city without first obtaining a license from the city. An application for a license shall be filed with the city recorder. The application shall contain a general description of the trailer, year, model and make, and the purpose for which the trailer will be used and exact location thereof. Upon the filing of the application the building inspector shall inspect the premises upon which the trailer house will be located and the general layout as to sewer and water facilities.~~

~~B. — The council reserves the right to reject any application or refuse to grant the permit. If the council is satisfied that the location of said trailer house will not violate any of the sanitary rules or regulations or disturb or become a nuisance to the residents of the area in which the trailer house will be located, the council may grant a nontransferable permit for a period of not exceeding two years in which such applicant may place or park said trailer house and use the same for living or sleeping purposes. Such permit may upon proper application be renewed or extended by the council. Upon the filing of the application, the applicant shall pay to the city recorder a filing fee of ten dollars. (Ord. 3341 §1, 1967; Ord. 2931 §3, 1960).~~

~~15.28.030 ——— Parking for more than four hours — Permit required — Exceptions.~~

~~A. — It is unlawful to park or place any trailer house used for sleeping or living purposes within the city for a period of time exceeding four hours, excepting in a trailer court or within any commercial or industrial zone as designated by the zoning ordinances after obtaining a nontransferable permit from the council as set forth in this chapter. The parking of trailer houses in the city which are not used for sleeping or living quarters are not regulated by this chapter but are regulated by the general ordinances of the city regulating vehicular parking when parked on the city street or alleys. (Ord. 4660 §1.b, 1998; Ord. 2931 §2, 1960).~~

~~15.28.040 ——— Parking permit applicability. Subsection A of Section 15.28.030 shall not apply to those trailer houses outside trailer courts and within the residential zones of the city which as of August 1, 1960, were being used as a place of residence; provided, however, that should any such trailer house be moved from its present location, it shall immediately lose its classification under this chapter; and provided, further, the council reserves the right to order the discontinuance within a reasonable time of the use of a trailer house for sleeping or living purposes within a residential zone upon reasonable notice or by amendment of this chapter. (Ord. 2931 §5, 1960).~~

~~15.28.050 ——— Wheel removal or placement on foundation not to affect applicability of provisions. The removal of the wheels or the placement of a trailer house on posts, footings or permanent or temporary foundation shall not be considered as removing said trailer house from the regulations contained in this chapter. (Ord. 2931 §4, 1960).~~

~~15.28.060 ——— Sanitary disposal system use regulation. It is unlawful for any person occupying or using any trailer house within the city to use any toilet, sink, lavatory or similar equipment therein unless the same are connected with a public sewer or an approved septic tank in accordance with the ordinances of the city. (Ord. 2931 §6, 1960).~~

~~15.28.070 ——— Violation — Penalty. Any person, firm or corporation violating any provision of this chapter, or failing to comply thereto, shall, upon conviction, in the recorder's court, be subject to a fine not exceeding three hundred dollars and to imprisonment in the city jail not exceeding ten days. Each day during which the violation continues shall be considered a separate violation hereunder. (Ord. 2931 §7, 1960).~~

To: Jeff Towery, City Manager
From: BDS Planning
Re: Draft Updated Vision, Mission, Values for Council Consideration
Date: March 16, 2018

The following statements of City purpose have been drafted by BDS Planning for City Council consideration and feedback at their regular council meeting on March 27, 2018. These statements incorporate areas of priority and focus that emerged from five facilitated focus groups between February 8th and February 28th, 2018, a community survey, and from the City Council's discussion on February 13th, 2018.

Vision Statement

Existing Statement
None.

Proposed Statement

Our Vision for 2032...

With a legacy of strong civic leadership, McMinnville is a diverse and thriving city growing with intention to preserve our small town feel while expanding opportunities for all.

Mission Statement

Existing Statement

The City of McMinnville is primarily responsible for maintaining a safe and livable environment within the community. This is achieved by providing open governance and efficient delivery of public services.

Proposed Update

The City of McMinnville delivers high-quality and equitably-accessed services in collaboration with partners for a healthy, safe, and prosperous community.

Values

Existing City Values

Citizen Participation

Citizens will be involved in the decision-making process and be encouraged to serve on boards, committees and commissions.

Communication

We shall work to preserve the strong sense of community pride which is a McMinnville trademark.

Courtesy

All Citizens and fellow employees will be treated with courtesy.

Customer

Our customers, the public, are the most important persons ever in this building. The purpose of our work is to serve the public.

Economy

Sustainable economic activity is vital to achieving prosperity and job creation. A healthy and diverse private sector is critical to the support of public service financing. A healthy downtown core area is valued as a key element of the City's overall economy.

Employees

Essential to accomplishing our mission is the selection, training and retention of highly qualified women and men as City employees.

Equality

Services will be equally delivered to all citizens. Different points of view will be respected.

Intergovernmental Relations

We shall consider the plans and interests of other governmental entities when making decisions.

Proposed Values

Inclusivity

We are a compassionate and welcoming community for all.

Stewardship

We are responsible caretakers of our shared public assets and resources.

Courage

We are future-oriented, proactively embracing and planning for change that is true to our roots and good for our community.

Accountability

We believe healthy civil discourse is fostered through responsive service and clear, accurate, useful information.

McMinnville Strategic Plan Focus Group Summary

Items with an *indicate validation by the Project Leadership Team.

	Young Leaders (YL)	Leadership Council (LC)	City Staff (CS)	Latino Community	Latino Professionals	Digested
Vision	<ul style="list-style-type: none">Honor Past /Embrace future/ Progress*Proactive*SmartInclusiveDiverseWelcomingEmpoweringLivable*BalanceStewardship of landOriginalityCharacterDynamicLinefieldCollege townGenerationality	<ul style="list-style-type: none">Intentional*ModelSustainableInvolvementChildren thriveEveryone thrivesDiverseCaringIdentityHealthyFunAffordableNeighborhoodsAchieve dreamsAccess to health	<ul style="list-style-type: none">Progressive*Aligned with citizen valuesCommunity drivenTransparentCommunity involvementCitizen supportResource stableFinancially soundService balancedCareer opportunitiesSchoolsDiverseInclusiveSocially responsible & balancedRight size, right locationSmall town feelMid-size (not that small)Main streetAtmosphere	<ul style="list-style-type: none">Bilingual opportunitiesMulticulturalismCity of McMinnville Latino Affairs CouncilAccessible Mc Television for Latino programmingLatino engagement, youth and educational successGreat education for AllVocational school accessBigger Public LibraryWellnessAccess to drinking waterSafeEquityAll are acknowledgedAcceptingEquitable representationParityWelcomingCentral community spaces that are open and welcomingUnitedCulturally diverse eventsFamily-friendly eventsThe promoter of activities and services	<ul style="list-style-type: none">All are valuedAll are acknowledgedAcceptingEquitable representationWelcomingCentral community spaces that are open and welcomingParityUnitedWellnessSafeCulturally diverse eventsFamily-friendly eventsThe promoter of events and services	<ul style="list-style-type: none">All groups mentioned <u>diversity</u>. Inclusivity, equity and a thriving community for all were sentiments shared throughout all groups.All groups mentioned <u>community involvement</u>. Latino community specifically mentioned <u>Latino engagement</u> and <u>bilingual opportunities</u>.Common theme: <u>economic vitality</u>. While City Staff was the only group to note financial soundness and career opportunities, the other groups mentioned livability, ability to achieve dreams, and bilingual opportunities.YL, Leadership Council, and CS mentioned <u>sustainability</u> (resource stability, stewardship).Young Leaders, Leadership Council, and City Staff all mentioned <u>character</u>. YL highlighted originality, while LC noted traits such as healthy, fun, and affordable, and the CS mentioned small town feel. Latino Community & Latino Professionals were the only two groups to mention <u>safety</u>.Latino Community & Latino Professionals mentioned <u>equitable representation</u>, specifically Latino Affairs Council mentioned by Latino CommunityLatino Community & Latino Professionals mentioned welcoming central <u>community spaces</u>.The Young Leaders and City Staff mentioned <u>embracing progress</u>.Latino Community & Professions mentioned <u>culturally diverse and family-friendly events and services</u>.Latino Community mentioned great <u>education</u> for all and access to vocational schools.

McMinnville Strategic Plan Focus Group Summary

Items with an *indicate validation by the Project Leadership Team.

	Young Leaders	Leadership Council	City Staff	Latino Community	Latino Professionals	Digested
Mission	<ul style="list-style-type: none">▪ Partnering with nonprofits▪ Catalyst*▪ Connector▪ Collaborative*▪ Watch out for health and safety▪ Dad mode*▪ Trust—assume good intent▪ Healthy & smart (growth??)▪ Accessible & open▪ Basic services for a growing city*▪ Bridge diversity & services▪ Sustain qualities & assets we have	<ul style="list-style-type: none">▪ Leverage partnerships (i.e. education)▪ Responsive▪ Compassionate*▪ Best community▪ Most livable▪ Stewardship▪ Efficient & effective▪ Creative & innovative*▪ Adaptive & flexible▪ Proactive▪ Wisdom▪ Collective leadership*▪ Long term	<ul style="list-style-type: none">▪ Fiscal stability▪ Citizen involvement▪ Educating citizens▪ Transparent*▪ Caring & supporting employees▪ Service oriented*▪ Embracing change/adaptable▪ Growing smartly▪ Efficient & effective*▪ Plans for future▪ Safety & perception▪ Conservation▪ Trust to roots / honor past	<ul style="list-style-type: none">▪ Attentive to the needs of all community members▪ Equitable services▪ Attentive and proactive with public feedback▪ Better communication with the Latino community▪ All city communications in Spanish, too.▪ Outreach to community▪ Bilingual personnel▪ Multiculturalism▪ Clarity on all services provided by the city departments▪ Protect water and electric and sewer services low rates▪ Transparency and accountability with public funding, taxes▪ Equal access to financial grants opportunities▪ Affordable housing▪ Collaborate across other agencies to serve the community better▪ Support developing diverse young Latino community leaders▪ Support access to adult education trade school	<ul style="list-style-type: none">▪ Offer equitable services across all social and economic spectrum▪ Protect affordable housing▪ Structure programs so they are affordable and accessible (partial scholarships aren’t adequate for many families)▪ Provide affordable, accessible programs for kids and youth▪ Offer comprehensive services in order to have a prosperous community▪ Provide adequate public transportation options▪ Understand the diverse population living in McMinnville▪ Outreach to community▪ Act as a connector▪ Demonstrate fiscal accountability▪ Collaborate across city departments to better serve the Latino community▪ Develop diverse community leaders	<ul style="list-style-type: none">▪ All five groups mentioned leveraging <u>partnerships and collaboration</u>.▪ Young Leaders, the Latino Community, and Latino Professionals all mentioned <u>equitable services</u>.▪ Young Leaders, Leadership Council, and City Staff all mentioned efficient, effective, <u>smart growth</u>.▪ YL and CS mentioned <u>safety</u> (or perception of safety).▪ YL and CS noted <u>conservation of current assets</u> and honoring the past.▪ Latino Community and Latino Professionals mentioned <u>affordable housing</u>.▪ Latino Community and Professionals mentioned <u>improving City communication with Latino community</u>.▪ Latino Community and Latino Professionals mentioned developing <u>diverse community leaders</u>.▪ Leadership Council was the only group to mention <u>collective leadership</u>.▪ CS was the only group to mention <u>fiscal stability</u> and <u>citizen involvement</u>.▪ Latino Professionals was the only group to specifically mention <u>adequate public transportation</u>.▪ Latino Community & Professionals noted <u>fiscal accountability</u>. Latino Community specifically mentioned <u>equal access to grant opportunities</u> and <u>transparent public funding</u>.

McMinnville Strategic Plan Focus Group Summary

Items with an *indicate validation by the Project Leadership Team.

	Young Leaders	Leadership Council	City Staff	Latino Community	Latino Professionals	Digested
Values	<ul style="list-style-type: none">LocalStewardshipCreativity & independenceSelf sufficientFuture oriented*CompetitionCourageFor the childrenWho we are / belongingInclusive*CompassionateLivable/neighborly	<ul style="list-style-type: none">DeliberationCivil discourse / civility*Tradition of community processEngagement/showing up/involvement*Inclusive*People matterFiscally responsible*Maintaining assetsConstancy of purposeDedicated to purposeForward-thinking*Small town sensibility	<ul style="list-style-type: none">ExcellenceFollow throughCommitmentTransparencyCommunication (internal & external)Steward of public interestsConservation of assets (natural resources, parks, 3rd street)Valuing employees / retentionCompetitive wagesService over selfEmbracing change / facing forward*True to rootsFamily drivenAccountabilityDiversityInclusive*	<ul style="list-style-type: none">ResponsiveRespectUnderstandingProfessionalismEfficient and effectiveMoral equityEthical valuesEquityDiversityRespect human rightsWelcomingInclusionPublic representatives with the capacity to lead with equity and non-partisanshipPeaceful / non-violentOpen to changeProgressivenessAcknowledge & value all contributionsExpertise in governingExperts serving the cityTrustCredibilityAccountability	<ul style="list-style-type: none">ResponsiveAccountabilityCredibilityTrustEquityDiversityInclusionAcknowledge & value all contributionsRespectWelcomingUnderstandingOpen to changeProgressiveness	<ul style="list-style-type: none">All five groups mentioned <u>inclusivity</u> - and similar values such as compassion, diversity, and welcoming.YL, Leadership Council, and CS mentioned <u>forward growth</u>, without losing sight of small town sensibility.CS, Latino Community, and Latino Professionals mentioned <u>embracing change</u>.CS, Latino Community, and Latino Professionals highlighted <u>accountability</u>.YL, Leadership Council, and CS mentioned <u>stewardship</u> of resources and assets.Leadership Council and CS mentioned <u>communication</u>—civil discourse, transparency, and involvement.Latino Community and Latino Professionals mentioned <u>responsiveness</u>.Latino Community and Latino Professionals were the only two groups to explicitly mention <u>equity</u>. The Latino Community highlighted equitable public leadership.Latino Community and Latino Professionals both mentioned <u>progressiveness</u>, <u>trust</u>, and <u>credibility</u>.CS was the only group to mention <u>competitive wages</u> for employees.YL was the only group to mention <u>competition</u> and <u>self-sufficiency</u>.Leadership Council was the only group to mention a dedication to <u>purpose</u>.

McMinnville Strategic Plan Focus Group Summary

Items with an *indicate validation by the Project Leadership Team.

	Young Leaders	Leadership Council	City Staff	Latino Community	Latino Professionals	Digested
Priorities/Opportunities	<ul style="list-style-type: none">Establish a proper financial channel—stability for future leapsTake care of basic services & assetsFirst time home buyingZoning/housing diversity—needs analysis*Good planning—good data, where are gaps*Educational opportunities—include multi-culturalCommunication & messaging—connecting many servicesPartnerships to allow City to focus on basicsDiverse voices on committees <p>Base for relationship building</p>	<ul style="list-style-type: none">Quality of communityGood place to investIndustrial attraction, re: utility ratesKnowledge-based economyDiversifying workforceTransportationUpdate regulatory environment—more creative development toolsSolves UGB issueDiverse housing optionsInvest in neighborhoodsYoung leaders in governmentRegional coordination	<ul style="list-style-type: none">Affordable housingTourism/wineMcGuire Reservoir recreationTake advantage of business growthCostcoGrowth & industryImprove/protect assetsMental health servicesRegional leadershipGrow city government with community input	<ul style="list-style-type: none">Eliminate racist policeRemove racist atmosphereInformation unit for services in SpanishImprove communication between the city and Latino community membersBilingual services in city departmentsEducational achievementSchools need to improveSafety schoolsImprove school transportationImprove transportation optionsA clean cityRemove old cars and trash from front yards and streetsIncrease police vigilanceSafe communities firstPrioritize on community members needs firstBetter and speedy services to community’s needs when requestedConstant request for feedback from community membersMore town hall meetings with Mayor and City Manager and Department DirectorsEliminate homeless issuesSport activitiesMore services for Latino youthAccess to volunteer services for LatinosLatino Chamber of CommerceCreate a City of McMinnville Latino Council AffairsA Latino Cultural Center	<ul style="list-style-type: none">Connect disconnected families and youthFully engage communities: schedule events, programs & services to accommodate working families; consider factors like childcare, translation, meals, etc.; consider cultural influencesStrengthen services for youth – particularly during summer monthsProtect/expand affordable housing through zoning decisionsDiversify leadership, including committee membership and staffingDevelop youth leadersImprove transportation options and address barriersIntegrate language translation throughoutAddress income gap by attracting industries/businesses offering competitive wagesImprove communication between city and community membersOffer town hall meetings with Mayor, Council, City Manager and other staff.Increase transparency of city services	<ul style="list-style-type: none">All five groups mentioned <u>coordination & communication</u>. Connect services, build partnerships, coordinate regionally, and provide community input. Latino groups highlighted the need for <u>bilingual communications</u>.YL, Leadership Council, City Staff, and Latino Professionals mentioned <u>affordable housing</u>.<u>Planning</u>—YL and Leadership Council agreed on updating development regulations, zoning analysis.Leadership Council, CS, and Latino Professionals mentioned <u>diversifying business and employment opportunities</u>. LC noted industrial attractions, while CS noted commercial development and recreation opportunities, and LP highlighted attracting businesses that provide competitive wages.<u>Leadership</u>—CS mentioned regional leadership and Leadership Council and Latino Professionals mentioned <u>young leaders</u> in government, diversifying leadership.Leadership Council, Latino Community, and Latino Professionals mentioned <u>transportation improvements</u>.Young Leaders and Latino Community, mentioned <u>education</u>—opportunities, improvements, enhanced safety.CS mentioned <u>tourism and recreation</u> opportunities, and the Latino Community mentioned sport activities, as well.Latino Community & Latino Professionals mentioned strengthened <u>services for youth</u>.Latino Community mentioned increased <u>safety and cleanliness</u>.Latino Community mentioned <u>elimination of racism</u>.Latino Community prioritized a Latino Chamber of Commerce, City of McMinnville Latino Council Affairs, and Latino Cultural Center.



MEMORANDUM

TO: Mayor and City Council
City of McMinnville

DATE: February 20, 2018

FROM: Sean O'Day
Executive Director
Mid-Willamette Valley Council of Governments

SUBJECT: City Manager Evaluation

Background

Under the terms of the contract with the City Manager, Jeff Towery, the City Council is to conduct an annual evaluation. One of the services the Mid-Willamette Valley Council of Governments (MWVCOG) provides its members without additional cost to facilitate the evaluation of chief executives.

In December, the City Manager and the Mayor sought and obtained MWVCOG's assistance in facilitating the evaluation of the City Manager.

Evaluation Method

The evaluation used a multi-source approach (commonly referred to as a 360 degree evaluation). The evaluation solicited information from the City Council, the City Manager's subordinates, external stakeholders, as well as a self-evaluation by the City Manager. Specifically, the evaluation consisted of three parts.

Part 1: An evaluation of the City Manager of by the City Council on the following areas: professional skills, individual characteristics, relations with Council, policy execution, reporting, citizen relations, staffing, supervision, financial management, and community relations.

Part 2: Feedback from the City Manager's direct reports as well as leaders in community stakeholders on the City Manager's leadership style.¹ To solicit accurate and honest feedback, survey respondents were not required to identify themselves.

¹ Representatives from the following entities received a survey: Chamber of Commerce, McMinnville Economic Development Partnership, McMinnville Downtown Association, Visit McMinnville, Hagan Hamilton Insurance, McMinnville Community Media.

Part 3: A self-evaluation by the City Manager using the same form of evaluation as the council.

Results

The survey method generated two reports, both of which are attached.

The first is the results of the Council evaluation, along with the City Manager's self-evaluation. Four members of Council completed the evaluation. Each page of the report addresses one of the evaluation criteria and contains a chart, table, and comments. The charts show the average of all scores given by the council for each question. The start on the chart indicates where the City Manager placed himself. The tables include the question and raw scores for each question.

The second is the results of the feedback from subordinates and external stakeholders (Titled 360 Evaluation). 24 out of 27 people responded, which is an excellent response rate. Like the first report, the report consists of a chart that shows the average score of all participants for each question, and a table that shows the questions and the raw scores for each question.

Goals and comments that the City Manager noted in his self evaluation are:

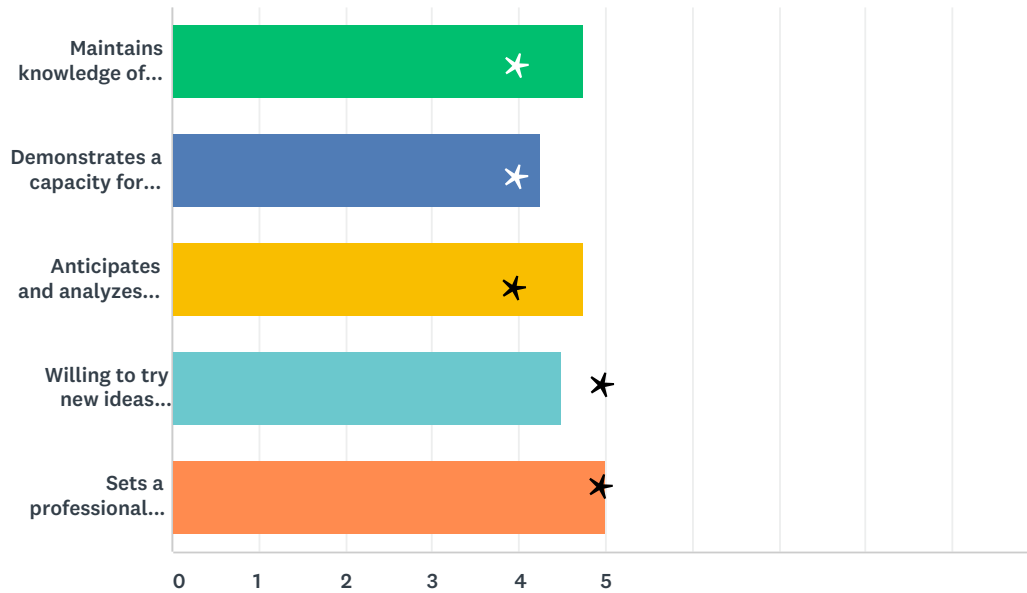
- We have begun to utilize cross functional and cross departmental teams to address a variety of issues and projects (i.e. Human Resources functions, update of the employee handbook, various revenue initiatives, facility maintenance needs, code enforcement, park rangers). The Executive has conducted team building and training exercises and is serving in a leadership capacity for the Strategic Planning and Economic Strategy projects.
- Hopefully, the FY18-19 budget will dedicate additional resources to support retention and training as well as begin to have a positive impact on issues of equity in compensation and benefits.
- The City has expanded and improved it's outreach efforts, particularly using social media. Committees, focus groups and survey tools rolled out as part of the strategic planning process have also increased and improved the opportunities to understand community needs and preferences.
- I have increased outreach and one on one meetings with members of the Council and implemented regular work sessions to bring significant, complex items to the Council for review and discussion prior to proposing actions.
- I will try to introduce a variety of innovative and best practice approaches into the strategic planning process
- Do a better job of practicing work/life balance.

Compensation Survey

In addition to the attached reports, attached is the result of a compensation survey conducted to aid the council in any adjustment to the City Manager's compensation.

Q2 Professional Skills and Status

Answered: 4 Skipped: 0

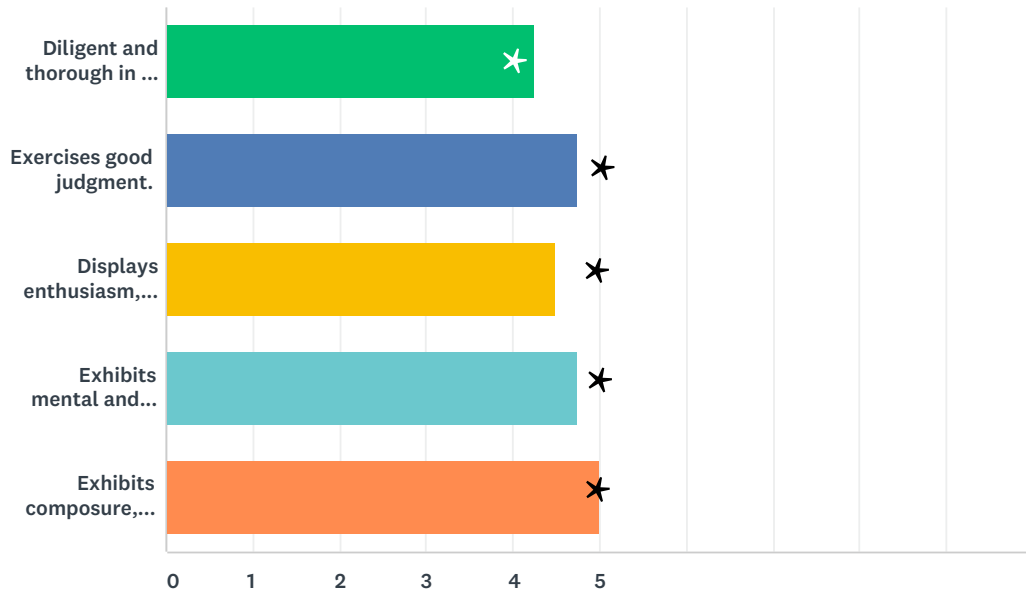


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Maintains knowledge of current developments affecting the practice of local government management.	0	0	0	1	3	4	4.75
Demonstrates a capacity for innovation and creativity.	0	0	0	3	1	4	4.25
Anticipates and analyzes problems to develop effective approaches for solving them.	0	0	0	1	3	4	4.75
Willing to try new ideas proposed by elected body members and/or staff.	0	0	0	2	2	4	4.50
Sets a professional example by handling affairs of the public office in a fair and impartial manner.	0	0	0	0	4	4	5.00

#	COMMENTS:
1	I think that this is an area that is a strength for Jeff. I have really appreciated all of the innovative ideas that Jeff brings from his deep experience in City government in other communities and from his understanding of what others have done. He is flexible, but also able to give direction and help to guide the decision making process with relevant information.
2	Generally I think Jeff is an excellent City Manager. I at times feel frustrated at his seeming inconsistency in response to various councilor requests. I realize there is a broad range of experience and convictions on the council, but it takes him long time to make up his mind.\
3	Jeff brings superior knowledge and experience to McMinnville. His approach is different than Kent's and Martha's, yet in his first year that approach is becoming more our norm. He has made a positive difference with the department heads and I feel that it is reaching the total staff. I see much better teamwork and communication than a year ago. I see a growing level of trust between Jeff and the council as we are starting the process of strategic planning.

Q3 Individual Characteristics

Answered: 4 Skipped: 0

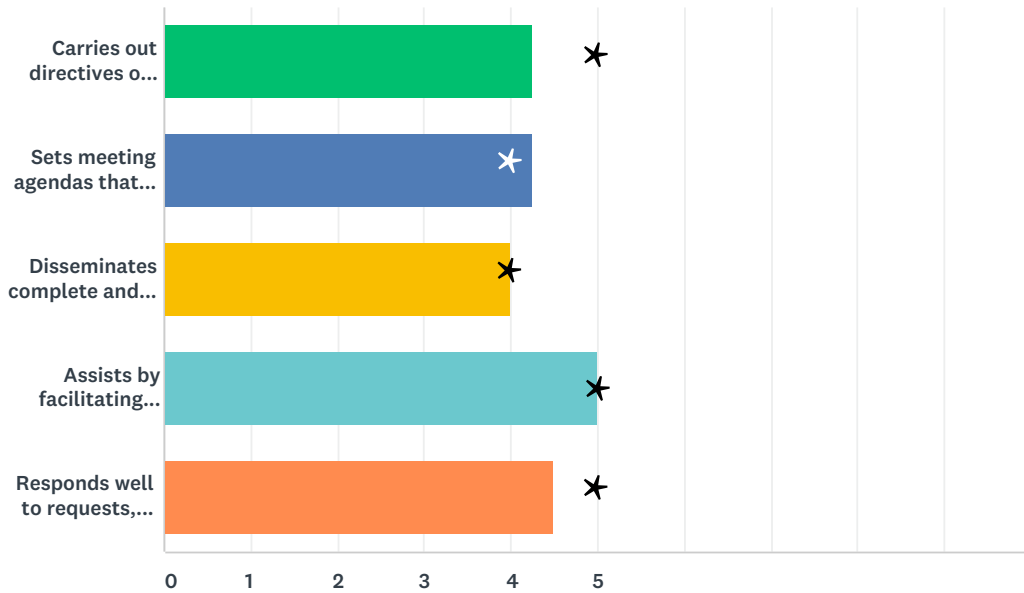


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Diligent and thorough in the discharge of duties, "self-starter".	0	0	0	3	1	4	4.25
Exercises good judgment.	0	0	0	1	3	4	4.75
Displays enthusiasm, cooperation, and willingness to adapt.	0	0	0	2	2	4	4.50
Exhibits mental and physical stamina appropriate for the position.	0	0	0	1	3	4	4.75
Exhibits composure, appearance, and attitude appropriate for executive position.	0	0	0	0	4	4	5.00

#	COMMENTS:
1	He came into a challenging climate in McMinnville and was able to create stability and restore trust with his calm, confident and positive demeanor. This took the traits listed above in great measure and I think he performed exceptionally well.
2	Again his knowledge and experience at many levels of government helps him perform his duties in an excellent manner. Through his experience and current connections he can call upon others to provide insights on the difficult issues. His ties with national organizations also bring additional resources to the table.

Q4 Relations with Members of the Elected Body

Answered: 4 Skipped: 0

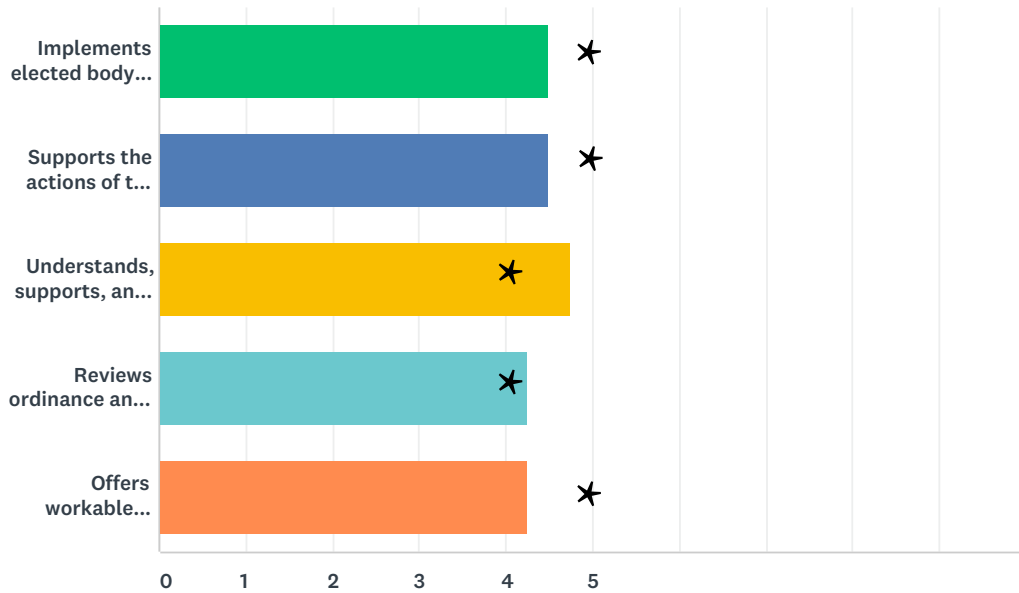


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Carries out directives of the body as a whole as opposed to those of any one member or minority group.	0	0	0	3	1	4	4.25
Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions.	0	0	0	3	1	4	4.25
Disseminates complete and accurate information equally to all members in a timely manner.	0	0	0	4	0	4	4.00
Assists by facilitating decision making without usurping authority.	0	0	0	0	4	4	5.00
Responds well to requests, advice, and constructive criticism.	0	0	0	2	2	4	4.50

#	COMMENTS:
1	Given the complexity of the expectations of this year with a strategic planning for economic and planning purposes along with the ongoing Homeless issues that seems to require its own strategic plan I think he and staff do quite well.
2	We have many pressing issues before the council at this time and the council has a desire to move quickly on many of this items. Jeff has tried to slow us down with a more thoughtful approach, looking at the longer picture. There is still a need in the communication process to blend the two desires together more effectively. I see the wisdom in the longer picture approach, yet the public expects answer and resolve more quickly. The strategic plan will help bring this together, as we create the longer plan and then the annual plan with a time line.

Q5 Policy Execution

Answered: 4 Skipped: 0

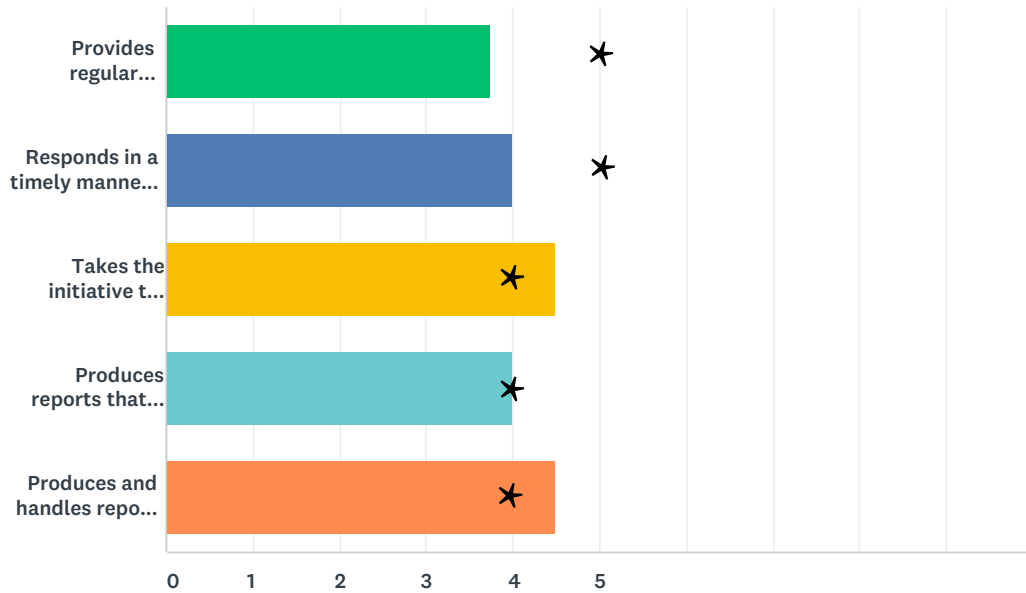


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Implements elected body actions in accordance with the intent of council.	0	0	0	2	2	4	4.50
Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached.	0	0	0	2	2	4	4.50
Understands, supports, and enforces local government's laws, policies, and ordinances.	0	0	0	1	3	4	4.75
Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.	0	0	1	1	2	4	4.25
Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical.	0	0	0	3	1	4	4.25

#	COMMENTS:
1	I think he does remarkably well here Again there is that frustration about how long decisions take to be made. I feel he has his own personal compass that at times does not agree with where the majority of the council is going.
2	We have started the process of updating our ordinances to be more compliant with current state statues and to just more refine our city laws. This is a slow process and I appreciate our addressing this process.

Q6 Reporting

Answered: 4 Skipped: 0

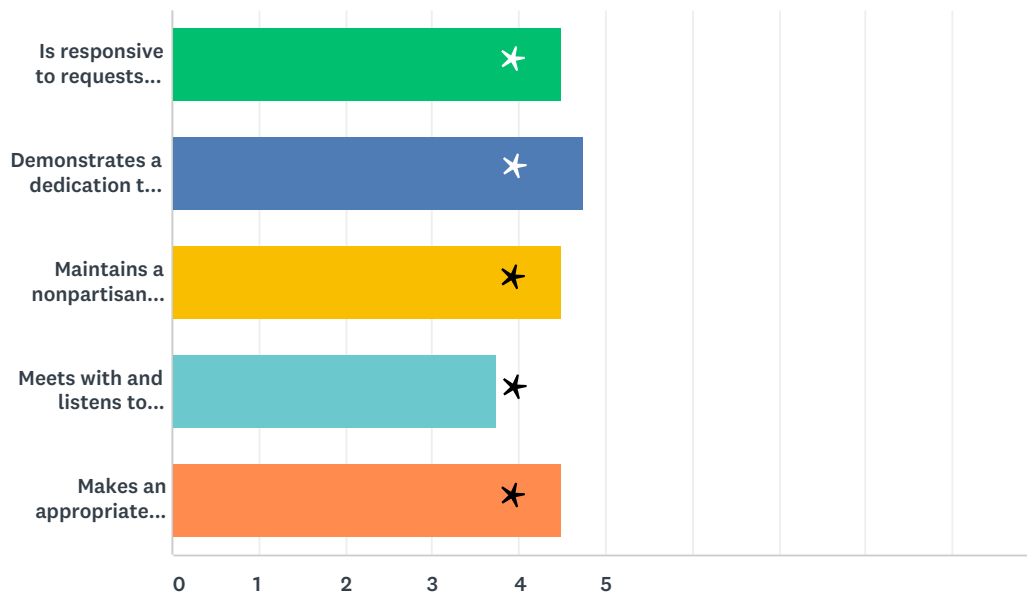


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Provides regular information and reports to the elected body concerning matters of importance to the local government, using the charter as a guide.	0	0	1	3	0	4	3.75
Responds in a timely manner to requests from the elected body for special reports.	0	0	0	% 4	0	4	4.00
Takes the initiative to provide information, advice, and recommendations to the elected body on matters that are non-routine and not administrative in nature.	0	0	0	2	2	4	4.50
Produces reports that are accurate, comprehensive, concise, and written to their intended audience.	0	0	0	4	0	4	4.00
Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny.	0	0	0	2	2	4	4.50

#	COMMENTS:
1	I notice sometimes that communications are not flawless: typos or putting ideas down very fast and then sending subsequent emails to clarify happen. This can be confusing at times for the reader.
2	I appreciate the ability to meet weekly with Jeff to review the week at hand. As others attend we have a better understanding of the council's views. The complete reporting of issues has been appropriate to the council and Mayor. I have heard a need to have a weekly review of activities that have passed through the city.

Q7 Citizen Relations

Answered: 4 Skipped: 0

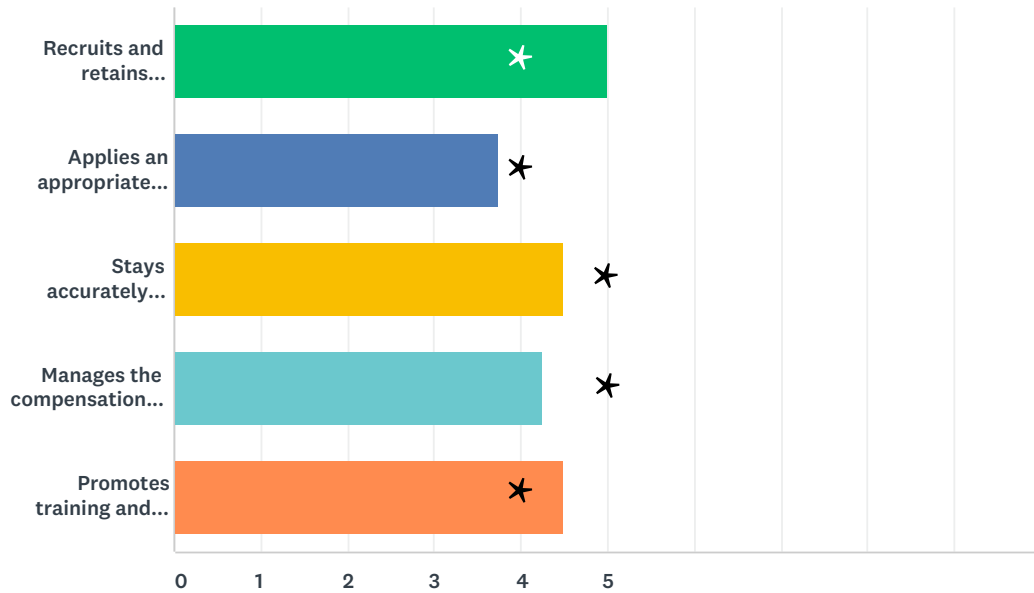


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Is responsive to requests from citizens.	0	0	0	2	2	4	4.50
Demonstrates a dedication to service to the community and its citizens.	0	0	0	1	3	4	4.75
Maintains a nonpartisan approach in dealing with the news media.	0	0	0	2	2	4	4.50
Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests.	1	0	0	1	2	4	3.75
Makes an appropriate effort to maintain citizen satisfaction with services.	0	0	0	2	2	4	4.50

#	COMMENTS:
1	Jeff has the experience and ability to communicate with the public. He does this well!

Q8 Staffing

Answered: 4 Skipped: 0

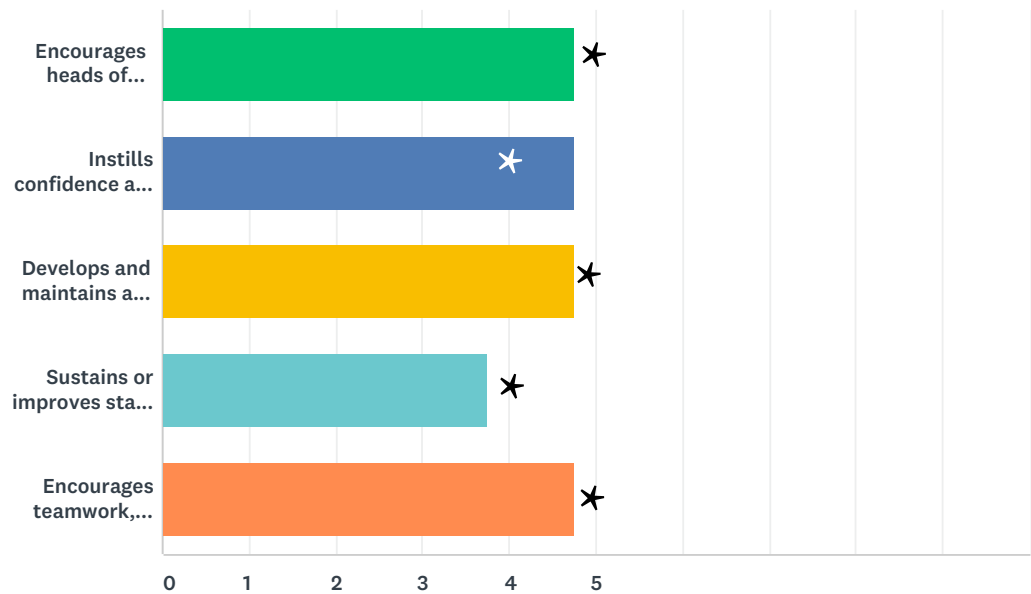


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Recruits and retains competent personnel for staff positions.	0	0	0	0	4	4	5.00
Applies an appropriate level of supervision to improve any areas of substandard performance.	0	0	1	3	0	4	3.75
Stays accurately informed and appropriately concerned about employee relations.	0	0	1	0	3	4	4.50
Manages the compensation and benefits plan professionally.	0	0	1	1	2	4	4.25
Promotes training and development opportunities for employees at all levels of the organization.	0	0	1	0	3	4	4.50

#	COMMENTS:
1	A couple of these I do not have direct experience with, notably regarding supervision and addressing substandard performance and managing the compensation and benefits plan, but overall I think he is performing well in this category.
2	Concerns voiced about personnel files speaks to prior issues in this area. Manager is cognizant of the issues and is working toward significant improvements.
3	I think the strategic planning process will indicate changes within our staffing model. As we reallocate resources to cover exposure and liability, growth opportunity and providing needed services to our community. My hope is that we can do this in an appropriate time frame and then get on to the business of making McMinnville the best community in Oregon.

Q9 Supervision

Answered: 4 Skipped: 0

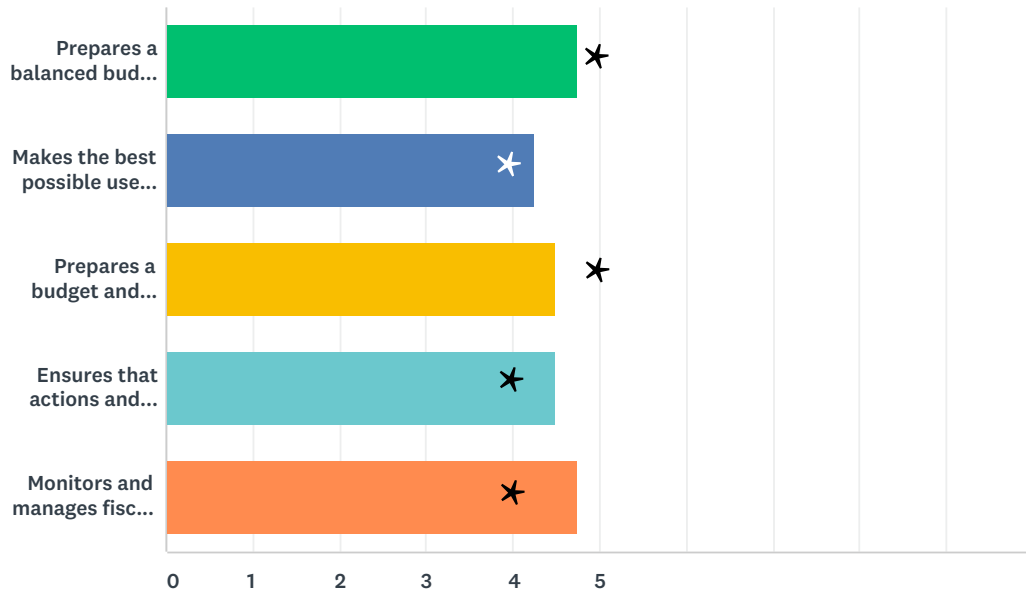


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff.	0	0	0	1	3	4	4.75
Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level.	0	0	0	1	3	4	4.75
Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office.	0	0	0	1	3	4	4.75
Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.	0	0	2	1	1	4	3.75
Encourages teamwork, innovation, and effective problem solving among the staff members.	0	0	0	1	3	4	4.75

#	COMMENTS:
1	I think that one of Jeff's strengths is his ability to foster teamwork and collaboration. We have heard positive feedback from the leadership team regarding their experience working with Jeff. He highly values empowering others and it shows in the engagement of the staff. We do need to put into place a system for regular employee evaluations, which has been lacking in the institutionalized processes that he has inherited. I know that this is on Jeff's radar.
2	see 8
3	Jeff is a mentor to his team, here in McMinnville and at the other cities and county he has had employment. He has the proper and appropriate approach with those he supervises, different with his line management and then with the rank and file employee.

Q10 Fiscal Management

Answered: 4 Skipped: 0

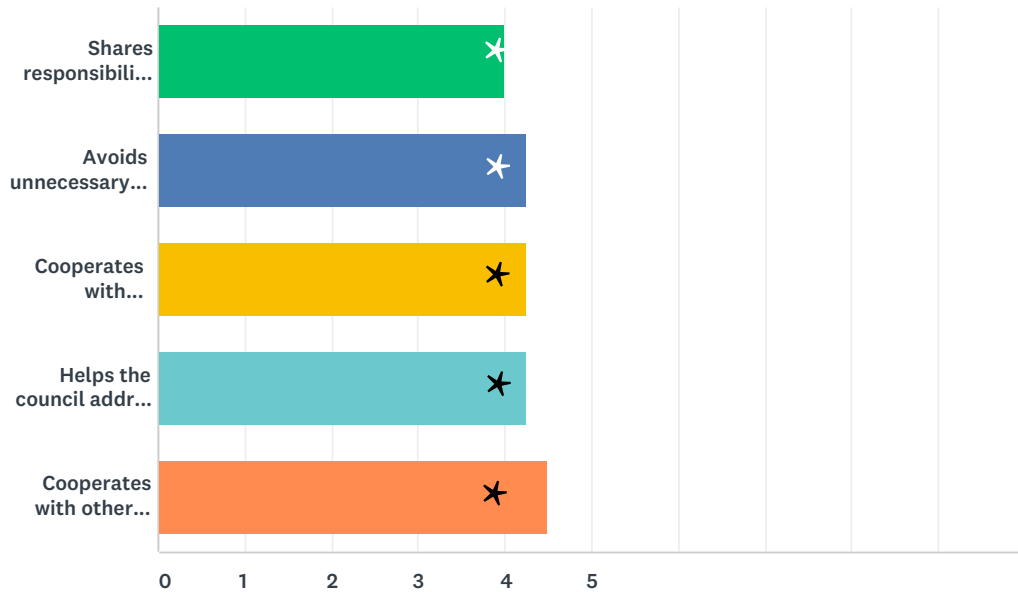


	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Prepares a balanced budget to provide services at a level directed by council.	0	0	0	1	3	4	4.75
Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.	0	0	1	1	2	4	4.25
Prepares a budget and budgetary recommendations in an intelligent and accessible format.	0	0	0	2	2	4	4.50
Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.	0	0	0	2	2	4	4.50
Monitors and manages fiscal activities of the organization appropriately.	0	0	0	1	3	4	4.75

#	COMMENTS:
1	Jeff has done an exceptional job of putting together responsible budgets for McMinnville in the time that he has been with us. He uses both increased efficiencies and fiscally responsible decision making along with innovative thinking to identify potentially untapped sources of revenue. He also has a calming and confident demeanor in presenting budget materials and fielding questions about budgets that instills confidence in others and helps us to navigate through challenging policy questions in relation to the budget.
2	Jeff and Marsha make a great financial team, as they direct the financial course. The management team is on board as we have one direction and a cooperative approach among the team.

Q11 Community

Answered: 4 Skipped: 0



	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Shares responsibility for addressing the difficult issues facing the community.	0	0	1	2	1	4	4.00
Avoids unnecessary controversy.	0	0	0	3	1	4	4.25
Cooperates with neighboring communities and the county.	0	0	0	3	1	4	4.25
Helps the council address future needs and develop adequate plans to address long-term trends.	0	0	1	1	2	4	4.25
Cooperates with other regional, state, and federal government agencies.	0	0	0	2	2	4	4.50

#	COMMENTS:
1	Yes! Excellent! Jeff is very connected with other governments and communities and brings this knowledge to bear in helping us to learn from others in McMinnville. His leadership in the strategic planning process has been indispensable in enabling us to create our long term vision that will guide us into the future.
2	Some reluctance has been noted by the City Manager to implement the desire on a majority of councilors parts to develop a long range strategic plan. There has also been a puzzling amount of secrecy in how that will be implemented. I believe he feels he is approaching this in the best manner possible. After watching three different City Managers in the last 4 years I would say he is more responsive than most.
3	I've been impressed with Jeff's approach within the community. His proactivity direction to meet with community leaders and businesses. He listens and then follows through on their concerns. I would say he has built trust and many partnership in this last year.

Q12 What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

Answered: 4 Skipped: 0

#	RESPONSES
1	Collaboration, innovation, problem solving and empowering others to create solutions
2	Honest, intelligent, resourceful, sense of humour, seemingly an extrovert, wide range of experience, empathy.
3	Team Building
4	Jeff bring a high level of knowledge and experience to this job. He is thoughtful in his actions and has built a better team than was here as he arrived. That team has been enhanced by his leadership and mentoring approach. His vision to under take the first long range stratgic planning is exciting and will help continue the legacy which is McMinnville. Thanks for the ability to meet on a weekly basis and the communication we have started to build.

Q13 What performance area(s) would you identify as most critical for improvement?

Answered: 3 Skipped: 1

#	RESPONSES
1	Institutionalizing systems for employee evaluations, moving forward more quickly on critical issues that need to be addressed
2	Less hesitancy and less holding back. Get to the point.
3	The area of Human Resources is a concern for me. The employee handbook is being revised and brought up to date. We need a HR speicalist with can help minimize the risk and exposure we bear.

Q14 What constructive suggestions or assistance can you offer the manager to enhance performance?

Answered: 3 Skipped: 1

#	RESPONSES
1	I would love to see process discipline work to enhance the efficiency of how we provide services to the city and to preserve financial resources. I have not heard much about this since goal setting. It could be that I have not heard about the work that has been done or that there has not been a lot of time to make this a focus. Either way, I would love to hear more about the work that we are doing on the process efficiency front in the future.
2	We like you and respect you. We hooe you feel the same.
3	As we complete the stratgic plan process, I'm prepare to start the annual plan of implemenation for the coming year. I will continue an open communication line with you and the council and do all in my power to serve this community.

Q15 What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Answered: 3 Skipped: 1

#	RESPONSES
1	You have been such an incredible addition to our community/City team! We really appreciate all that you and your family have brought to McMinnville. We look forward to working together to continue to create a vibrant, liveable community in McMinnville into the future. Thank you for all of your hard work!
2	I realize the capacity for the City is being pushed, but standing still is a poor decision.
3	Thanks for your focused and hard work over the past year. I look forward to many years of our partnership in growing this community,

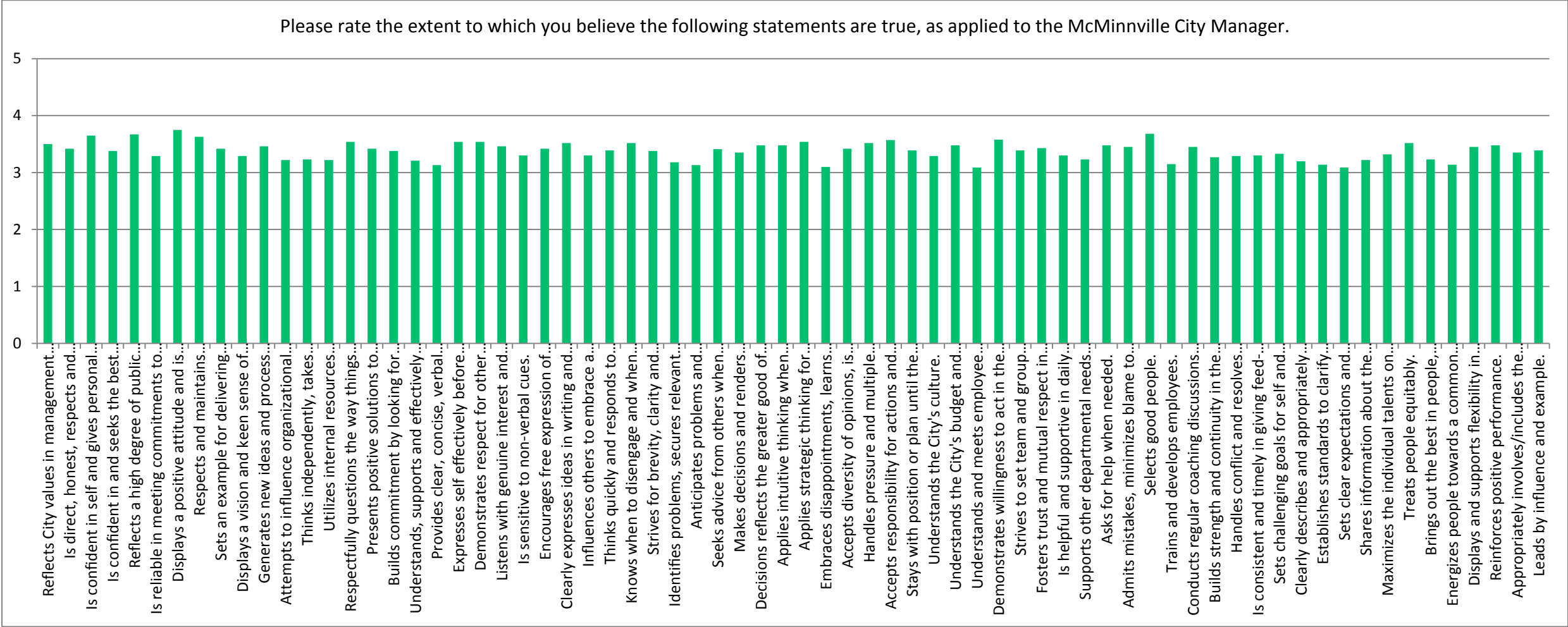
McMinnville City Manager 360 Evaluation

Please rate the extent to which you believe the following statements are true, as applied to the McMinnville City Manager.

	Never	Sometimes	Often	Always	Total	Weighted Average
Reflects City values in management style and personal actions.	0	4	4	16	24	3.5
Is direct, honest, respects and acknowledges the contributions of others.	0	5	4	15	24	3.42
Is confident in self and gives personal best.	0	2	4	17	23	3.65
Is confident in and seeks the best from others.	0	4	7	13	24	3.38
Reflects a high degree of public service ethics.	0	3	2	19	24	3.67
Is reliable in meeting commitments to others.	1	2	10	11	24	3.29
Displays a positive attitude and is enthusiastic.	0	1	4	19	24	3.75
Respects and maintains confidentiality and is trustworthy.	0	1	7	16	24	3.63
Sets an example for delivering exceptional service.	0	3	8	13	24	3.42
Displays a vision and keen sense of the future, identifies emerging opportunities.	0	3	11	10	24	3.29
Generates new ideas and process improvements.	0	2	9	13	24	3.46
Attempts to influence organizational events, versus reacting to them.	0	4	10	9	23	3.22
Thinks independently, takes calculated risks.	1	2	10	9	22	3.23
Utilizes internal resources appropriately.	1	3	9	10	23	3.22
Respectfully questions the way things are done to seek improvements.	0	2	7	15	24	3.54
Presents positive solutions to organizational challenges.	1	3	5	15	24	3.42
Builds commitment by looking for common ground.	1	4	4	15	24	3.38
Understands, supports and effectively communicates changes to others.	1	5	6	12	24	3.21
Provides clear, concise, verbal directions and explanations.	1	4	10	9	24	3.13
Expresses self effectively before individuals and groups.	0	2	7	15	24	3.54
Demonstrates respect for other points of view, empathetic, seeks clarification, and highlights areas of agreement.	1	2	4	17	24	3.54
Listens with genuine interest and reflects back feelings.	1	2	6	15	24	3.46
Is sensitive to non-verbal cues.	1	1	11	10	23	3.3
Encourages free expression of opinions without being defensive.	1	2	7	14	24	3.42
Clearly expresses ideas in writing and uses correct grammatical form.	0	2	7	14	23	3.52

	Never	Sometimes	Often	Always	Total	Weighted Average
Influences others to embrace a position, is persuasive.	1	1	11	10	23	3.3
Thinks quickly and responds to challenges raised by others in a tactful, positive manner.	1	3	5	14	23	3.39
Knows when to disengage and when to withdraw.	0	3	5	15	23	3.52
Strives for brevity, clarity and appropriate solutions.	1	3	6	14	24	3.38
Identifies problems, secures relevant information, and assimilates data.	1	3	9	9	22	3.18
Anticipates problems and opportunities.	0	5	10	8	23	3.13
Seeks advice from others when appropriate.	0	3	7	12	22	3.41
Makes decisions and renders judgments in a timely manner based on the best information and advice available at the time.	1	3	6	13	23	3.35
Decisions reflects the greater good of the community, organization and individual needs.	0	4	4	15	23	3.48
Applies intuitive thinking when necessary.	0	1	10	12	23	3.48
Applies strategic thinking for leadership role.	0	1	9	14	24	3.54
Embraces disappointments, learns from mistakes, and takes measured risks.	2	2	9	8	21	3.1
Accepts diversity of opinions, is unafraid to let people speak their minds, and solicits different views.	1	3	5	15	24	3.42
Handles pressure and multiple demands.	0	2	7	14	23	3.52
Accepts responsibility for actions and will not blame others.	0	3	4	16	23	3.57
Stays with position or plan until the desired objective is achieved, persistent.	0	2	10	11	23	3.39
Understands the City's culture.	0	4	9	11	24	3.29
Understands the City's budget and financial management practices.	0	2	8	13	23	3.48
Understands and meets employee and community expectations.	0	6	9	8	23	3.09
Demonstrates willingness to act in the best interests of the City.	0	3	4	17	24	3.58
Strives to set team and group objectives consistent with Council goals.	0	4	6	13	23	3.39
Fosters trust and mutual respect in team meetings.	1	2	6	14	23	3.43
Is helpful and supportive in daily contacts with subordinates and peers.	1	4	5	13	23	3.3
Supports other departmental needs and initiatives and is willing to lend assistance.	1	4	6	11	22	3.23
Asks for help when needed.	0	3	5	13	21	3.48
Admits mistakes, minimizes blame to others.	0	3	6	13	22	3.45
Selects good people.	0	1	5	16	22	3.68
Trains and develops employees.	0	4	9	7	20	3.15

	Never	Sometimes	Often	Always	Total	Weighted Average
Conducts regular coaching discussions and staff meetings.	0	2	8	12	22	3.45
Builds strength and continuity in the team.	0	4	8	10	22	3.27
Handles conflict and resolves performance problems.	0	4	7	10	21	3.29
Is consistent and timely in giving feed-back.	1	2	9	11	23	3.3
Sets challenging goals for self and others.	0	2	10	9	21	3.33
Clearly describes and appropriately delegates decision- making responsibilities to appropriate staff.	1	1	11	7	20	3.2
Establishes standards to clarify performance expectations.	0	4	10	7	21	3.14
Sets clear expectations and establishes direction for others.	1	4	9	8	22	3.09
Shares information about the organizational direction.	0	3	12	8	23	3.22
Maximizes the individual talents on the team.	0	4	7	11	22	3.32
Treats people equitably.	1	3	2	17	23	3.52
Brings out the best in people, understands and properly provides motivation when needed.	0	4	9	9	22	3.23
Energizes people towards a common objective.	1	2	12	7	22	3.14
Displays and supports flexibility in decision-making.	0	3	6	13	22	3.45
Reinforces positive performance.	0	3	6	14	23	3.48
Appropriately involves/includes the right people.	0	5	5	13	23	3.35
Leads by influence and example.	0	5	4	14	23	3.39



Do you have any other comments?

Responses
Jeff represents the city very well and has integrated quickly and successfully.
Jeff clearly understands the fiscal, operational, and long range challenges that are facing the City and is actively pursuing opportunities to meet those challenges.
Mr. Towery has encouraged and developed a line between "Executive" and the working staff that is disheartening. There seems to be a vision for the Council & the "Executive" team, and everyone underneath those parties will be drug along. An obvious example is Mr. Towery unwillingess to particpate in the Employee Representatives Committee (ERC). He had little to no interaction or communication with this once valuable group since he started and when he finally did decide to participate, he cut them off at the knees and almost went as far as dissolving the committee. As General Service employees, it was a safe environment to communicate suggestions or complaints on employee issues. I highlight safe because the idea of putting employees in a room with the City Manager and asking them to voice the same, would be silenced in that environment. Most people are not going to speak out in that setting. I also don't feel that there's an "open door" policy to the City Manager's office. There may be one but it doesn't feel that way. Thank you for the survey and the opportunity to voice these concerns.
Jeff is a pretty solid leader - one comment, when you're the boss, it's never, ever funny to make a joke about someone else's job security. Heard it happen twice in a year and didn't go over well (with that person and others around) in either case.
Jeff has a very outgoing and welcoming personality. He is truly genuine and I believe has the best interest of McMinnville in mind. He converses well with all city staff and makes everyone feel that what they say is important. Glad he chose McMinnville.
Jeff is an exceptional role model and representative of McMinnville. Always courteous, concerned and reflective. Highly knowledgable of policy and planning. Careful to respect each situation while keeping McMinnville's best interests in mind. I have thoroughly enjoyed working with him and appreciate that he is PRESENT in the community and frequents our business. High marks all around. I look forward to his continued leadership.
I have enjoyed working with and for Jeff.
Jeff is a professional City Manager and the right person to be leading the City at this point in history. I look forward to working under his leadership in the years to come.
There is a lot of talk with the Executive team but not much decision making or implementing done.
seems to have fit in nicely

CITY OF MCMINNVILLE - CITY MANAGER SALARY SURVEY											
March 20, 2018											
City	Pop.	Current Salary	Salary Range	PERS/Retirement	6% EE portion – paid by City	Deferred Comp.	Deferred Comp notes	Leave Benefit (Days)	Other Ben	Length of Service	Notes
Newberg	23,480										Did not respond to survey
Woodburn	24,685										Did not respond to survey
Redmond	28,265										Did not respond to survey
Grants Pass	37,135										Did not respond to survey
Forest Grove	23,555	\$146,136	NA	Other - 6% of salary	na	\$2,922	2%	27		2.5 years CM	
Roseburg	24,015	\$150,384	NA	PERS	Yes	\$0		30	\$7,680	5 years CM 26 years Fin	Car allowance \$250/month; HRA contribution \$350 year; phone stipend \$40
Wilsonville	24,315	\$161,000	NA	PERS	Yes	\$6,400		20	\$6,000	unk	Did not respond to survey (info pulled from Dec 2017 Tigard Survey)
West Linn	25,695	\$141,689	NA	PERS	Yes	\$7,084		20	\$6,900	unk	Did not respond to survey (info pulled from Dec 2017 Tigard Survey)
Tualatin	26,960	\$134,692	NA	PERS	Yes	\$25,000		25	\$4,860	21 years	Car allowance \$350/month; Phone Stipend \$55/month
Oregon City	34,610	\$147,084	NA	PERS	Yes	\$13,635		31.5	\$6,571	unk	Did not respond to survey (info pulled from Dec 2017 Tigard Survey)
Lake Oswego	37,490	\$176,000	NA	PERS	Yes	\$8,813	5% match of	19	\$5,400	39 Years	Car allowance \$400/month; phone stipend \$50/month
Keizer	38,345	\$153,795	NA	PERS	Yes	\$9,228		27	\$5,100	unk	Did not respond to survey (info pulled from Dec 2017 Tigard Survey)
Tigard	50,985	\$172,944	NA	PERS	Yes	\$8,647		30	\$5,960	unk	Did not respond to survey (info pulled from Dec 2017 Tigard Survey)
Albany	52,710	\$153,456	NA	PERS	Yes	\$5,371		20	\$4,560	unk	Did not respond to survey (info pulled from Dec 2017 Tigard Survey)
Corvallis	58,735	\$172,154	NA	PERS	Yes	\$13,772	8%	25	\$540	2.5 years CM 25 in gov	Cell phone \$45/month
AVERAGE	34,065	\$155,394				\$9,170		25	\$5,357		
McMinnville	33,665	\$153,312	NA	PERS	Yes	\$7,665	5%	20	\$6,000	30.5 years	Car allowance \$500/month
Difference		\$2,082				\$1,505		5	(\$643)		
% Difference		1.36%				19.64%			-10.72%		

CITY OF McMinnville
MINUTES OF SPECIAL CALLED CITY COUNCIL MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Wednesday, February 21, 2018 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Kellie Menke, Council President (on phone) Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u> Remy Drabkin
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Also present were City Attorney David Koch, City Manager Jeff Towery, Planning Director Heather Richards, Police Chief Matt Scales, Parks and Recreation Director Susan Muir, Captain Tim Symons and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:35 p.m. and welcomed all in attendance.
2. PLEDGE

Mayor Hill led the Pledge of Allegiance.
3. DISCUSSION ON RV PARKING/VEHICULAR CAMPING

Police Chief Scales and Police Captain Symons presented the staff report. Chief Scales stated over the last number of months the City had been dealing with a growing issue of people living in their RVs, campers, trailers, and vehicles. This was occurring in the City's streets, public rights-of-way, and public owned property, such as parking lots and parking structures. These situations had caused a significant increase in calls for service to the Police Department. It had affected all zones and during recent City Council meetings numerous citizens had voiced concerns that inaction by the City had impacted the livability in their neighborhoods or businesses. The issues included loose dogs running around, littering, public urination and

defecation, and general public health issues. Changes to the code would be recommended following the direction from Council.

Captain Symons said there had been an increased issue with recreational vehicle, camper, travel trailer, and vehicle camping within the City limits. From January 1, 2017 to February 8, 2018 the Police Department had responded to 401 abandoned vehicle complaints. Of those complaints, 13 could be identified as specifically involving RV, camper, and/or camping complaints. These complaints were not from singular events, but represented multiple issues that were being addressed. Abandoned vehicle calls did not capture all of the responses that the Police Department might encounter regarding camping issues. Previously they could be coded in a number of ways including ordinance violation, abandoned vehicle, or parking complaints. New code had been created to be able to effectively track the number of related calls for service received. Since the creation of the new code there had been 13 calls for services related to camping issues. This time frame included February 8-20, 2018. Most of the camping related calls involved multiple vehicles and each one needed to be identified and handled as a singular event. He showed pictures of the vehicles they were talking about that were located in the Dustin Court industrial area off of Riverside Drive. The growing concern from residents regarding issues they observed included loose dogs, human and animal waste, urinating and defecating in public, and general health, welfare and livability. McMinnville's current City Ordinance regarding trailer houses was ineffective and when it was recently attempted to be enforced it was deemed to be impossible to satisfy legal requirements. Current code required Code Enforcement to be able to account for 4 consecutive hours of living in a trailer house for there to be a violation of city ordinance. They did not have the staff time to verify a person was living in the vehicle for four hours or more. Due to the ineffectiveness of the current trailer house code, enforcement efforts had reverted to the abandoned vehicle code. This too was ineffective considering the amount of time that had to pass prior to a vehicle being deemed as abandoned. Abandoned vehicles required that after an initial 72 hours of being identified that a consecutive 144 hours must elapse prior to being abated or towed. If a vehicle was moved at least 300 feet during that time frame, the clock started again at the new location if the vehicle was located in the City limits. Updating the code would accomplish the following: code enforcement personnel would provide more effective and efficient service, there would be clearer procedures for those involved, and there would be a better understanding for those involved about what they could expect and what options they had. He then gave examples of other jurisdictions that had specific codes to address RV, camper, or vehicle parking. Of the agencies he contacted, all were looking for voluntary compliance. Questions to ask when enacting an ordinance to address these issues were: how will enacting a new

or reworded ordinance potentially impact not only those who enforced the code, but also those who it would directly impact such as the people living in their vehicles and the area complainants; what will the enforcement expectations be regarding these specific issues; what happens if there was not voluntary compliance with an order; would this have the desired impact for all involved; were the interests of all involved parties weighed equally; and how would this impact the McMinnville Municipal Court.

Chief Scales did not think there would be a major impact on staff and their workload if the ordinances were streamlined and made clearer. They would probably save time and handle these complaints more effectively.

Councilor Ruden asked for a definition for voluntary compliance. Chief Scales explained that this process would involve education and then the person would comply.

Captain Symons said the hope was for voluntary compliance, but if that did not happen there were enforcement actions that could be taken.

Councilor Stassens asked about the aspect of where RVs went once they were moved.

Captain Symons said the cities he talked with did not have a plan for where the RVs would go. Washington County specified vehicles had to be moved within a 2 hour radius.

Discussion ensued regarding enforcement and what other cities/ counties were doing.

Chief Scales said there were numerous RV locations that had spaces available. There were places where people could go in the City.

Councilor Peralta asked about the size of the population of people living in RVs. He would like to get a scope of the scale.

Chief Scales thought it was between 40-50 persons.

Councilor Peralta asked for additional information about the City of Albany's ordinance which had permitted camping in certain locations for up to 90 days to alleviate a temporary housing hardship. He asked if staff had recommendations for ordinances that were particularly well crafted.

Captain Symons could contact someone at the City of Albany to get more information. He noted that of the ordinances they reviewed, those that provided some kind of permitting aspect for someone to park an RV in front of their house temporarily were good examples. The main issue was people who did not live in the area that were parking in front of someone else's house.

Councilor Peralta asked if a camping program as proposed by Councilor Drabkin would decrease or increase the workload of staff.

Chief Scales said that was a private/public partnership where the private entities were monitoring and managing the sites. That was a long term solution and it would assist those that did not have the ability to get housing as a way to get them back on their feet.

Council President Menke stated that Eugene had been working on this for over 20 years and that program would not tie into what was being done tonight.

Councilor Garvin asked about the need to update the City's abandoned vehicle ordinance.

Captain Symons said there were a lot of loopholes in the current ordinance.

Councilor Garvin suggested to add if a vehicle did not have current tags and/or insurance and was on a public street, it was an abandoned vehicle. As far as camping, there should be a nominal fee associated even if citations stacked up on a windshield. It needed to be something that was effective and caught attention. He liked the ordinances that started the clock at 24 hours.

Mayor Hill said there had been a recent increase in camping, and he asked if staff knew what had driven people to this community.

Captain Symons thought it was the services that were provided in Yamhill County that drew people in.

Discussion ensued regarding the likelihood of voluntary compliance in this situation.

Councilor Stassens wanted to make sure they included a final action on these vehicles, not just an infinite number of citations. She asked if staff recommended a timeframe for the vehicles to be moved.

Chief Scales thought it should be 24 hours.

Councilor Stassens asked about implementing a fine per occurrence.

Captain Symons did not know if that would garner the desired effect, which was voluntary compliance.

Council President Menke thought they should declare the fact that no living accommodations were allowed in the public right-of-way. If vehicles were not moved, there needed to be serious enforcement activity.

Mayor Hill thought Oregon City and Gresham had good ordinances and finding a good mix between the two would be good.

Council President Menke thought the ordinance should be easy to understand and enforce. She agreed that the Oregon City and Gresham ordinances were good examples. She then read the following letter:

Thank you to Chief Scales for summarizing how unenforceable our current vehicular camping code is and for providing us with a summary of how other Cities are handling this situation in their towns. I also greatly appreciate the background work done by planning and parks departments in providing this information.

In thinking about the current dated code it seems to me that vehicular camping was not a problem in past years. Portland which was the beacon for this vehicular community in the past because of Portland's services through free federal funding to Cities over 50k like Portland, is no longer allowing these camping sites. They have run low on free funding from federal agencies and are losing business to outlying areas that do not have this problem. The problem is now being pushed out to smaller cities that receive no free federal funding and that must now develop their answers to this situation with no federal resources.

I realize not all of these vehicular campers are dumping sewage down storm drains or allowing their animals to run off leash, but they all are an eye sore and generally unwelcome on any City street. Homeowners and business owners that pay taxes have a right to City services. They also have valid concerns for their property values. Therefore, I feel, they have a reasonable right to complain. City Streets and public areas such as parks are not the place to place a home. The streets are for transportation and short term parking of vehicles where allowed. There is no place for vehicular dwellings on City Streets or public areas.

I recently had the opportunity to listen to Jill Miles, the Business Recruiter for the State of Oregon. She said that cities that do not manage their vehicular camping are judged by interested businesses as poor places to site their business. McMinnville has a growing Technology and Manufacturing sector that could be damaged by not providing an enforceable code. These businesses provide high paying jobs. We also have gem of a town for tourism. We want to keep up the look of our beautiful City and the amenities tourism brings to the City.

After reviewing the options provided by Chief Scales I favor the ordinances of Oregon City and Gresham for the abandoned vehicles 24 hour limit and I also liked their no tolerance for an RV camping. It is allowed only by permit and the permits are only for in front of the owners of the property. The permits are for a short time period and allowed for no more than 6 times per year. I probably would make it 4-5 times per year. I also would increase the fine to \$100 per day.

Council President Menke shared that she would like to see a towing clause added to the ordinance.

Councilor Peralta asked about legal actions in other cities and liability regarding overnight camping on City streets.

City Attorney Koch stated that there were differences between the inventory available in McMinnville compared with other cities. There were spaces available in RV Parks and at the Gospel Rescue Mission. It was not a situation where people had nowhere else to go as in other jurisdictions. There were choices available in the community.

Councilor Gavin asked about ideas for non-voluntary compliance.

Mayor Hill stated that the Council would like staff to come back to Council with definitions, durations, a fine, and a solution for non-compliance.

Chief Scales stated that they would bring back an ordinance that looked similar to Gresham's and Oregon City's. Councilor Peralta asked staff to look at Albany's ordinance as well. Mayor Hill asked that this be done in the near future.

City Manager Towery stated that on March 21st there would be a presentation on the off street parking program modeled after the cities of Eugene and Springfield.

Mayor Hill recessed the meeting at 6:35 p.m. and reconvened at 6:40 p.m.

4.

DISCUSSION ON PARKS ORDINANCE AND LARGE EVENTS

Parks and Recreation Director Muir stated that they were looking for ways to bring life to areas that had been neglected and had some negative behaviors. The Walnut City Music Festival was a potential event. One of the barriers to the event was prohibition of alcohol in Lower City Park. There was a 1999 ordinance that prohibited alcohol in City parks. She was looking for consensus direction from Council for staff to propose an updated ordinance that would make it possible to have alcohol in Lower City Park in certain circumstances. There was some informal structure in place where they allowed reservations to happen at community parks and they allowed some large events to occur at venues such as Joe Dancer Park. Staff was careful about that park because it was an athletic park and the turf needed to be protected. She thought better guidelines needed to be created for use of parks for consistency and transparency. She had looked at what other cities did for large events in parks. Most cities had regulations that addressed making sure there were enough staff resources to help support an event, insurance and bonding requirements, hold harmless agreements, notification of neighbors depending on the nature of the event, law enforcement and security,

recycling requirements, confirmation that OLCC had been included in the permitting and securing of the venue, cleanup and sanitation requirements, sound impacts to neighbors, ADA compliance requirements, how to deal with vendors and vehicles in the park, and protecting park assets. She thought the ordinance needed to be updated to delegate authority appropriately and to set up a formal structure. Another issue was in regard to the noise ordinance and waivers that the Council currently granted. If they were going to be streamlining a permitting process for large events, the noise waiver could be changed to be done administratively.

Mayor Hill discussed how they would not be able to close a park off because it was a public meeting place. He wanted the alcohol be in a fenced area that could keep children out.

Parks and Recreation Director Muir thought OLCC requirements would take care of that issue. She had talked with the Music Festival folks about the natural barriers and topography of the park. There would be a need for some fencing and a controlled area for the alcohol.

Mayor Hill thought a music venue would be a draw and would help grow tourism. They needed to prepare for it and plan for it.

Parks and Recreation Director Muir thought this was a good way to test the waters in that venue.

Councilor Ruden asked if alcohol was not available in Lower City Park, would they not use the park?

Ossie Bladine, Music Festival Coordinator, stated that it most likely would deter them from using Lower City Park as the money from the alcohol sales helped supplement the event and kept ticket prices down. He explained that there had not been any problems with serving alcohol at the fall festival. They had fenced off an area and got an OLCC license. Everyone who drank alcohol had a wristband and was free to walk around with their drink. They would probably do the same in this venue. They had been doing this for five years and the festival had become a family friendly event.

Councilor Ruden asked about the security measures that would be in place.

Mr. Bladine explained that there were a variety of ways that security could be addressed. It could be done by volunteers, park rangers, or hiring private security.

Mayor Hill wanted to make sure the area was contained, such as fencing it off.

Councilor Stassens commented that she loved the idea and the positive energy it would bring. She asked if this would be a net income or loss to the City to have an event like this.

Parks and Recreation Director Muir shared the models from other cities had a cost recovery component where they would charge the event for any City resources that were required.

Councilor Stassens expressed her concerns with hosting future events and making sure they had a way to evaluate events to protect the other people who might be using the park.

Councilor Garvin asked about the cost recovery to the City. They had been understaffed for park maintenance and the grass was not watered. Was there any danger of fire?

Parks and Recreation Director Muir said they would include the Fire Marshall in the internal review. It was not her intention to change the level of service to the parks to accommodate for the large events, but it could be a way to bring in some enhancement to the parks through these partnerships and additional resources.

Councilor Garvin would like to see that if the event was to go past 10 p.m. then it should be brought to the Council for approval. If the event ended earlier than that, it could be administrative approval.

Councilor Ruden asked for the Police Department to weigh in regarding the alcohol monitoring.

Police Chief Scales explained that there were no concerns with regard to this event because Mr. Bladine would be a good partner as well as Parks and Recreation Director Muir. There would be requirements the events would have to meet to ensure alcohol would not be overserved.

There was consensus for staff to move forward as proposed with the comments made by the Council.

6.

ADJOURNMENT

Mayor Hill adjourned the meeting at 7:08 pm.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, February 27, 2018 at 7:00 p.m.

Presiding: Kellie Menke, Council President

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u> Scott Hill, Mayor
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Also present were City Attorney David Koch, Planning Director Heather Richards, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Police Chief Matt Scales, and a member of the news media Tom Henderson, *News Register*.

AGENDA ITEM

1. CALL TO ORDER: Council President Menke called the meeting to order at 7:00 p.m. and welcomed all in attendance.

Councilor Peralta led the Pledge of Allegiance.

ADD ITEM PRESENTATION BY MIDDLE SCHOOL STUDENT

Chloe Coburn explained her idea of housing the homeless. She explained the pros and cons of the idea and she detailed how the project could be funded. Ms. Coburn shared some statistics and concluded by stating that homeless people need a place to stay be safe and be sheltered. Ms. Coburn displayed her prototype of a “wheel-a-bed”.

2. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Council President Menke invited the public to comment.

Howie Harkema, 214 NW 15th Street, stated that he can understand the resistance of having RV, campers and cars parked and living on residential streets and light commercial areas, but stated that the people living in these vehicles are considered homeless because they do not live in a standardized dwelling. He stated that they are still people but are choosing a different lifestyle than most. Mr. Harkema stated they cannot afford to put themselves

elsewhere for now. He would like to continue to seek and search for places for them to park safely without risk of violations they cannot afford. He stated that there should be a monitored program. He noted it takes will take time to build a program together. Mr. Harkema stated that he hopes that the fines are not too steep because homeless should not continue to be placed in jail because they are homeless. He commented on the high cost of doing so.

Miriam Vargas Corona, 1862 SW Fellows Street, stated that she works in a local non-profit. She shared her thoughts on the RV Ordinance. She stated that she is very concerned about the fines being discussed. Ms. Vargas Corona noted that when some of the homeless community members have accrued fines and they keep accumulating it doesn't allow them to get back onto their feet. She stated that it is important to build relationships between different economic statuses within the community. She encouraged Councilors to meet with those living in RVs to see what their circumstances are. She encouraged the Councilors to attend the Piecing Community Together event that occurs twice a month at the Co-Op. She asked that Council keep in mind the Inclusivity Resolution they passed and continue with the spirit of the Resolution.

Council President Menke shared that Council will be discussing vehicular camping at the March 21st City Council Work Session.

3.

CONSENT AGENDA

- a. Consider request from Portland Winery Collective LLC for a Liquor License Application for a Winery located at 2803 NE Orchard Avenue.
- b. Consider request from Third and Tasty Inc. for a Full On-Premises, Commercial Liquor License located at 530 NE 4th Street/ 375 NE Ford Street.
- c. **Resolution No. 2018-09**: A Resolution consenting to the Transfer of the Fixed Base Operator Lease at the McMinnville Municipal Airport.

Councilor Stassens MOVED to adopt the consent agenda; SECONDED by Councilor Ruden. Motion PASSED unanimously.

4.

PUBLIC HEARING: A public hearing on a proposed supplemental budget for the City of McMinnville for the fiscal year ending June 30, 2018. The purpose of the hearing is to discuss the supplemental budget with interested persons.

Council President Menke opened the public hearing at 7:19 p.m.

Finance Director Marcia Baragary explained that Oregon Local Budget law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. She stated that a supplemental budget which increases a fund's expenditures by more than ten percent requires a public hearing prior to adoption of the supplemental

budget. Ms. Baragary noted that appropriate notice of the public hearing was published in the News Register. Ms. Baragary stated that the supplemental budget for the Transient Lodging Tax (TLT) Fund proposed in Resolution No. 2018-10 exceeds the ten percent threshold due to higher than anticipated transient lodging tax collections.

Mark Davis, McMinnville Resident, stated that he would like to see the money being driven by Visit McMinnville (the 30% that the City is receiving) going to support affordable housing because a lot of the property in the downtown area has been upscaled and affordable housing has been eliminated in that area.

Council President Menke closed the public hearing at 7:23 p.m.

5. RESOLUTIONS

- 5.a. **Resolution No. 2018-10:** A Resolution adopting a supplemental budget for fiscal year 2017-2018 and making supplemental appropriations.

Councilor Stassens MOVED to adopt Resolution No. 2018-10; adopting a supplemental budget for fiscal year 2017-2018 and making supplemental appropriations; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

- 5.b. **Resolution No. 2018-11:** A Resolution re-appointing Robert Peacock as Airport Commissioner.

Councilor Ruden shared that Robert Peacock has been serving on the Airport Commission; he is highly qualified and is a good contributor to the Commission. He noted that an interview panel consisting of Mayor Hill, Community Development Director Bisset and himself interviewed two candidates. The interview panel recommended that Mr. Peacock be reappointed.

Councilor Garvin MOVED to adopt Resolution No. 2018-11; re-appointing Robert Peacock as Airport Commissioner; SECONDED by Councilor Stassens. Motion PASSED unanimously.

6. ADVICE/ INFORMATION ITEMS

- 6.a. Reports from Councilors on Committee and Board Assignments

Councilor Garvin stated that the last Downtown Safety Task Force meeting took place. He noted that recommendations will be coming to Council in the near future.

Councilor Drabkin stated that they will be discussing construction excise tax at the next Affordable Housing Task Force meeting. She stated that there is a commitment from Champion Team to managed sites as discussed by the

Subcommittee for Homeless. She noted that there will be a Subcommittee for the Homeless meeting on Monday March 4th.

Councilor Ruden noted there is an Airport Commission meeting on March 6th. He stated that there is a new fixed base operator at the Airport.

Mr. Bisset added the new fixed base operator, Potcake has been working with Konect Aviation on the transition and they are off to a great start.

6.b. Department Head Reports

City Manager Towery stated that a lot of information has been received by the Strategic Planning focus groups. He noted that Friday morning there will be a meeting with the Staff and in the afternoon Council and Staff will be meeting to discuss strategic priorities.

7. ADJOURNMENT: Council President Menke adjourned the Regular City Council Meeting at 7:33 p.m.

Melissa Grace, City Recorder



City Recorder Use	
Final Action: _____	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Rhone Street Wine Co. LLC
BUSINESS LOCATION ADDRESS: 2803 NE Orchard Ave McMinnville
LIQUOR LICENSE TYPE: Wholesale Malt Beverage & Wine

Is the business at this location currently licensed by OLCC

☐ Yes ☒ No ✓

If yes, what is the name of the existing business:

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

Chief of Police / Designee

City Manager / Designee

STAFF REPORT

DATE: March 27, 2018
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: 2018 Sanitary Sewer User Fees Resolution

Report in Brief:

This action is the consideration of a resolution establishing revised sewer user fees; and repealing Resolution 2017-07.

Background & Discussion:

In 2015, the City of McMinnville completed a sanitary sewer rate analysis and equity review. The findings of that work indicated that revenues from user fees need to increase 2.8 percent per fiscal year through the planning period (through FY26) to cover the costs of planned capital improvements and operating costs. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study will occur over a four-year period (FY16 – FY19) and gradually shift a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment.

At their December 12, 2017 meeting, the City Council reviewed and approved the updated wastewater financial plan, which concluded that planned 2.8 percent rate increases through the planning period remain necessary to cover the costs of planned capital improvements and operating costs.

The effective date of this Resolution shall be July 1, 2018, at which time Resolution 2017-07 shall be repealed. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met.

Attachments:

1. Resolution

Recommendation:

Staff recommends that the City Council adopt the attached resolution establishing revised sewer user fees; and repealing Resolution 2017-07.

RESOLUTION NO. 2018-12

A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2017-07.

RECITALS:

The enactment of the fee schedule as herein set forth is required to comply with the standards issued by the Oregon State Department of Environmental Quality.

In 2015, the City of McMinnville completed a sanitary sewer rate analysis and equity review. The findings of that work indicated that revenues from user fees need to increase 2.8 percent per fiscal year through the planning period (through FY26) to cover the costs of planned capital improvements and operating costs. Actual rate increases will vary between customer classes, based on individual water consumption patterns or waste load on the City's wastewater system.

In order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study will occur over a four-year period (FY16 – FY19) and gradually shift a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment.

At their December 12, 2017 meeting, the City Council reviewed and approved the updated wastewater financial plan, which concluded that planned 2.8 percent rate increases through the planning period remain necessary to cover the costs of planned capital improvements and operating costs.

The current sanitary sewer user fees were set by Council Resolution 2017-07 (sewer user fee rates were increased 2.8 percent on July 1, 2017), which is repealed by this resolution. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met.

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

SANITARY SEWER FEE SCHEDULE

Sewer User Fees.

A. Customer Service Charge. Water meters serving individual single-family living units, multiple single-family living units, and individual commercial or industrial customers shall be charged the Customer Service Charge for each unit that has access to water. Multi-family, duplex, and manufactured home parks comprised of individual single-family units or mixed use structures (such as residential and commercial) shall be charged on the basis of the total number of single-family living units and/or individual commercial units that receive water service from one meter as permitted by the City. The Customer Service Charge shall be:

1. Residential - \$20.73 per living unit
2. Commercial/Industrial - \$20.73 per account

B. Volume Charge. Residential customers are charged a volume charge based on actual water consumption in the winter months of December, January, February and March billing periods. The remaining eight months, the volume charge is based on the lesser of actual consumption or the average of the winter months' water use.

Commercial and Industrial customers are generally billed a volume charge on actual water use throughout the year. Some commercial customers that do not use water in their commercial enterprise, and that do not have an isolated water service for irrigation uses, can be billed the volume charge based on the lesser of actual consumption or the average of the winter month's water use.

New residential customers without a winter average billing history will be assigned a 500 cubic feet winter average volume. New commercial and industrial customers who are eligible and do not have a winter average billing history will be assigned a winter average volume consistent with the service location's historical winter average volume.

Residential service locations that are vacant during the winter months or have zero water consumption shall be assigned a 500 cubic feet winter average volume.

When a service location experiences a water leak that does not flow into the sanitary sewer system, customers may be eligible for an adjustment based upon the customer's water consumption patterns prior to, and/or after, the leak is repaired.

1. Residential - \$5.62 per hundred cubic feet of water
2. Non-monitored Commercial/Industrial - \$6.96 per hundred cubic feet of water
3. Monitored Commercial/Industrial classifications:
 - Low strength – \$5.78 per hundred cubic feet of water
 - Medium strength – \$6.97 per hundred cubic feet of water
 - High strength – \$8.99 per hundred cubic feet of water
 - Very high strength – \$10.58 per hundred cubic feet of water
 - Super high strength - \$13.37 per hundred cubic feet of water

C. Flat-rate Customers. Residential Customers that are connected to the sanitary sewer system, but are not on a metered water system, shall pay for sanitary sewer service on a fixed monthly rate per living unit or account at the following rate:

1. Residential - \$60.11 per living unit

E. Residential Septic Waste. Residential waste from septic tanks is hauled by commercial service providers and is discharged at the Water Reclamation Facility.

Residential Septic Waste - \$0.13 per gallon.

EFFECTIVE DATE

The effective date of this Resolution shall be July 1, 2018, at which time Resolution 2017-07 shall be repealed.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 27th day of March 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of March 2018.

Approved as to form:

MAYOR

CITY ATTORNEY

STAFF REPORT

DATE: March 27, 2018
TO: Jeff Towery, City Manager
FROM: Larry Sherwood, Project Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: Cumulus Avenue Sidewalk Infill Project Contract Award

Council Goal:

Plan and Construct Capital Projects - Continue to plan and implement Transportation Bond improvements.

Report in Brief:

This action is the consideration of a resolution to award a public improvement contract in the amount of \$74,630.00 to Concrete Solutions for the construction of the Cumulus Avenue Sidewalk Infill Project, Project 2016-11.

Background:

The \$24-million transportation improvement bond measure passed by the voter's in late 2014 included funding to add sidewalks and pedestrian safety improvements in various areas adjacent to schools and public facilities. This project includes filling in gaps of missing sidewalk on Cumulus Avenue between Atlantic Street and Dunn Place, which will provide a continuous pedestrian route from the downtown area to the Chemeketa Community College campus.

The attached vicinity map reflects the work areas covered by the contract. The project work is expected to start in April and be completed by May 31, 2018.

Discussion:

On Thursday, March 15, 2018, six bids were received, opened, and publicly read for the construction of the Cumulus Avenue Sidewalk Infill Project, Project 2016-11. The bid results are as follows:

- | | |
|-------------------------------|---------------|
| • Concrete Solutions | \$ 74,630.00 |
| • Brown Contracting | \$ 109,922.00 |
| • LaRusso Concrete | \$ 110,161.10 |
| • Baldwin General Contracting | \$ 136,601.50 |
| • Pacific Excavation, Inc. | \$ 145,000.00 |
| • Jackson Industries | \$ 192,396.00 |

The construction estimate for this work was \$ 103,100.00

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

- Was the bid submitted, on time, in a properly sealed and labeled envelope?
- Was the Bid Form properly filled out and executed?
- Was a Bid Bond included?
- Were the project addenda acknowledged?
- Was the First Tier Subcontractor Form turned in on time?

All six bids were complete and met the City's requirements. A detailed breakdown of the received bids is on file in the Engineering Department.

The bid from Concrete Solutions, in the amount of \$ 74,630.00, was deemed to be the lowest responsible and responsive bid.

Attachments:

1. Resolution
2. Vicinity Map

Fiscal Impact:

The project is funded by 2014 transportation bond proceeds and is included in the FY18 Transportation Fund (Fund 45) budget.

Recommendation:

Staff recommends that the City Council adopt the attached resolution to award a public improvement contract in the amount of \$ 74,630.00 to Concrete Solutions for the construction of the Cumulus Avenue Sidewalk Infill Project, Project 2016-11.

RESOLUTION NO. 2018-13

A Resolution awarding the contract for the Cumulus Avenue Sidewalk Infill Project, Project 2016-11.

RECITALS:

At 2:00pm on March 15, 2018, six bids for the Cumulus Avenue Sidewalk Infill Project, Project 2016-11 were publicly opened and read aloud.

The low bidder, Concrete Solutions, met all of the bid requirements, and should be considered the lowest responsible bidder.

The project is funded by 2014 transportation bond proceeds and is included in the FY18 Transportation Fund (45) budget.

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

1. That entry into a public improvement contract with Concrete Solutions, in the amount of \$ 74,630.00, with a substantial completion date of May 31, 2018 for the Cumulus Avenue Sidewalk Infill Project, Project 2016-11, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the public improvement contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 27th day of March 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of March 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

Cumulus Avenue Sidewalk Infill Project
Atlantic Street to Dunn Place
Project No. 2016-11

SCALE:	None
Drawn:	LS
Checked:	RS/RM/MB
Date:	Jan. 23, 2018
Project No.	2016-11

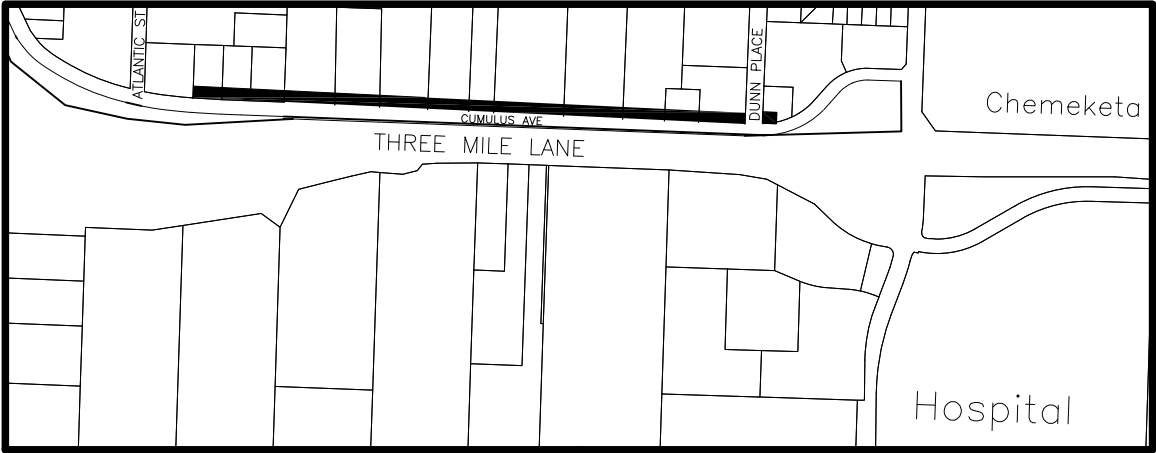
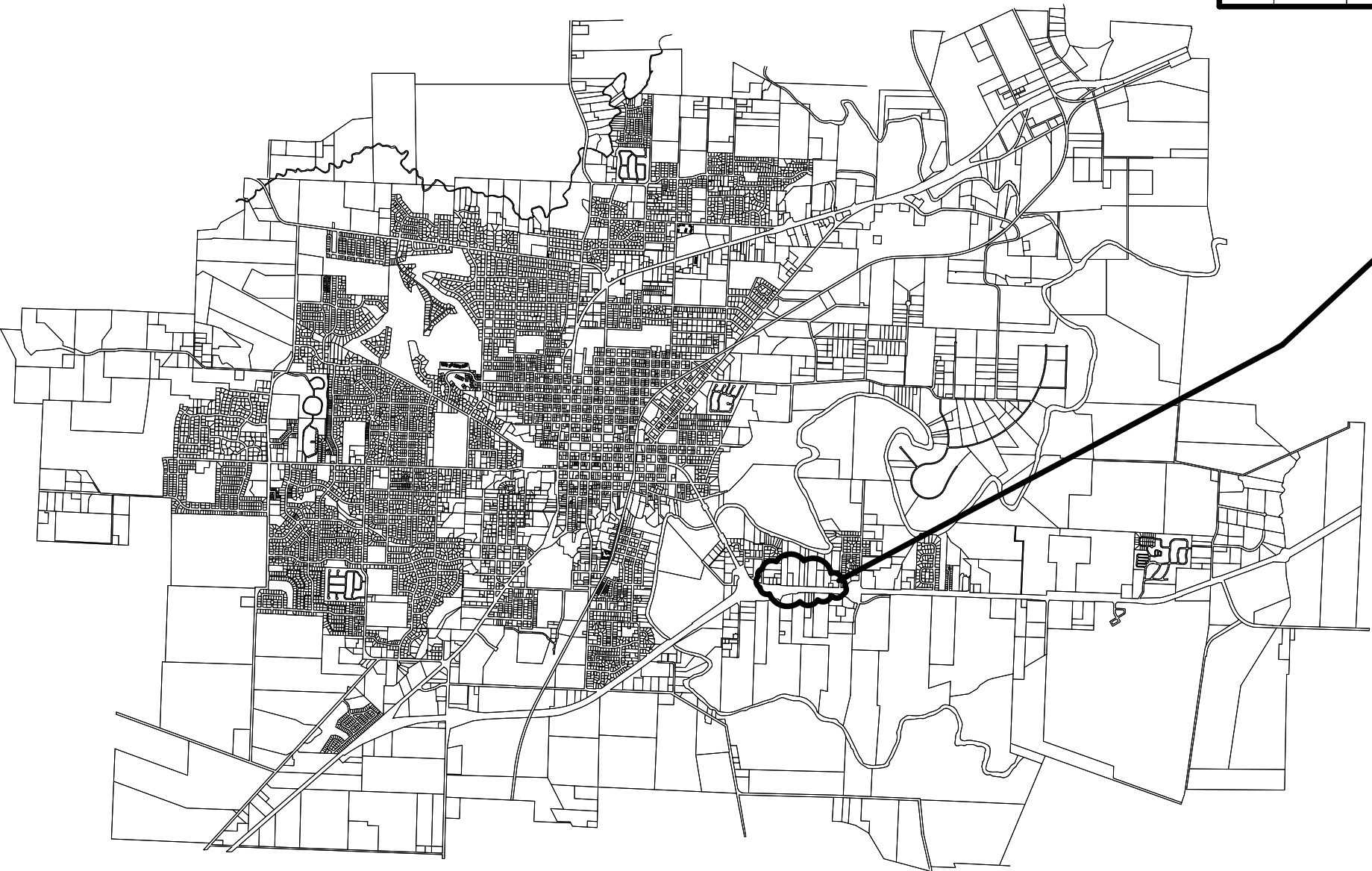
CITY OF MCMINNVILLE, OREGON
ENGINEERING DEPARTMENT
Cumulus Ave Sidewalk Infill Project
Atlantic Street to Dunn Place



Know what's below.
Call before you dig.

VICINITY MAP

PROJECT VICINITY MAP



STAFF REPORT

DATE: March 20, 2018
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: Intergovernmental Agreement between the City and McMinnville Water & Light – Three Mile Lane Bridge Replacement Utility Design

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution to enter into an intergovernmental agreement with McMinnville Water & Light related to the Three Mile Lane Bridge replacement project utility design.

Discussion:

The Oregon Department of Transportation (ODOT) is currently working on the design of a project to replace the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge. Construction of the new bridge is expected to start in late 2019.

The City of McMinnville and McMinnville Water and Light wish to coordinate the design and installation of several utility lines with the bridge construction. By this intergovernmental agreement under ORS 190.110(4) the parties intend that the City will act for itself and on behalf of MWL to contract with OBEC for design and support of the following project: a 16" ductile iron sewer force main, a 12" ductile iron water main, four 3" diameter steel conduits for power, and two 2" diameter steel conduits for fiber optic utilities.

OBEC Consulting Engineers (OBEC), a full-service engineering company based in Oregon that provides bridge, roadway, civil, environmental, survey, and construction engineering services on public and private projects throughout the Pacific Northwest, is part of ODOT's design team for the bridge replacement project. OBEC is also on ODOT's approved consultant list for local agency projects.

To minimize construction conflicts, and to allow for efficient construction of the bridge and utility work, the City (in consultation with MWL), has chosen OBEC to complete the utility (sewer, water, power, and fiber) design work. The utility construction plans prepared by OBEC will be incorporated into ODOT's project contract documents and construction plans.

OBEC has provided the attached scope of work and cost to provide project management, ODOT design coordination, and utility design services (Exhibit A) for the proposed utility lines starting from approximately SE Brooks Street, across the new bridge, and terminating at approximately SE Nehemiah Lane (approximately 2200 feet). OBEC will produce plans and specifications for construction of the noted utilities and incorporate those into the bidding documents for the bridge project. To the greatest extent practicable, OBEC will utilize design and drafting information available from the bridge project for efficiency in producing these documents.

Survey, environmental studies, permitting, right-of-way engineering, geotechnical engineering, hydraulics, roadway design, traffic control, erosion control, and bridge design will be completed by others as part of the ODOT project. OBEC will begin design and coordination following the Design Acceptance Package (DAP) submittal anticipated in March of 2018. The project is scheduled to bid in Fall of 2019.

The expected cost for OBEC's utility design work is approximately \$217,761. As estimated, the City's share of the utility design work is approximately \$103,310, and MWL's share of the utility design work is approximately \$114,452.

Attachments:

1. Resolution
2. Intergovernmental Agreement
3. OBEC scope of work

Fiscal Impact:

Funding for the City's portion of the project design is included in the estimated FY18 and proposed FY19 Wastewater Capital Fund (77) budgets.

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving an intergovernmental agreement with McMinnville Water & Light related to the Three Mile Lane Bridge replacement project utility design.

RESOLUTION NO. 2018-14

A Resolution approving an Intergovernmental Agreement between the City of McMinnville and McMinnville Water & Light related to the Three Mile Lane Bridge replacement project utility design.

RECITALS:

The Oregon Department of Transportation (ODOT) is currently working on the design of a project to replace the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge.

The City of McMinnville and McMinnville Water and Light (MWL) wish to coordinate the design and installation of a 16" ductile iron sewer force main, a 12" ductile iron water main, four 3" diameter steel conduits for power, and two 2" diameter steel conduits for fiber optic utilities with the bridge construction.

OBEC Consulting Engineers (OBEC) is part of ODOT's design team for the bridge replacement project, and will provide utility design services to the City and MWL for the project.

Per the Intergovernmental Agreement, MW&L will depend on the City to act as contracting agency on behalf of MW&L, and the City will be dependent upon timely distribution from MW&L of funds for to pay for engineering services related to water, electric and fiber systems as part of the project utility design.

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

1. That entry into an Intergovernmental Agreement with McMinnville Water & Light is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Intergovernmental Agreement.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 27th day of March 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of March 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF MCMINNVILLE AND
MCMINNVILLE WATER AND LIGHT

THIS INTERGOVERNMENTAL AGREEMENT ('Agreement') is entered into between the City of McMinnville, an Oregon Municipal Corporation of the State of Oregon ('City') and a unit of the City, acting by and through its Water and Light Commission ("McMinnville Water and Light" or "MWL"), hereinafter collectively referred to as the 'Parties'.

RECITALS:

The Oregon Department of Transportation (ODOT) is currently working on the design of a project to replace the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge. Construction of the new bridge is expected to start in late 2019.

The City of McMinnville and McMinnville Water and Light wish to coordinate the design and installation of several utility lines with the bridge construction. By this intergovernmental agreement under ORS 190.110(4) the parties intend that the City will act for itself and on behalf of MWL to contract with OBEC for design and support of the following project: a 16" ductile iron sewer force main, a 12" ductile iron water main, four 3" diameter steel conduits for power, and two 2" diameter steel conduits for fiber optic utilities.

OBEC Consulting Engineers (OBEC), a full-service engineering company based in Oregon that provides bridge, roadway, civil, environmental, survey, and construction engineering services on public and private projects throughout the Pacific Northwest, is part of ODOT's design team for the bridge replacement project. OBEC is also on ODOT's approved consultant list for local agency projects.

To minimize construction conflicts, and to allow for efficient construction of the bridge and utility work, the City (in consultation with MWL), has chosen OBEC to complete the utility (sewer, water, power, and fiber) design work. The utility construction plans prepared by OBEC will be incorporated into ODOT's project contract documents and construction plans.

OBEC has provided the attached scope of work and cost to provide project management, ODOT design coordination, and utility design services (Exhibit A) for the proposed utility lines starting from approximately SE Brooks Street, across the new bridge, and terminating at approximately SE Nehemiah Lane (approximately 2200 feet). OBEC will produce plans and specifications for construction of the noted utilities and incorporate those into the bidding documents for the bridge project. To the greatest extent practicable, OBEC will utilize design and drafting information available from the bridge project for efficiency in producing these documents.

Survey, environmental studies, permitting, right-of-way engineering, geotechnical engineering, hydraulics, roadway design, traffic control, erosion control, and bridge design will be completed by others as part of the ODOT project. OBEC will begin design and coordination following the Design Acceptance Package (DAP) submittal anticipated in March of 2018. The project is scheduled to bid in Fall of 2019.

The expected cost for OBEC's utility design work is approximately \$217,761. As estimated, the City's share of the utility design work is approximately \$103,310, and MWL's share of the utility design work is approximately \$114,452.

[Continued on next page]

NOW THEREFORE, it is agreed as follows:

1. TERM

This agreement shall be effective as of the date this agreement is signed by all parties ("Effective Date"). This agreement shall remain in effect until completion and closeout of the OBEC's scope of work ("termination"; see §5.c. obligations continuing after termination).

2. RESPONSIBILITIES OF CITY

For the duration of this agreement, the City as contracting agency will execute and manage the Personal Services Contract with OBEC, and coordinate OBEC's performance of the work. The City will forward invoices to MWL from OBEC for all work attributed to the design of MWL's utilities. In cooperation and consultation with MWL, and except to the extent the City has effectively assigned these rights to MWL, the City as the contracting agency, and at the reasonable request of MWL, will act to enforce any contract claims for OBEC's work on behalf of MWL. In contracting with OBEC, the City will seek to add MWL as an insured (professional liability) and additional insured, and indemnified party in the same manner as the City protects itself.

3. RESPONSIBILITIES OF MWL

For the duration of this agreement, MWL will provide timely review and approval of all OBEC's design work of MWL's utilities, and will cooperate with the City in defense or enforcement of contract claims, related to MW&L's utilities. MWL will promptly pay, when due, all invoices from OBEC for all work attributed to the design of MWL's utilities.

4. COLLABORATION AND COOPERATION

The parties shall collaborate, as required, to ensure the needs of all parties are met in the coordination of work by OBEC, and shall notify each other as soon as possible of any concerns regarding the coordination or performance of the work by the OBEC. The parties will work diligently toward resolving any issues that may arise for the mutual benefit of the parties.

5. LIABILITY AND INDEMNITY

- a. To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, each party shall defend, indemnify and hold harmless the other party, and each of that second party's elected or appointed officials, officers, agents and employees, from and against any and all losses, claims, actions, costs, judgments, damages or other expenses resulting from injury to any third party (including injury resulting in death) or damage to property (including loss or destruction), of whatever nature, arising out of or incident to the performance of this agreement by the first party, including, but not limited to, any acts or omissions of the first party's officers, employees, agents, volunteers and others, if any, designated by the first party to perform services under this agreement; provided however that the first party shall not be held responsible for any losses, claims, actions, costs, judgments, damages or other expenses directly, solely and proximately caused by the negligence of the second party.
- b. This section does not confer any right to indemnity on any person or entity other than the parties, waive any right of indemnity or contribution from any person or entity, or waive any governmental immunity.

[Continued on next page]

- c. The obligations of the parties under this section will survive expiration or termination of this agreement.

6. GENERAL

- a. Apportionment of Expenses. MWL will pay expenses attributed to Waterline Design (Task 4) and Conduit Design (Task 5). The City will pay the expenses attributed to the Sewer Design (Task 3). Each task is reflected on the attached Scope of Work (Exhibit A). Each party will pay 50% of expenses attributed to all other Tasks and Expenses.
- b. Assignment and Amendment. Any changes to this Agreement must be agreed to in writing by authorized representatives of each party.
- c. Notice. Any written notification required for this Agreement shall be made to the following:

If to City:

Mike Bisset
Community Development
Director
231 NE Fifth Street
McMinnville, Oregon 97128

If to MWL:

John Dietz
General Manager
855 NE Marsh Lane
McMinnville, Oregon 97128

- d. Counterparts. This Agreement may be executed in any number or counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.
- e. Authority. Each party represents and warrants that it is free to enter into this Agreement and to perform each of the terms and conditions of the Agreement.

CITY OF McMINNVILLE

McMINNVILLE WATER AND LIGHT

Jeff Towery
City Manager

DATE: _____

**APPROVED AS TO FORM
City Attorney**

David Koch

Date: _____

Date:

Scott A. Hill
Mayor and Ex-Officio member of the Water
and Light Commission

ATTESTED BY:

Date:

Trena McManus
Clerk of the Commission

STAFF REPORT

DATE: March 20, 2018
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: Three Mile Lane Bridge Replacement Project Utility Design Personal Services Contract Award

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution to award a Personal Services Contract to OBEC Consulting Engineers (OBEC) in the amount of \$217,761.00 for utility design services related to the Three Mile Lane Bridge replacement project.

Discussion:

The Oregon Department of Transportation (ODOT) is currently working on the design of a project to replace the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge. Construction of the new bridge is expected to start in late 2019.

The City of McMinnville and McMinnville Water and Light wish to coordinate the design and installation of several utility lines with the bridge construction. By this intergovernmental agreement under ORS 190.110(4) the parties intend that the City will act for itself and on behalf of MWL to contract with OBEC for design and support of the following project: a 16" ductile iron sewer force main, a 12" ductile iron water main, four 3" diameter steel conduits for power, and two 2" diameter steel conduits for fiber optic utilities.

OBEC Consulting Engineers (OBEC), a full-service engineering company based in Oregon that provides bridge, roadway, civil, environmental, survey, and construction engineering services on public and private projects throughout the Pacific Northwest, is part of ODOT's design team for the bridge replacement project. OBEC is also on ODOT's approved consultant list for local agency projects.

To minimize construction conflicts, and to allow for efficient construction of the bridge and utility work, the City (in consultation with MWL), has chosen OBEC to complete the utility (sewer, water, power, and fiber) design work. The utility construction plans prepared by OBEC will be incorporated into ODOT's project contract documents and construction plans.

OBEC has provided the attached scope of work and cost to provide project management, ODOT design coordination, and utility design services (Exhibit A) for the proposed utility lines starting from approximately SE Brooks Street, across the new bridge, and terminating at approximately SE Nehemiah Lane (approximately 2200 feet). OBEC will produce plans and specifications for construction of the noted utilities and incorporate those into the bidding documents for the bridge

project. To the greatest extent practicable, OBEC will utilize design and drafting information available from the bridge project for efficiency in producing these documents.

Survey, environmental studies, permitting, right-of-way engineering, geotechnical engineering, hydraulics, roadway design, traffic control, erosion control, and bridge design will be completed by others as part of the ODOT project. OBEC will begin design and coordination following the Design Acceptance Package (DAP) submittal anticipated in March of 2018. The project is scheduled to bid in Fall of 2019.

The expected cost for OBEC's utility design work is approximately \$217,761. As estimated, the City's share of the utility design work is approximately \$103,310, and MWL's share of the utility design work is approximately \$114,452.

Attachments:

1. Resolution
2. Personal Services Contract, scope of work and fee

Fiscal Impact:

Funding for the City's portion of the project design is included in the estimated FY18 and proposed FY19 Wastewater Capital Fund (77) budgets.

Recommendation:

Staff recommends the City Council adopt the attached resolution to award a Personal Services Contract to OBEC Consulting Engineers (OBEC) in the amount of \$217,761.00 for utility design services related to the Three Mile Lane Bridge replacement project.

RESOLUTION NO. 2018 -15

A Resolution awarding the Personal Services Contract for utility design services related to the Three Mile Lane Bridge replacement project.

RECITALS:

The Oregon Department of Transportation (ODOT) is currently working on the design of a project to replace the Three Mile Lane Bridge.

The City of McMinnville and McMinnville Water and Light wish to coordinate the design and installation of several utility lines with the bridge construction.

OBEC Consulting Engineers (OBEC) is part of ODOT's design team for the bridge replacement project, and is on ODOT's approved consultant list for local agency projects.

To minimize construction conflicts, and to allow for efficient construction of the bridge and utility work, the City (in consultation with MWL), has chosen OBEC to complete the utility design work. The utility construction plans prepared by OBEC will be incorporated into ODOT's project contract documents and construction plans.

The expected cost for OBEC's utility design work is approximately \$217,761. As estimated, the City's share of the utility design work is approximately \$103,310, and MWL's share of the utility design work is approximately \$114,452.

Funding for the City's portion of the project design is included in the estimated FY18 and proposed FY19 Wastewater Capital Fund (77) budgets.

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

1. That the Personal Services Contract with OBEC Consulting Engineers (OBEC) in the amount of \$217,761.00 for utility design services related to the Three Mile Lane Bridge replacement project, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Personal Services Contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 27th day of March 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of March 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

CITY OF McMinnville, Oregon

PERSONAL SERVICES CONTRACT

for

Engineering Services – 3 Mile Lane Utility Crossing

This Contract is between the CITY OF McMinnville, a municipal corporation of the State of Oregon (City) and OBEC Consulting Engineers. (Contractor). The City's Project Manager for this Contract is Mike Bisset, Community Development Director.

The parties mutually covenant and agree as follows:

- 1. Effective Date and Duration.** This contract is effective on the date at which every party has signed the contract and will expire, unless otherwise terminated or extended, on December 31, 2019.
- 2. Statement of Work.** The work to be performed under this contract consists of utility design services to be completed in parallel with the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge Replacement project being completed by ODOT. The statement of work, including the delivery schedule for the work, is contained in Exhibit A. The Statement of the Work reflects both the work anticipated and the fees the Contractor will charge for each component of that work. The work provided will be guided by the Statement of the Work, but the Contractor will, with the approval and direction of the City, perform services in such a way as to ensure constant progress is being made to achieve the City's end goals in the most efficient manner possible.
- 3. Consideration.**
 - a.** City agrees to pay Contractor for actual hours worked, and allowable expenses incurred for accomplishing the work required by this contract, with a total sum not to exceed \$217,761.
 - b.** Contractor will furnish with each invoice for services an Itemized statement showing both the work performed and the number of hours devoted to the project by the Contractor and its agents. City will pay the Contractor for services within 30 days of receiving an itemized bill that has been approved by the Project Manager.
 - c.** City certifies that sufficient funds are available and authorized for expenditure to finance the cost of this contract.
- 4. Additional Services.** Additional services, not covered in Exhibit A, will be provided if mutually agreed upon by the parties and authorized or confirmed in writing by the City, and will be paid for by the City as provided in this Contract in addition to the compensation authorized in subsection 3a. If authorized by the City, the additional services will be performed under a series of Task Orders defining the services to be performed, time of performance, and cost for each phase of services.

[CONTINUED ON NEXT PAGE]

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Name (please print):

QBEC CONSULTING ENGINEERS, INC.

Address:

920 COUNTRY CLUB ROAD, SUITE 100B
EUGENE, OR 97401

Social Security #:

Federal Tax ID #: 93-0552628

State Tax ID #: 00150067-1

Citizenship: Nonresident alien ☐ Yes ☒ No

Business Designation (check one): ☐ Individual ☐ Sole Proprietorship ☐ Partnership
☒ Corporation ☐ Government/Nonprofit

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

I, the undersigned, understand that the Standard Terms and Conditions for Personal Services Contracts and Exhibits A, B, C, and D are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract; certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; and certify I am an independent contractor as defined in ORS 670.600.

Signed by Contractor:

Doug Hakeman / Vice President

Signature/Title

2-16-18

Date

NOTICE TO CONTRACTOR: This contract does not bind the City of McMinnville unless and until it has been fully executed by the appropriate parties.

CITY OF McMINNVILLE SIGNATURE

Approved:

City Manager or Designee

Date

Reviewed:

City Attorney or Designee

Date

CITY OF McMINNVILLE
STANDARD TERMS AND CONDITIONS FOR PERSONAL SERVICES CONTRACTS

1. Contractor is Independent Contractor.

a. Contractor will perform the work required by this contract as an independent contractor. Although the City reserves the right (i) to determine (and modify) the delivery schedule for the work to be performed and (ii) to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.

b. The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600, as certified on the Independent Contractor Certification Statement attached as Exhibit D.

c. Contractor will be responsible for any federal or state taxes applicable to any compensation or payment paid to Contractor under this contract.

d. If Contractor is a contributing member of the Public Employees' Retirement System, City will withhold Contractor's contribution to the retirement system from Contractor's compensation or payments under this contract and make a corresponding City contribution. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments to Contractor under this contract, except as a self-employed individual.

2. Subcontracts and Assignment. Contractor will not subcontract any of the work required by this contract, or assign or transfer any of its interest in this contract, without the prior written consent of the City. Contractor agrees that if subcontractors are employed in the performance of this contract, the Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

3. No Third Party Beneficiaries. City and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

4. Successors in Interest. The provisions of this contract will be binding upon and will inure to the benefit of the parties, and their respective successors and approved assigns, if any.

5. Early Termination

a. The City and the Contractor, by mutual written agreement, may terminate this Contract at any time.

b. The City, on 30 days written notice to the Contractor, may terminate this Contract for any reason deemed appropriate in its sole discretion.

c. Either the City or the Contractor may terminate this Contract in the event of a breach of the Contract by the other party. Prior to termination, however, the party seeking the termination will give to the other party written notice of the breach and of the party's intent to terminate. If the Party has not entirely cured the breach within 15 days of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

6. Payment on Early Termination

a. If this contract is terminated under 5(a) or 5(b), the City will pay the Contractor for work performed in accordance with the Contract prior to the termination date. Payment may be pro-rated as necessary.

b. If this contract is terminated under 5(c) by the Contractor due to a breach by the City, then the City will pay the Contractor as provided in subsection (a) of this section.

c. If this contract is terminated under 5(c) by the City due to a breach by the Contractor, then the City will pay the Contractor as provided in subsection (a) of this section, subject to set off of excess costs, as provided for in section 7, Remedies.

7. Remedies

a. In the event of termination under 5(c) by the City due to a breach by the Contractor, the City may complete the work either itself, by agreement with another contractor, or by a combination thereof. In the event the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this contract, the Contractor will pay to the City the amount of the reasonable excess.

b. The remedies provided to the City under section 5 and section 7 for a breach by the Contractor are not exclusive. The City will also be entitled to any other equitable and legal remedies that are available.

c. In the event of breach of this Contract by the City, the Contractor's remedy will be limited to termination of the Contract and receipt of payment as provided in section 5(c) and 6(b).

8. Access to Records. Contractor will maintain, and the City and its authorized representatives will have access to, all books, documents, papers and records of Contractor which relate to this contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records will be made available upon request. Payment for the cost of copies is reimbursable by the City.

9. Ownership of Work. All work products of the Contractor, including background data, documentation, and staff work that is preliminary to final reports, and which result from this contract, are the property of the City. Contractor will retain no ownership interests or rights in the work product. Use of any work product of the Contractor for any purpose other than the use intended by this contract is at the risk of the City.

10. Compliance with Applicable Law. Contractor will comply with all federal, state, and local laws and ordinances applicable to the work under this contract, including, without limitation, the provisions of ORS 279B.220, 279B.230, and 279B.235, as set forth on Exhibit B. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659A.142, and all regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

11. Indemnity and Hold Harmless

a. Except for the professional negligent acts covered by paragraph 11.b., Contractor will defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its officers, employees, subcontractors, or agents under this contract.

b. Contractor will defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of Contractor or its officers, employees, subcontractors, or agents under this contract.

12. **Insurance.** Contractor will provide insurance in accordance with Exhibit C.

13. **Waiver.** The failure of the City to enforce any provision of this contract will not constitute a waiver by the City of that or any other provision.

14. **Errors.** The Contractor will perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

15. **Governing Law.** The provisions of this contract will be construed in accordance with the laws of the State of Oregon and ordinances of the City of McMinnville, Oregon. Any action or suits involving any question arising under this contract must be brought in the appropriate court in Yamhill County, Oregon. Provided, however, if the claim must be brought in a federal forum, then it will be brought and conducted in the United States District Court for the District of Oregon.

16. **Severability.** If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular term or provision held invalid.

17. **Merger Clause.** THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION, OR CHANGE OF TERMS OF THIS CONTRACT WILL BIND EITHER PARTY UNLESS IN WRITING, SIGNED BY BOTH PARTIES. ANY WAIVER, CONSENT, MODIFICATION, OR CHANGE, IF MADE, WILL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. BY ITS SIGNATURE, CONTRACTOR ACKNOWLEDGES IT HAS READ AND UNDERSTANDS THIS CONTRACT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

EXHIBIT A
STATEMENT OF THE WORK

(See attached)

EXHIBIT A

SCOPE OF PROFESSIONAL SERVICES

For

ENGINEERING SERVICES – 3 Mile Lane Utility Crossings

Project Understanding:

The City of McMinnville is seeking a professional engineering consultant to provide utility design services to be completed in parallel with the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge Replacement project being completed by ODOT.

The City of McMinnville, in partnership with McMinnville Water and Light, wishes to coordinate the design and installation of several utility lines with the bridge construction. The proposed utility lines are: a 16" ductile iron sewer force main, a 12" ductile iron water main, four 3" diameter steel conduits for power, and two 2" diameter steel conduits for fiber optic utilities.

OBEC will provide project management, ODOT design coordination, and utility design services for the proposed utility lines starting from approximately SE Brooks Street, across the new bridge, and terminating at approximately SE Nehemiah Lane (approximately 2200 feet). OBEC will produce plans and specifications for construction of the noted utilities and incorporate those into the bidding documents for the bridge project. To the greatest extent practicable, OBEC will utilize design and drafting information available from the bridge project for efficiency in producing these documents.

Survey, environmental studies, permitting, right-of-way engineering, geotechnical engineering, hydraulics, roadway design, traffic control, erosion control, and bridge design will be completed by others as part of the ODOT project. OBEC will begin design and coordination following the Design acceptance Package (DAP) submittal anticipated in March of 2018. The project is scheduled to bid in Fall of 2019.

Organization of Work Tasks:

The following work tasks are provided to develop an effective and comprehensive project delivery plan and provide a basis for the level of effort and design fee required for successful project delivery.

Task 1 Project Management

Provide management and coordination for all tasks included in this Scope. Manage Services performed by Consultant's staff and sub-consultants and coordinate with the City and the ODOT design team as needed on work tasks performed by others.

Subtask 1.1 Overall Project Management

Provide project management and design oversight for the consultant team. Prepare and maintain a milestone delivery schedule in Microsoft Project format. Maintain a project decision log using an

established format for use in collecting City design input, documenting key decisions and tracking the resolution of design issues. Collect and respond to City and ODOT review comments. Keep the city apprised of work progress, project issues, resolutions and changes affecting the design, schedule or project budget by providing a monthly progress report with each monthly invoice. Submit project invoices monthly, including a breakdown of hours spent by each individual on each task.

Assumptions

- Project Management tasks are assumed to be eighteen months in duration to match the overall design schedule.
- Assume an average of 6 hours per month for external communication, internal design management, and billing and invoicing.

Deliverables

- Invoices and progress reports (monthly)
- Milestone Delivery Schedule (within 10 working days of NTP, and modifications as required by the City)
- Project Decision Log (available for review upon request)

Schedule

Task shall be continuous throughout project design phase duration.

Subtask 1.2 Project Meetings

Prepare for and attend targeted production and coordination meetings listed below as an integral part of Project delivery. The purpose of these meetings is to clearly identify and document the City's and ODOT's Project goals, objectives and design preferences. Meetings shall take place at the City's Engineering Services Office, at ODOT offices in Salem, at OBEC offices, or by conference call, as appropriate.

Assumptions

- Effort includes preparation of meeting materials, agendas, travel time and meeting minutes.
- Project Kickoff Meeting – up to two (2) Consultant team members shall meet with City design staff for up to one (1) hour at the City's offices to discuss the overall work plan, project schedule, design criteria, and alternatives analysis.
- Preliminary Design Review Meeting – up to two (2) Consultant team members shall meet with City design staff for up to one (1) hour at the City's offices to present the results of the preliminary evaluation and discuss review comments to the preliminary design package. Review comments shall be provided by the City in an excel worksheet at least two days before the preliminary design review meeting.
- Advanced Plan review meeting – up to two (2) Consultant employees shall meet with City design staff for up to one (1) hours at the City's offices to discuss plan review comments. Review comments shall be provided by the City in an excel worksheet at least two days before the design review meeting.

- Attend monthly team meetings with ODOT - up to one (1) Consultant employee shall meet with ODOT design staff for up to two (2) hours at the ODOT offices to coordinate the overall project delivery.
- Conduct up to 4 internal team meetings at discuss the overall work plan and project delivery approach.

Deliverables

- Meeting agendas will be delivered electronically 48 hours prior to each meeting
- Meeting minutes will be delivered electronically within one (1) week of meeting date

Task 2 Utility Location and Coordination

Overall utility coordination will be completed by others. This task is to attend on-site meetings with potentially affected utilities.

Subtask 2.1 Utility Coordination Meetings

Attend and document on-site meetings with potentially affected utilities. Consultant attendance at a maximum of two (2) site meetings is anticipated.

Assumptions

- No utility kickoff meeting will be required

Deliverables

- Written meeting summary or minutes

Schedule

Meeting minutes shall be made available to City within three (3) days of request.

Task 3 Sewer Design

Design and prepare utility plans for the proposed 16" Sewer force main. The proposed sewer line will be hung between girders from the new bridge and tie into the existing sewer line at each end. The existing underwater crossing will be abandoned in place.

Assumptions

- Design shall be in accordance with City design standards, AASHTO Design Specifications, and the ODOT Bridge Design and Drafting Manual (BDDM)
- All drafting will be in microstation format and shall meet ODOT drafting standards.
- OBEC will provide reference drawings to ODOT twice per major deliverable for incorporation into bridge plans.
- All technical specifications will be based on the 2018 Oregon Standard Specifications for Construction.
- Bidding Documents, and Nontechnical specifications will be completed by others.
- A single set of erosion control and traffic control plans will be produced for the Water, Sewer, and Conduit work and covered under task 3

- Assume all erosion and traffic control will be completed by others as part of the ODOT bridge project

Subtask 3.1 Sewer Line Preliminary Plans, and Cost Estimate

Prepare preliminary utility drawings for the proposed 16" Sewer force main. Task shall include information gathering to collect all necessary existing design data from others. Task shall include internal design checking as part of OBEC's quality control program. A Cost estimate will be completed as part of the preliminary design package. Cost estimate will include all external construction costs including construction engineering costs associated with the utility crossing. The preliminary utility drawings shall be on 11"x17" sheets and shall include:

- Plan and profile drawings (3 sheets)
- Structural Details (3 sheets)
- Utility Details (2 sheets)
- Miscellaneous Details (2 Sheets)

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of preliminary utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.

Schedule

- Preliminary plans shall be completed in conjunction with ODOT schedule, currently scheduled for September of 2018

Subtask 3.2 Sewer Line Advanced Plans, Specifications and Cost Estimate

Prepare advanced plans for the proposed sewer force main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Preliminary plan submittal in the Advanced Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications to be included in the overall project specifications. Technical Specifications work shall include coordination with ODOT spec writer and ODOT approvals for all necessary technical specifications.

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of advanced utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.
- Technical specifications will be completed in Microsoft word format and delivered electronically.

Schedule

- Advanced Plans shall be completed in conjunction with ODOT schedule, currently scheduled for March of 2019

Subtask 3.3 Sewer Line Final Plans

Prepare final plans for the proposed sewer force main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Advanced plan submittal in the Final Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications.

Deliverables

- One (1) 11" x 17" signed hard copy and one (1) electronic copy of final utility drawings to the City.
- One (1) set of stamped technical specifications delivered electronically in .pdf format.
- Final engineers cost estimate submitted electronically in .pdf format.

Schedule

- Final Plans shall be completed in conjunction with ODOT schedule, currently scheduled for May of 2019

Task 4 Waterline Design

Design and prepare utility plans for the proposed 12" ductile iron water main. The proposed water line will be hung between girders from the new bridge and terminate with connections in the street at approximately the intersections of SE Brooks Street and SE Mountain View Lane.

Assumptions

- Design shall be in accordance with City design standards, AASHTO Design Specifications, and the ODOT BDDM
- All drafting will be in microstation format and shall meet ODOT drafting standards.
- All technical specifications will be based on the 2018 Oregon Standard Specifications for Construction.
- Bidding Documents, and Nontechnical specifications will be completed by others.
- Waterline design deliverables will be included with Task 3 deliverables as part of a single submittal

Subtask 4.1 Waterline Line Preliminary Plans, and Cost Estimate

Prepare preliminary utility drawings for the proposed 12" water main. Task shall include information gathering to collect all necessary existing design data from others. Task shall include internal design checking as part of OBEC's quality control program. A Cost estimate will be completed as part of the preliminary design package. Cost estimate will include all external construction costs including construction engineering costs associated with the utility crossing. The preliminary utility drawings shall be on 11"x17" sheets and shall include:

- Plan and profile drawings (3 sheets)
- Structural Details (4 sheets)
- Utility Details (2 sheets)

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of preliminary utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.

Schedule

- Preliminary plans shall be completed in conjunction with ODOT schedule, currently scheduled for September of 2018

Subtask 4.2 Water Line Advanced Plans, Specifications and Cost Estimate

Prepare advanced plans for the proposed water main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Preliminary plan submittal in the Advanced Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications to be included in the overall project specifications. Technical Specifications work shall include coordination with ODOT spec writer and ODOT approvals for all necessary technical specifications.

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of advanced utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.
- Technical specifications will be completed in Microsoft word format and delivered electronically.

Schedule

- Advanced Plans shall be completed in conjunction with ODOT schedule, currently scheduled for March of 2019

Subtask 4.3 Water Line Final Plans, Specifications and Cost Estimate

Prepare final plans for the proposed water main. Task shall include design, Independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Advanced plan submittal in the Final Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications.

Deliverables

- One (1) 11" x 17" signed hard copy and one (1) electronic copy of final utility drawings to the City.
- One (1) set of stamped technical specifications delivered electronically in .pdf format.
- Final engineers cost estimate submitted electronically in .pdf format.

Schedule

- Final Plans shall be completed in conjunction with ODOT schedule, currently scheduled for May of 2019

Task 5 Conduit Design

Design and prepare utility plans for the proposed power and fiber conduits. The proposed conduits will be installed on the new bridge and terminate with buried connections in the street and/or sidewalk at approximately the intersections of SE Brooks Street and SE Nehemiah Lane.

Assumptions

- Design shall be in accordance with City design standards, AASHTO Design Specifications, and the ODOT BDDM
- All drafting will be in microstation format and shall meet ODOT drafting standards.
- All technical specifications will be based on the 2018 Oregon Standard Specifications for Construction.
- Bidding Documents, and Nontechnical specifications will be completed by others.
- Conduit submittals will be included with Task 3 deliverables as part of a single design deliverable.
- Conduit Plan and Profiles will be shown on waterline drawings.

Subtask 5.1 Conduit Line Preliminary Plans, and Cost Estimate

Prepare preliminary utility drawings for the proposed electrical and fiber conduits. Task shall include information gathering to collect all necessary existing design data from others. Task shall include internal design checking as part of OBEC's quality control program. A Cost estimate will be completed as part of the preliminary design package. Cost estimate will include all external construction costs including construction engineering costs associated with the utility crossing. The preliminary utility drawings shall be on 11"x17" sheets and shall include:

- Miscellaneous Details (3 sheets)

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of preliminary utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.

Schedule

- Preliminary plans shall be completed in conjunction with ODOT schedule, currently scheduled for September of 2018

Subtask 5.2 Conduit Advanced Plans, Specifications and Cost Estimate

Prepare advanced plans for the proposed conduits. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Preliminary plan submittal in the Advanced Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications to be included in the overall project specifications. Technical Specifications work shall include coordination with ODOT spec writer and ODOT approvals for all necessary technical specifications.

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of advanced utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.
- Technical specifications will be completed in Microsoft word format and delivered electronically.

Schedule

- Advanced Plans shall be completed in conjunction with ODOT schedule, currently scheduled for March of 2019

Subtask 5.3 Conduit Final Plans, Specifications and Cost Estimate

Prepare final plans for the proposed conduits. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Advanced plan submittal in the Final Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications.

Deliverables

- One (1) 11" x 17" signed hard copy and one (1) electronic copy of final utility drawings to the City.
- One (1) set of stamped technical specifications delivered electronically in .pdf format.
- Final engineers cost estimate submitted electronically in .pdf format.

Schedule

- Final Plans shall be completed in conjunction with ODOT schedule, currently scheduled for May of 2019

Task 6 Quality Assurance

Plan, direct and provide senior level quality assurance (QA) of all major deliverables in accordance with Consultant's Quality Management Plan (QMP) and project specific Project Quality Plan (PQP).

Development of a project specific Project Quality Plan (PQP). The PQP shall document the required quality assurance reviews that must be undertaken by the Consultant for each project deliverable. All major deliverables shall be reviewed internally by senior level discipline experts, a principal level engineer, and construction inspection staff. The QMP has been included as an attachment to the scope of work.

Assumptions

- Complete a formal internal QA process for the following deliverables:
 - Preliminary
 - Advanced
 - Final

- All QA related comments shall be reviewed and verified to the satisfaction of the reviewer

Deliverables

- The QA comment logs, and PQP documentation shall be available to the city, at any time, in electronic format within 5 days of request.

Schedule

QA will be completed prior to submitting all deliverables listed above for city review.

Task 7 Bidding Support

Provide engineering services necessary to facilitate bidding the final PS&E documents for construction. All construction phase services post-bid are excluded from the current scope of work.

Subtask 7.1 Pre-bid Services

Provide engineering services necessary to support the bidding that includes answering questions, attending the pre-bid meeting, and assisting the city with evaluating estimates and selecting a prospective bidder

Assumptions

- Anticipated level of effort is limited to 20 hours of total engineering services.

Deliverables

- None

Schedule

- Respond to any requests for service during the bidding process within two (2) days of request

Subtask 7.2 Prepare Technical Addenda

Prepare technical addenda, as required, to address contractor questions and resolve documented inconsistencies in the plans and specifications.

Assumptions

- Effort assumes up to two technical addenda
- Each addenda will require modifications of up to 2 plan sheets and 2 specification sheets

Deliverables

- Addenda shall be submitted, as required, to the city electronically in .pdf format

Schedule

- Addenda will be provided to city within five (5) days of request

3 Mile Lane Utility Crossings
City of McMinnville

Estimated Labor Costs and Expenses
Attachment 1

OBEC Consulting Engineers
January 2018

OBEC JOB No. 999-0591

TASKS		Vice President	Division Manager 1	Engineer 6	Engineer 5	Engineer 4	Sr. CAD Drafter	Drafting Supervisor	Project Controller	TOTAL HOURS	TOTAL LABOR	
Task 1	Project Management	4	211	20	4	4			31	274	\$48,645	
1.1	Overall Project Management		108						27	135	\$23,409	
1.2	Project Meetings	4	103	20	4	4			4	139	\$25,236	
Task 2	Utility Location and Coordination		8	4						12	\$2,176	
2.1	Utility Coordination Meetings		8	4						12	\$2,176	
Task 3	Sewer Design			110		220	170	6	6	512	\$67,518	
3.1	Sewer Line Prelim PS&E			54		108	96	2	2	262	\$34,344	
3.2	Sewer Line Advanced PS&E			42		82	44	2	2	172	\$23,046	
3.3	Sewer Line Final PS&E			14		30	30	2	2	78	\$10,128	
Task 4	Waterline Design			172		84	144	5		405	\$56,839	
4.1	Waterline Prelim PS&E			82		40	86	2		210	\$29,032	
4.2	Waterline Advanced PS&E			66		32	36	2		136	\$19,578	
4.3	Waterline Final PS&E			24		12	22	1		59	\$8,229	
Task 5	Conduit Design			40		68	50	5		163	\$21,821	
5.1	Conduit Prelim PS&E			18		30	30	2		80	\$10,570	
5.2	Conduit Advanced PS&E			14		28	12	2		56	\$7,574	
5.3	Conduit Final PS&E			8		10	8	1		27	\$3,677	
Task 6	Quality Assurance	12	18		12			12	12	66	\$11,112	
Task 7	Bidding Support		16	24			8		4	52	\$8,420	
7.1	Pre-bid Services		8	12						20	\$3,520	
7.2	Prepare Technical Addenda		8	12			8		4	32	\$4,900	
ESTIMATED TOTAL HOURS		16	253	370	16	376	372	28	53	1484	\$216,531	
LABOR COSTS PER HOUR		\$243	\$188	\$168	\$143	\$127	\$115	\$143	\$115			
ESTIMATED LABOR COSTS		\$3,888	\$47,564	\$62,160	\$2,288	\$47,752	\$42,780	\$4,004	\$6,095		\$216,531	
										OBEC EXPENSE ESTIMATE		\$1,230
										TOTAL NOT-TO-EXCEED BUDGET		\$217,761

Mileage Expense (28 Trips*80 Miles round trip*\$0.545/mile)

EXHIBIT B
COMPLIANCE WITH APPLICABLE LAW

279B.220 Conditions concerning payment, contributions, liens, withholding. Every public contract shall contain a condition that the contractor shall:

(1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.

(2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.

(3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

(4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. [2003 c.794 §76a]

279B.230 Condition concerning payment for medical care and providing workers' compensation.

(1) Every public contract shall contain a condition that the contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.

(2) Every public contract shall contain a clause or condition that all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. [2003 c.794 §76c]

279B.235 Condition concerning hours of labor; compliance with pay equity provisions; employee discussions of rate of pay or benefits. (1) Except as provided in subsections (3) to (6) of this section, every public contract subject to this chapter must provide that:

(a) A contractor may not employ an employee for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires otherwise, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055, the contractor shall pay the employee at least time and a half pay for:

(A)(i) All overtime in excess of eight hours in any one day or 40 hours in any one week if the work week is five consecutive days, Monday through Friday; or

(ii) All overtime in excess of 10 hours in any one day or 40 hours in any one week if the work week is four consecutive days, Monday through Friday; and

(B) All work the employee performs on Saturday and on any legal holiday specified in ORS 279B.020.

(b) The contractor shall comply with the prohibition set forth in ORS 652.220, that compliance is a material element of the contract and that a failure to comply is a breach that entitles the contracting agency to terminate the contract for cause.

(c) The contractor may not prohibit any of the contractor's employees from discussing the employee's rate of wage, salary, benefits or other compensation with another employee or another person and may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits or other compensation with another employee or another person.

(2) A contractor shall give notice in writing to employees who work on a public contract, either at the time of hire or before work begins on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

(3) A public contract for personal services, as described in ORS 279A.055, must provide that the contractor shall pay the contractor's employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

(4) A public contract for services at a county fair, or for another event that a county fair board authorizes, must provide that the contractor shall pay employees who work under the public contract at least time and a half for work in excess of 10 hours in any one day or 40 hours in any one week. A contractor shall notify employees who work under the public contract, either at the time of hire or before work begins on the public contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

(5)(a) Except as provided in subsection (4) of this section, a public contract for services must provide that the contractor shall pay employees at least time and a half pay for work the employees perform under the public contract on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020 (1)(b)(B) to (G) and for all time the employee works in excess of 10 hours in any one

day or in excess of 40 hours in any one week, whichever is greater.

(b) A contractor shall notify in writing employees who work on a public contract for services, either at the time of hire or before work begins on the public contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

(6) This section does not apply to public contracts:

(a) With financial institutions as defined in ORS 706.008.

(b) Made pursuant to the authority of the State Forester or the State Board of Forestry under ORS 477.406 for labor performed in the prevention or suppression of fire.

(c) For goods or personal property. [2003 c.794 §77; 2005 c.103 §8f; 2015 c.454 §4]

**EXHIBIT C
INSURANCE**

(The Project Manager must answer and initial 2, 3, and 4 below).

During the term of this contract, Contractor will maintain in force at its own expense, each insurance noted below:

1. **Workers Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt under ORS 656.027).

☒ Required by City ☐ I am exempt. Signed _____
2. **Professional Liability** insurance with a combined single limit of not less than
☒ \$1,200,000, ☐ \$2,000,000, or ☐ \$3,000,000 each claim, incident, or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least ☒ one year ☐ two years after the contract is completed.

☒ Required by City ☐ Not required by City By: _____
3. **General Liability** Insurance, on an occurrence basis, with a combined single limit of not less than ☐ \$1,200,000, ☐ \$2,000,000, or ☐ \$3,000,000 each occurrence for Bodily Injury and Property Damage. It must include contractual liability coverage. This coverage will be primary and non-contributory with any other insurance and self-insurance.

☐ Required by City ☒ Not required by City By: _____
4. **Automobile Liability** insurance with a combined single limit, or the equivalent of not less than ☐ \$1,200,000, ☐ \$2,000,000, or ☐ \$3,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

☐ Required by City ☒ Not required by City By: _____
5. **Notice of cancellation or change.** There will be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without prior written notice from the Contractor or its insurer(s) to the City.
6. **Certificates of insurance.** As evidence of the insurance coverages required by this contract, the Contractor will furnish acceptable insurance certificates to the City at the time the Contractor returns the signed contracts. For general liability Insurance and automobile liability Insurance, the certificate will provide that the City, and its agents, officers, and employees, are additional insureds, but only with respect to Contractor's services to be provided under this contract. The certificate will include the cancellation clause, and will include the deductible or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies will be provided to the City. The Contractor will be financially responsible for all pertinent deductibles, self-insured retentions, and self-insurance.

EXHIBIT D
CERTIFICATION STATEMENT FOR INDEPENDENT CONTRACTOR
(Contractor complete A or B below, Project Manager complete C below.)

A. CONTRACTOR IS A CORPORATION

CORPORATION CERTIFICATION: I am authorized to act on behalf of the entity named below, and certify under penalty of perjury that it is a corporation.

OBEC CONSULTING ENGINEERS, INC. <i>Ang Hakam</i>	<i>Ang Hakam</i>	2-16-18
Entity	Signature	Date

B. CONTRACTOR IS INDEPENDENT.

Contractor certifies he/she meets the following standards:

1. The individual or business entity providing services is free from direction and control over the means and manner of providing the services, subject only to the right of the person for whom the services are provided to specify the desired results,
2. The individual or business entity is licensed under ORS chapters 671 or 701 if the individual or business entity provides services for which a license is required by ORS chapters 671 or 701,
3. The individual or business entity is responsible for obtaining other licenses or certificates necessary to provide the services,
4. The individual or business entity is customarily engaged in an independently established business, as any three of the following requirements are met (please check three or more of the following):
 - ☒ A. The person maintains a business location i) that is separate from the business or work location of the person for whom the services are provided or ii) that is in a portion of the person's residence and that portion is used primarily for the business.
 - ☒ B. The person bears the risk of loss related to the business or the provision of services as shown by factors such as i) the person enters into fixed-price contracts, ii) the person is required to correct defective work, iii) the person warrants the services provided, or iv) the person negotiates indemnification agreements or purchases liability insurance, performance bonds, or errors and omissions insurance.
 - ☒ C. The person provides contracted services for two or more different persons within a 12 month period or the person routinely engages in business advertising, solicitation, or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.
 - ☒ D. The person makes a significant investment in the business, through means such as i) purchasing tools or equipment necessary to provide the services, ii) paying for the premises or facilities where the services are provided, or iii) paying for licenses, certificates, or specialized training required to provide the services.
 - ☒ E. The person has the authority to hire other persons to provide or to assist in providing the services and has the authority to fire those persons.

<i>Ang Hakam</i>	2-16-18
Contractor Signature	Date

(Project Manager complete C below.)

C. CITY APPROVAL

ORS 670.600 Independent contractor standards. As used in various provisions of ORS chapters 316, 656, 657, 671, and 701, an individual or business entity that performs services for remuneration will be considered to perform the services as an "independent contractor" if the standards of this section are met. The contractor meets the following standards:

1. The Contractor is free from direction and control over the means and manner of providing the services, subject only to the right of the City to specify the desired results,
2. The Contractor is responsible for obtaining licenses under ORS chapters 671 and 701 when these licenses are required to provide the services,

3. The Contractor is responsible for obtaining other licenses or certificates necessary to provide the services,
4. The Contractor has the authority to hire and fire employees to provide or assist in providing the services, and
5. The person is customarily engaged in an independently established business as indicated in B. 4 above.

Project Manager Signature

Date ^{4.}



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Parker, Smith & Feek, Inc. 2233 112th Avenue NE Bellevue, WA 98004		CONTACT NAME: PHONE (A/C, No. Ext): 425-709-3600 FAX (A/C, No): 425-709-7460 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Sentinel Insurance Company	
		INSURER B: Hartford Ins. Co. of the Midwest	
		INSURER C: Lexington Insurance Co.	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED OBEC Consulting Engineers, Inc. 920 Country Club Road, Suite 100B Eugene, OR 97401	NAIC #
--	---------------

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			52SBAIX2270SC	3/20/2017	3/20/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			52UECPT7813	3/20/2017	3/20/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	52WBCRT5496 ** WA Stop Gap	3/20/2017	3/20/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			035713726	9/25/2017	9/25/2018	\$5,000,000 each claim; \$10,000,000 Agg Ded: \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Engineering Services - 3 Mile Lane Utility Crossing. Exhibit of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

City of McMinnville Attention: Mike Bisset 231 NE 5th Street McMinnville, OR 97128	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2010/05)

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EXHIBIT A

SCOPE OF PROFESSIONAL SERVICES

For

ENGINEERING SERVICES – 3 Mile Lane Utility Crossings

Project Understanding:

The City of McMinnville is seeking a professional engineering consultant to provide utility design services to be completed in parallel with the OR18 Spur: South Yamhill River, McMinnville Spur (Three Mile Lane) Bridge Replacement project being completed by ODOT.

The City of McMinnville, in partnership with McMinnville Water and Light, wishes to coordinate the design and installation of several utility lines with the bridge construction. The proposed utility lines are: a 16" ductile iron sewer force main, a 12" ductile iron water main, four 3" diameter steel conduits for power, and two 2" diameter steel conduits for fiber optic utilities.

OBEC will provide project management, ODOT design coordination, and utility design services for the proposed utility lines starting from approximately SE Brooks Street, across the new bridge, and terminating at approximately SE Nehemiah Lane (approximately 2200 feet). OBEC will produce plans and specifications for construction of the noted utilities and incorporate those into the bidding documents for the bridge project. To the greatest extent practicable, OBEC will utilize design and drafting information available from the bridge project for efficiency in producing these documents.

Survey, environmental studies, permitting, right-of-way engineering, geotechnical engineering, hydraulics, roadway design, traffic control, erosion control, and bridge design will be completed by others as part of the ODOT project. OBEC will begin design and coordination following the Design acceptance Package (DAP) submittal anticipated in March of 2018. The project is scheduled to bid in Fall of 2019.

Organization of Work Tasks:

The following work tasks are provided to develop an effective and comprehensive project delivery plan and provide a basis for the level of effort and design fee required for successful project delivery.

Task 1 Project Management

Provide management and coordination for all tasks included in this Scope. Manage Services performed by Consultant's staff and sub-consultants and coordinate with the City and the ODOT design team as needed on work tasks performed by others.

Subtask 1.1 Overall Project Management

Provide project management and design oversight for the consultant team. Prepare and maintain a milestone delivery schedule in Microsoft Project format. Maintain a project decision log using an

established format for use in collecting City design input, documenting key decisions and tracking the resolution of design issues. Collect and respond to City and ODOT review comments. Keep the city apprised of work progress, project issues, resolutions and changes affecting the design, schedule or project budget by providing a monthly progress report with each monthly invoice. Submit project invoices monthly, including a breakdown of hours spent by each individual on each task.

Assumptions

- Project Management tasks are assumed to be eighteen months in duration to match the overall design schedule.
- Assume an average of 6 hours per month for external communication, internal design management, and billing and invoicing.

Deliverables

- Invoices and progress reports (monthly)
- Milestone Delivery Schedule (within 10 working days of NTP, and modifications as required by the City)
- Project Decision Log (available for review upon request)

Schedule

Task shall be continuous throughout project design phase duration.

Subtask 1.2 Project Meetings

Prepare for and attend targeted production and coordination meetings listed below as an integral part of Project delivery. The purpose of these meetings is to clearly identify and document the City's and ODOT's Project goals, objectives and design preferences. Meetings shall take place at the City's Engineering Services Office, at ODOT offices in Salem, at OBEC offices, or by conference call, as appropriate.

Assumptions

- Effort includes preparation of meeting materials, agendas, travel time and meeting minutes.
- Project Kickoff Meeting – up to two (2) Consultant team members shall meet with City design staff for up to one (1) hour at the City's offices to discuss the overall work plan, project schedule, design criteria, and alternatives analysis.
- Preliminary Design Review Meeting – up to two (2) Consultant team members shall meet with City design staff for up to one (1) hour at the City's offices to present the results of the preliminary evaluation and discuss review comments to the preliminary design package. Review comments shall be provided by the City in an excel worksheet at least two days before the preliminary design review meeting.
- Advanced Plan review meeting – up to two (2) Consultant employees shall meet with City design staff for up to one (1) hours at the City's offices to discuss plan review comments. Review comments shall be provided by the City in an excel worksheet at least two days before the design review meeting.

- Attend monthly team meetings with ODOT - up to one (1) Consultant employee shall meet with ODOT design staff for up to two (2) hours at the ODOT offices to coordinate the overall project delivery.
- Conduct up to 4 internal team meetings at discuss the overall work plan and project delivery approach.

Deliverables

- Meeting agendas will be delivered electronically 48 hours prior to each meeting
- Meeting minutes will be delivered electronically within one (1) week of meeting date

Task 2 Utility Location and Coordination

Overall utility coordination will be completed by others. This task is to attend on-site meetings with potentially affected utilities.

Subtask 2.1 Utility Coordination Meetings

Attend and document on-site meetings with potentially affected utilities. Consultant attendance at a maximum of two (2) site meetings is anticipated.

Assumptions

- No utility kickoff meeting will be required

Deliverables

- Written meeting summary or minutes

Schedule

Meeting minutes shall be made available to City within three (3) days of request.

Task 3 Sewer Design

Design and prepare utility plans for the proposed 16" Sewer force main. The proposed sewer line will be hung between girders from the new bridge and tie into the existing sewer line at each end. The existing underwater crossing will be abandoned in place.

Assumptions

- Design shall be in accordance with City design standards, AASHTO Design Specifications, and the ODOT Bridge Design and Drafting Manual (BDDM)
- All drafting will be in microstation format and shall meet ODOT drafting standards.
- OBEC will provide reference drawings to ODOT twice per major deliverable for incorporation into bridge plans.
- All technical specifications will be based on the 2018 Oregon Standard Specifications for Construction.
- Bidding Documents, and Nontechnical specifications will be completed by others.
- A single set of erosion control and traffic control plans will be produced for the Water, Sewer, and Conduit work and covered under task 3

- Assume all erosion and traffic control will be completed by others as part of the ODOT bridge project

Subtask 3.1 Sewer Line Preliminary Plans, and Cost Estimate

Prepare preliminary utility drawings for the proposed 16" Sewer force main. Task shall include information gathering to collect all necessary existing design data from others. Task shall include internal design checking as part of OBEC's quality control program. A Cost estimate will be completed as part of the preliminary design package. Cost estimate will include all external construction costs including construction engineering costs associated with the utility crossing. The preliminary utility drawings shall be on 11"x17" sheets and shall include:

- Plan and profile drawings (3 sheets)
- Structural Details (3 sheets)
- Utility Details (2 sheets)
- Miscellaneous Details (2 Sheets)

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of preliminary utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.

Schedule

- Preliminary plans shall be completed in conjunction with ODOT schedule, currently scheduled for September of 2018

Subtask 3.2 Sewer Line Advanced Plans, Specifications and Cost Estimate

Prepare advanced plans for the proposed sewer force main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Preliminary plan submittal in the Advanced Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications to be included in the overall project specifications. Technical Specifications work shall include coordination with ODOT spec writer and ODOT approvals for all necessary technical specifications.

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of advanced utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.
- Technical specifications will be completed in Microsoft word format and delivered electronically.

Schedule

- Advanced Plans shall be completed in conjunction with ODOT schedule, currently scheduled for March of 2019

Subtask 3.3 Sewer Line Final Plans

Prepare final plans for the proposed sewer force main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Advanced plan submittal in the Final Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications.

Deliverables

- One (1) 11" x 17" signed hard copy and one (1) electronic copy of final utility drawings to the City.
- One (1) set of stamped technical specifications delivered electronically in .pdf format.
- Final engineers cost estimate submitted electronically in .pdf format.

Schedule

- Final Plans shall be completed in conjunction with ODOT schedule, currently scheduled for May of 2019

Task 4 Waterline Design

Design and prepare utility plans for the proposed 12" ductile iron water main. The proposed water line will be hung between girders from the new bridge and terminate with connections in the street at approximately the intersections of SE Brooks Street and SE Mountain View Lane.

Assumptions

- Design shall be in accordance with City design standards, AASHTO Design Specifications, and the ODOT BDDM
- All drafting will be in microstation format and shall meet ODOT drafting standards.
- All technical specifications will be based on the 2018 Oregon Standard Specifications for Construction.
- Bidding Documents, and Nontechnical specifications will be completed by others.
- Waterline design deliverables will be included with Task 3 deliverables as part of a single submittal

Subtask 4.1 Waterline Line Preliminary Plans, and Cost Estimate

Prepare preliminary utility drawings for the proposed 12" water main. Task shall include information gathering to collect all necessary existing design data from others. Task shall include internal design checking as part of OBEC's quality control program. A Cost estimate will be completed as part of the preliminary design package. Cost estimate will include all external construction costs including construction engineering costs associated with the utility crossing. The preliminary utility drawings shall be on 11"x17" sheets and shall include:

- Plan and profile drawings (3 sheets)
- Structural Details (4 sheets)
- Utility Details (2 sheets)

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of preliminary utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.

Schedule

- Preliminary plans shall be completed in conjunction with ODOT schedule, currently scheduled for September of 2018

Subtask 4.2 Water Line Advanced Plans, Specifications and Cost Estimate

Prepare advanced plans for the proposed water main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Preliminary plan submittal in the Advanced Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications to be included in the overall project specifications. Technical Specifications work shall include coordination with ODOT spec writer and ODOT approvals for all necessary technical specifications.

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of advanced utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.
- Technical specifications will be completed in Microsoft word format and delivered electronically.

Schedule

- Advanced Plans shall be completed in conjunction with ODOT schedule, currently scheduled for March of 2019

Subtask 4.3 Water Line Final Plans, Specifications and Cost Estimate

Prepare final plans for the proposed water main. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Advanced plan submittal in the Final Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications.

Deliverables

- One (1) 11" x 17" signed hard copy and one (1) electronic copy of final utility drawings to the City.
- One (1) set of stamped technical specifications delivered electronically in .pdf format.
- Final engineers cost estimate submitted electronically in .pdf format.

Schedule

- Final Plans shall be completed in conjunction with ODOT schedule, currently scheduled for May of 2019

Task 5 Conduit Design

Design and prepare utility plans for the proposed power and fiber conduits. The proposed conduits will be installed on the new bridge and terminate with buried connections in the street and/or sidewalk at approximately the intersections of SE Brooks Street and SE Nehemiah Lane.

Assumptions

- Design shall be in accordance with City design standards, AASHTO Design Specifications, and the ODOT BDDM
- All drafting will be in microstation format and shall meet ODOT drafting standards.
- All technical specifications will be based on the 2018 Oregon Standard Specifications for Construction.
- Bidding Documents, and Nontechnical specifications will be completed by others.
- Conduit submittals will be included with Task 3 deliverables as part of a single design deliverable.
- Conduit Plan and Profiles will be shown on waterline drawings.

Subtask 5.1 Conduit Line Preliminary Plans, and Cost Estimate

Prepare preliminary utility drawings for the proposed electrical and fiber conduits. Task shall include information gathering to collect all necessary existing design data from others. Task shall include internal design checking as part of OBEC's quality control program. A Cost estimate will be completed as part of the preliminary design package. Cost estimate will include all external construction costs including construction engineering costs associated with the utility crossing. The preliminary utility drawings shall be on 11"x17" sheets and shall include:

- Miscellaneous Details (3 sheets)

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of preliminary utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.

Schedule

- Preliminary plans shall be completed in conjunction with ODOT schedule, currently scheduled for September of 2018

Subtask 5.2 Conduit Advanced Plans, Specifications and Cost Estimate

Prepare advanced plans for the proposed conduits. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Preliminary plan submittal in the Advanced Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications to be included in the overall project specifications. Technical Specifications work shall include coordination with ODOT spec writer and ODOT approvals for all necessary technical specifications.

Deliverables

- One (1) 11" x 17" hard copy and one (1) electronic copy of advanced utility drawings to the City.
- Cost estimate will be completed in a Microsoft excel format and delivered electronically.
- Technical specifications will be completed in Microsoft word format and delivered electronically.

Schedule

- Advanced Plans shall be completed in conjunction with ODOT schedule, currently scheduled for March of 2019

Subtask 5.3 Conduit Final Plans, Specifications and Cost Estimate

Prepare final plans for the proposed conduits. Task shall include design, independent checking, and drafting associated with the proposed utility. OBEC shall incorporate design comments from the Advanced plan submittal in the Final Plan submittal. OBEC shall prepare a cost estimate for the utility construction costs and technical specifications.

Deliverables

- One (1) 11" x 17" signed hard copy and one (1) electronic copy of final utility drawings to the City.
- One (1) set of stamped technical specifications delivered electronically in .pdf format.
- Final engineers cost estimate submitted electronically in .pdf format.

Schedule

- Final Plans shall be completed in conjunction with ODOT schedule, currently scheduled for May of 2019

Task 6 Quality Assurance

Plan, direct and provide senior level quality assurance (QA) of all major deliverables in accordance with Consultant's Quality Management Plan (QMP) and project specific Project Quality Plan (PQP). Development of a project specific Project Quality Plan (PQP). The PQP shall document the required quality assurance reviews that must be undertaken by the Consultant for each project deliverable. All major deliverables shall be reviewed internally by senior level discipline experts, a principal level engineer, and construction inspection staff. The QMP has been included as an attachment to the scope of work.

Assumptions

- Complete a formal internal QA process for the following deliverables:
 - Preliminary
 - Advanced
 - Final

- All QA related comments shall be reviewed and verified to the satisfaction of the reviewer

Deliverables

- The QA comment logs, and PQP documentation shall be available to the city, at any time, in electronic format within 5 days of request.

Schedule

QA will be completed prior to submitting all deliverables listed above for city review.

Task 7 Bidding Support

Provide engineering services necessary to facilitate bidding the final PS&E documents for construction.

All construction phase services post-bid are excluded from the current scope of work.

Subtask 7.1 Pre-bid Services

Provide engineering services necessary to support the bidding that includes answering questions, attending the pre-bid meeting, and assisting the city with evaluating estimates and selecting a prospective bidder

Assumptions

- Anticipated level of effort is limited to 20 hours of total engineering services.

Deliverables

- None

Schedule

- Respond to any requests for service during the bidding process within two (2) days of request

Subtask 7.2 Prepare Technical Addenda

Prepare technical addenda, as required, to address contractor questions and resolve documented inconsistencies in the plans and specifications.

Assumptions

- Effort assumes up to two technical addenda
- Each addenda will require modifications of up to 2 plan sheets and 2 specification sheets

Deliverables

- Addenda shall be submitted, as required, to the city electronically in .pdf format

Schedule

- Addenda will be provided to city within five (5) days of request

3 Mile Lane Utility Crossings
City of McMinnville

Estimated Labor Costs and Expenses
Attachment 1

OBEC Consulting Engineers
January 2018

OBEC JOB No. 999-0591

TASKS		Vice President	Division Manager 1	Engineer 6	Engineer 5	Engineer 4	Sr. CAD Drafter	Drafting Supervisor	Project Controller	TOTAL HOURS	TOTAL LABOR
Task 1	Project Management	4	211	20	4	4			31	274	\$48,645
1.1	Overall Project Management		108						27	135	\$23,409
1.2	Project Meetings	4	103	20	4	4			4	139	\$25,236
Task 2	Utility Location and Coordination		8	4						12	\$2,176
2.1	Utility Coordination Meetings		8	4						12	\$2,176
Task 3	Sewer Design			110		220	170	6	6	512	\$67,518
3.1	Sewer Line Prelim PS&E			54		108	96	2	2	262	\$34,344
3.2	Sewer Line Advanced PS&E			42		82	44	2	2	172	\$23,046
3.3	Sewer Line Final PS&E			14		30	30	2	2	78	\$10,128
Task 4	Waterline Design			172		84	144	5		405	\$56,839
4.1	Waterline Prelim PS&E			82		40	86	2		210	\$29,032
4.2	Waterline Advanced PS&E			66		32	36	2		136	\$19,578
4.3	Waterline Final PS&E			24		12	22	1		59	\$8,229
Task 5	Conduit Design			40		68	50	5		163	\$21,821
5.1	Conduit Prelim PS&E			18		30	30	2		80	\$10,570
5.2	Conduit Advanced PS&E			14		28	12	2		56	\$7,574
5.3	Conduit Final PS&E			8		10	8	1		27	\$3,677
Task 6	Quality Assurance	12	18		12			12	12	66	\$11,112
Task 7	Bidding Support		16	24			8		4	52	\$8,420
7.1	Pre-bid Services		8	12						20	\$3,520
7.2	Prepare Technical Addenda		8	12			8		4	32	\$4,900
ESTIMATED TOTAL HOURS		16	253	370	16	376	372	28	53	1484	\$216,531
LABOR COSTS PER HOUR		\$243	\$188	\$168	\$143	\$127	\$115	\$143	\$115		
ESTIMATED LABOR COSTS		\$3,888	\$47,564	\$62,160	\$2,288	\$47,752	\$42,780	\$4,004	\$6,095		\$216,531
								OBEC EXPENSE ESTIMATE		\$1,230	
								TOTAL NOT-TO-EXCEED BUDGET		\$217,761	

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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 21, 2018
TO: Jeff Towery, City Manager
FROM: Matt Scales, Chief of Police
SUBJECT: City Ordinance updates for RV's and Abandoned Vehicles

Report in Brief:

This is a follow up report from the City Council Work Session that took place on February 21st, 2018. Our comprehensive initial report to the McMinnville City Council surrounded the antiquated City Code dealing with vehicular camping in recreational vehicles (RV's) and abandoned vehicles.

As you will recall, recreational vehicles parked in areas throughout the City of McMinnville have been affecting the livability and functionality of citizens and businesses for a number of years. Information provided during the Work Session outlined what the current situation looks like in McMinnville, and how we as a Police Department are dealing with it using our existing City Code. Our presentation included codified City Codes obtained from other Oregon cities that provide alternatives to our current outdated codes that do not address the issues in a timely and effective manner.

After a lengthy discussion the City Council directed staff to return with an effective updated City Ordinance addressing both RV's and abandoned vehicles. Staff has prepared an updated Ordinance which should satisfy the City Council's request. Staff recommends adoption of the updated RV and Abandoned Vehicle Ordinance and repeal of the existing antiquated Code, Chapter 15.28 "Trailer Houses".

Background:

Over the last number of months McMinnville has dealt with a growing issue in regards to people living/camping in their RV's, campers, trailers, and vehicles. This is occurring on City streets, public right-of-ways and publicly owned property (i.e. surface parking lots and the parking structure). These situations have caused a significant increase in calls for service to the Police Department throughout the City. Whether it is in a residential, industrial or commercial zone, the Police Department has been called to deal with people living out of their RV's, campers or vehicles. During recent City Council public comment sessions there were numerous citizens voicing concerns that the inaction by the City has impacted the livability of their neighborhoods or their businesses. The citizens voiced concerns that people sleeping in these vehicles are causing safety issues with loose dogs running around, littering, public urination, defecation, or in general public health issues.

Again, worth noting is that in responding to these complaints, the problems mentioned at City Council meetings do exist, however these issues do not exist with every complaint we go to, or every vehicular camper we contact. The testimony from the citizens should not be taken as all inclusive, there are

some vehicular campers who do obey the laws and respect the neighborhood or areas they are parked in.

Current Issues with Existing Ordinances:

The existing City Ordinance language does not allow for adequate or timely enforcement of vehicular camping complaints. In addition, it is extremely labor and time intensive as it relates to these issues.

For example, our current RV Ordinance, which is defined as “trailer houses” are addressed in current City Code using language which needs to be updated to reflect the changes that have occurred since it was initially codified in 1960. Currently when the existing code was attempted to be enforced it was deemed to be invalid due to language effectively making it unenforceable. Our McMinnville Municipal Court ruled in order for the RV’s or “trailer house” to be in violation of the current City Ordinance needed to be observed occupied for four consecutive hours. The code enforcement team does not have the capacity to do this due to workloads and time constraints. See below for the current City Code.

MMC 15.28.010 Trailer house defined. The term “trailer house” means a vehicle or mobile home used for living or sleeping purposes, which is or has been equipped with wheels for the purpose of transporting the same upon the public streets or highways, and constructed in such a manner as to permit occupancy as a dwelling or sleeping quarters for one or more persons. The term “trailer house” also includes any self-propelled living quarters.

MMC 15.28.030 Parking for more than four hours – Permit required – exceptions.

- A. It is unlawful to park or place any trailer house used for sleeping or living purposes within the city for a period of time exceeding four hours, excepting in a trailer court or within any commercial or industrial zone as designated by the zoning ordinances after obtaining a nontransferable permit from the council as set forth in this chapter. The parking of trailer houses in the city which are not used for sleeping or living quarters are not regulated by this chapter but are regulated by the general ordinances of the city regulating vehicular parking when parked on the city street or alleys.

With the RV “trailer house” essentially becoming unenforceable, the City’s code enforcement workgroup turned to the Abandoned Vehicle Ordinance in an attempt to gain compliance with RV’s, trailers and vehicle campers. As you have heard from my statements during recent City Council meetings, the current Abandoned Vehicle Code is also filled with loopholes and is antiquated. As you will read below, from the initial 72 hours vehicles are allowed to park on the City street it will take an additional 144 consecutive hours (totaling 9 days) before RV’s, trailers, and vehicle campers are eligible to be clock starts towed from a location. In addition, if the vehicle moves over 300’ or more during this time frame, the time starts over.

MMC 10.28.080 Parking – For Sale, repair or storage prohibited when.

(E) Storage or as junk for more than seventy-two hours. After a vehicle has been stored on a public street for more than one hundred forty-four consecutive hours and has received two parking citations for storage or junk, the Chief of Police or his or her designee may cause the vehicle to be towed and stored at the owner’s expense. The owner shall be liable for the costs of towing and storing, notwithstanding that the vehicle was parked by another.

1. For purpose of this subsection the following definition is adopted: “storage” means leaving a vehicle parked upon a public street for more than seventy-two hours.
2. Moving a vehicle to a new location more than three hundred feet (as measured in straight line from the site where the violations occurred) shall interrupt the running of the seventy-two hour period.

The areas emphasized; more than seventy-two hours, more than one hundred forty-four consecutive hours and moving three hundred feet interrupting the running time period make it so we currently have to account for an extended period of time prior to being able to remove a vehicle that the owner fails to voluntarily comply with City Parking Code. If the vehicle is moved to another location that is more than 300' from the initially identified location the time starts over again, but the problem or issue has not resolved itself. More to the point, it has simply moved to a different location that will have an adverse effect on that new location.

Update City Ordinance:

At City Council's request, staff has prepared an updated City Ordinance which will provide PD employees the ability to deal with both RV's and Abandoned Vehicles in a more timely and effective manner. As mentioned earlier, the antiquated City Code dealing with "Trailer Houses" is recommended to be repealed, and updated definitions of "Abandoned Vehicle", "Recreational Vehicle" and "Vehicle" were added to the current City Code Section 10.04.030.

In addition, Section 10.28.030 is recommended to be amended with respect to RV's. Under the recommended code adoption, RV's are prohibited from parking on any public highway, road, street, or right-of-way within the City, except for the immediate loading or unloading of persons or property.

Section 10.28.080 is recommended to be amended with regards to Abandoned Vehicles. Staff recommends updating the Ordinance, so that abandoned vehicles may be tagged with a tow notice immediately, and subsequently towed 24 hours after the notice has been affixed to the vehicle at the owner's expense if certain criteria is met.

Lastly, language reference "Motor Trucks" was made clearer. The City Code is recommended to be changed so that any motor truck that was parked on a city street between 9:00 p.m. and 7:00 a.m. the following day, is required to obtain a permit from the city Police Department, regardless of location.

Recommendation:

Staff recommends that the City Council adopt the updated City Ordinance related to RV's and Abandoned Vehicles and repeal the existing Code, Chapter 15.28 "Trailer Houses".

ORDINANCE 5049
EXHIBIT 1

Section 1. MMC Section 10.04.030 will be amended as follows:

10.04.030 Definitions. In addition to those definitions contained in the ORS chapters set forth in Section 10.04.020, the following words or phrases, except where the context clearly indicates a different meaning, shall be defined as follows:

A. "Abandoned Vehicle" means a vehicle that remains in violation for more than 24 hours and one or more of the following conditions exist:

(1) The vehicle does not have a lawfully affixed, unexpired registration plate, fails to display current registration or fails to have vehicle insurance as required by the State of Oregon;

(2) The vehicle appears to be inoperative or disabled;

(3) The vehicle appears to be wrecked, partially dismantled or junked; or

(4) The vehicle appears to have been abandoned by its owner.

B. "Bicycle" means a non-motorized vehicle designed to be ridden, propelled by human power, and having two or more wheels the diameter of which are in excess of ten inches or having two or more wheels where any one wheel has a diameter in excess of fifteen inches.

C. "Bus stop" means a space on the edge of a roadway designated by sign for use by buses loading or unloading passengers.

D. "Holiday" means New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and any other day proclaimed by the council to be a holiday.

E. "Loading zone" means a space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours of specified days.

F. "Motor vehicle" means every vehicle that is self-propelled, including tractors, fork-lift trucks, motorcycles, road building equipment, street cleaning equipment and any other vehicle capable of moving under its own power, notwithstanding that vehicle may be exempt from licensing under the motor vehicle laws of the state.

G. "Park" or "parking" means the condition of:

(1) A motor vehicle that is stopped while occupied by its operator with the engine turned off;

(2) A motor vehicle that is stopped while unoccupied by its operator whether or not the engine is turned off.

H. "Pedestrian" means a person on the public right-of-way except:

(1) The operator or passenger of a motor vehicle or bicycle;

(2) A person leading, driving or riding an animal or animal-drawn conveyance.

I. "Recreational Vehicle" (RV) means any vehicle with or without motive power that is designed for human occupancy and to be used temporarily for recreational, seasonal or emergency purposes and as further defined, by rule, by the director.

J. "Stand" or "standing" means the stopping of a motor vehicle while occupied by its operator with the engine running except stopping in obedience to the instructions of a traffic officer or traffic-control device or for other traffic.

K. "Stop" means complete cessation of movement.

L. "Street" and "other property open to public travel":

(1) When used in this title or in the ORS chapters incorporated in this title, shall be considered synonymous, unless the context precludes such construction. "Street," as defined in this title and the ORS chapters incorporated by reference in this title, includes alleys, sidewalks, grass or parking strips, and parking areas and accessways owned or maintained by the city.

(2) "Other property open to public travel" means property whether publicly or privately owned and whether publicly or privately maintained, upon which the public operates motor vehicles either by express or implied invitation other than streets as defined in subsection A of this section, and excepting public school property, county property, or property under the jurisdiction of the State Board of Higher Education. Other property open to public travel shall include but not be limited to parking lots, service station lots, shopping center and supermarket parking lots, and other accessways and parking areas open to general vehicular traffic, whether or not periodically closed to public use.

M. "Taxicab stand" means a space on the edge of a roadway designated by sign for use by taxicabs.

N. "Traffic-control device" means a device to direct vehicular or pedestrian traffic, including but not limited to a sign, signaling mechanism, barricade, button or street or curb marking installed by the city or other authority.

O. "Traffic lane" means that area of the roadway used for the movement of a single line of traffic.

P. "Vehicle" means any device in, upon or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means. "Vehicle," as used in subsequent sections of this title, includes bicycles.

Section 2. MMC Section 10.28.030 will be amended as follows:

10.28.030 Parking or standing—Prohibited in designated locations. In addition to the state motor vehicle laws prohibiting parking, no person shall park or leave standing, in the following places:

A. A vehicle upon a bridge, viaduct or other elevated structure used as a street, or within a street tunnel, unless authorized by state statute, by this Code, or by the Chief of Police or his or her designee;

B. A vehicle in an alley, other than for the expeditious loading or unloading of persons or materials but in no case for a period in excess of thirty consecutive minutes;

C. A motor truck, as defined by ORS 801.355, on a street between the hours of nine p.m. and seven a.m. of the following day in front of or adjacent to a residence, motel, apartment house, hotel or other sleeping accommodation unless a revocable permit is obtained from the city Police Department. The permit shall be for a six month or a twelve-month period and may be renewed. The cost of the permit will be set by resolution determined by the McMinnville City Council. In the event a complaint(s) is received from a resident in the area of the parked truck, the Chief of Police or his or her designee shall investigate the complaint and may revoke said permit, and the cost of the permit shall be forfeited by the permittee;

D. A vehicle upon a parkway or freeway, except as authorized by state statute, by this Code, or by the Chief of Police or his or her designee.

E. A vehicle on a curb painted yellow, except as specifically authorized by signage.

F. A vehicle within the area between the curb or roadway and sidewalk line commonly known as the planting strip, except where improved parking areas have been approved and marked by the City engineering department.

G. A vehicle in such a manner that the vehicle blocks all or any part of any driveway.

H. A vehicle in such a manner that the vehicle blocks all or any part of a public sidewalk.

I. A recreational vehicle (RV) on any public highway, road, street, or right-of-way within the city, except for the immediate loading or unloading of persons or property.

Section 3. MMC Section 10.28.080 will be amended as follows:

10.28.080 Parking—For sale, repair or storage prohibited when. No operator shall park and no owner shall allow a vehicle to be parked upon a street for the principal purpose of:

- A. Displaying the vehicle for sale;
- B. Repairing or servicing the vehicle, except repairs necessitated by an emergency;
- C. Displaying advertising from the vehicle;
- D. Selling merchandise from the vehicle, except when authorized by this Code or by the Chief of Police or his or her designee;
- E. Abandoning the vehicle. Abandoned Vehicles may be tagged for tow immediately. Abandoned vehicles may be towed 24 hours after the notice has been affixed to the vehicle at the owner's expense. Storage or as junk for more than seventy-two hours. After a vehicle has been stored on a public street for more than one hundred forty-four consecutive hours and has received two parking citations for storage or junk, the Chief of Police or his or her designee may cause the vehicle to be towed and stored at the owner's expense. The owner shall be liable for the costs of towing and storing, notwithstanding that the vehicle was parked by another.
 - 1. ~~For purposes of this subsection the following definition is adopted: "storage" means leaving a vehicle parked upon a public street for more than seventy-two hours.~~
 - 2. ~~Moving a to a new location more than three hundred feet (as measured in a straight line from the site where the violations occurred) shall interrupt the running of the seventy-two hour period.~~

Section 4. MMC Chapter 15.28 will be repealed:

Chapter 15.28 TRAILER HOUSES

Sections:

- ~~15.28.010 — Trailer house defined.~~
- ~~15.28.020 — License required — Requirements.~~
- ~~15.28.030 — Parking for more than four hours — Permit required — Exceptions.~~
- ~~15.28.040 — Parking permit applicability.~~
- ~~15.28.050 — Wheel removal or placement on foundation not to affect applicability of provisions.~~
- ~~15.28.060 — Sanitary disposal system use regulation.~~
- ~~15.28.070 — Violation — Penalty.~~

~~15.28.010 — Trailer house defined. The term "trailer house" means a vehicle or mobile home used for living or sleeping purposes, which is or has been equipped with wheels for the purpose of transporting the same upon the public streets or highways, and constructed in such a manner as to permit occupancy as a dwelling or sleeping quarters for one or more persons. The term "trailer house" also includes any self-propelled living quarters. (Ord. 2931 §1, 1960).~~

15.28.020 — License required — Requirements:

~~A. — No person shall park or place any trailer house used for sleeping or living purposes within any commercial or industrial zone within the city without first obtaining a license from the city. An application for a license shall be filed with the city recorder. The application shall contain a general description of the trailer, year, model and make, and the purpose for which the trailer will be used and exact location thereof. Upon the filing of the application the building inspector shall inspect the premises upon which the trailer house will be located and the general layout as to sewer and water facilities.~~

~~B. — The council reserves the right to reject any application or refuse to grant the permit. If the council is satisfied that the location of said trailer house will not violate any of the sanitary rules or regulations or disturb or become a nuisance to the residents of the area in which the trailer house will be located, the council may grant a nontransferable permit for a period of not exceeding two years in which such applicant may place or park said trailer house and use the same for living or sleeping purposes. Such permit may upon proper application be renewed or extended by the council. Upon the filing of the application, the applicant shall pay to the city recorder a filing fee of ten dollars. (Ord. 3341 §1, 1967; Ord. 2931 §3, 1960).~~

~~15.28.030 ——— Parking for more than four hours — Permit required — Exceptions.~~

~~A. — It is unlawful to park or place any trailer house used for sleeping or living purposes within the city for a period of time exceeding four hours, excepting in a trailer court or within any commercial or industrial zone as designated by the zoning ordinances after obtaining a nontransferable permit from the council as set forth in this chapter. The parking of trailer houses in the city which are not used for sleeping or living quarters are not regulated by this chapter but are regulated by the general ordinances of the city regulating vehicular parking when parked on the city street or alleys. (Ord. 4660 §1.b, 1998; Ord. 2931 §2, 1960).~~

~~15.28.040 ——— Parking permit applicability. Subsection A of Section 15.28.030 shall not apply to those trailer houses outside trailer courts and within the residential zones of the city which as of August 1, 1960, were being used as a place of residence; provided, however, that should any such trailer house be moved from its present location, it shall immediately lose its classification under this chapter; and provided, further, the council reserves the right to order the discontinuance within a reasonable time of the use of a trailer house for sleeping or living purposes within a residential zone upon reasonable notice or by amendment of this chapter. (Ord. 2931 §5, 1960).~~

~~15.28.050 ——— Wheel removal or placement on foundation not to affect applicability of provisions. The removal of the wheels or the placement of a trailer house on posts, footings or permanent or temporary foundation shall not be considered as removing said trailer house from the regulations contained in this chapter. (Ord. 2931 §4, 1960).~~

~~15.28.060 ——— Sanitary disposal system use regulation. It is unlawful for any person occupying or using any trailer house within the city to use any toilet, sink, lavatory or similar equipment therein unless the same are connected with a public sewer or an approved septic tank in accordance with the ordinances of the city. (Ord. 2931 §6, 1960).~~

~~15.28.070 ——— Violation — Penalty. Any person, firm or corporation violating any provision of this chapter, or failing to comply thereto, shall, upon conviction, in the recorder's court, be subject to a fine not exceeding three hundred dollars and to imprisonment in the city jail not exceeding ten days. Each day during which the violation continues shall be considered a separate violation hereunder. (Ord. 2931 §7, 1960).~~

ORDINANCE NO. 5049

An Ordinance relating to the parking of Recreational Vehicles, Motor Trucks and Abandoned Vehicles; amending McMinnville Municipal Code (MMC) Chapters 10.04, 10.28, and repealing MMC Chapter 15.28.

RECITALS:

The parking of Recreational Vehicles, Motor Trucks, and Abandoned Vehicles in the public right-of-way can have a negative impact on the livability and safety of neighborhoods throughout the City.

Current City ordinances do not provide timely response in the case of abandoned vehicles and do not adequately regulate the parking of Recreational Vehicles or Motor Trucks within the City, resulting in negative impacts that may occur when such vehicles are parked in and near residential neighborhoods or for extended period of time in any location.

There is an immediate need to address these issues through ordinance revisions, as the parking of Recreational Vehicles, Motor Trucks, and Abandoned Vehicles within the City presents an immediate threat to the public health, welfare and safety.

Now, therefore, THE COMMON COUNCIL FOR THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

1. The provisions set forth in the attached Exhibit 1, which are incorporated by this reference, are hereby adopted.
2. An emergency is hereby declared, and this ordinance will take effect at 12:00 p.m. (noon) on Wednesday, April 4, 2018.

Passed by the Council on _____, 20____, by the following votes:

Ayes: _____

Nays: _____

Approved on _____, 20____.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER