

CITY OF McMinnville  
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE  
Held at Kent Taylor Civic Hall and online via Zoom,  
McMinnville, Oregon

Thursday, February 9, 2023, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present

Larry Miller  
Abby Thomas  
Christine Bader  
Efrain Arrendando  
Zack Geary

Absence

Myrna Khoury  
Karina Alcantara  
Tony Lai

Others in attendance: Vicki Hedges, Human Resources Manager and Heather Richards, Community Development Director

- 1) CALL TO ORDER: Committee Co-Chair Larry called the meeting to order at 4:37 p.m.
- 2) APPROVAL OF MINUTES: Zack Geary MOVED to approve the January 12<sup>th</sup>, 2023 minutes with suggested edits. Christine Bader SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) MACTOWN 2032 REVIEW: Larry prefaces this agenda topic by explaining to the group that reviewing the City's strategic plan should help align the committee's goals to their own work. Larry reminds the group that although funding is available through ARPA dollars for DEI work, he doesn't want the group to focus too much on the financial aspect of it, but instead think of ways that the group can implement plans that will bring better diversity to the community. Larry does not want to lose the sight of the overall goals by focusing too much on money. Larry states that the budget is secondary to making sure that we're doing the right thing as a committee.

HR Manager, Vicki Hedges begins her presentation on Mactown 2032. Vicki states that there are seven overarching goals embedded into Mactown 2032, and DEI is just one of those goals. For Vicki's purposes – she chose to focus on the goals that pertain to this group exactly. Vicki reads from the packet. She states that one of the larger goals is being able to provide online

training for employees since the City doesn't not currently have a way to do that. In-person trainings are also important, but with work schedules it's important that the City provides an online component.

Vicki updates the committee on how she is currently working on the employee handbook which will be brought to the DEI committee at some point. Christine asks if updating the employee handbook is consultant led work or if it's a one person job. Vicki states that the handbook is already written, but the process for reviewing it will include various groups including the DEI committee and finding ways for all impacted groups to provide feedback.

Celebrating Diversity in McMinnville – Vicki asks Noelle to comment on if this work has been led by the City in the past. Noelle states that we often supply a presence at community events but have not financially supported creating these types of events as a main partner.

Bi-lingual incentive pay – Zack Geary explains the classification and compensation study that took place over the past few years to correctly identify “corrective pay actions” part of which was creating a bi-lingual incentive pay benefit. This is currently being implemented for bi-lingual employees.

ADA transition plan – Heather Richards states that all the City's facilities are currently being evaluated for ADA. Committee Member Efrain asks if the City has someone who is in charge of keeping track of what is functional versus not functional in our public facilities. Heather Richards states that we do not have a centralized person who inventories our facilities, but we are currently looking at ways we are going to remove barriers to access and ongoing maintenance issues. Each building currently has its own building manager. We're not looking at only the visible mobility issues, there are other ADA issues as well.

Translation – Noelle Amaya states that the adoption of the digital platform iheartmac.org satisfies the bulk of the goal related to translation of materials.

Larry asks if the goal related to ‘evaluating software for inclusion’ is also related to methods of data collection. Vicki does not believe that data collection was the intent of that specific objective.

Naming policy – Vicki is unaware of any active naming policy at the moment. Zack Geary states that Susan Muir, Parks & Recreation Director, drafted a naming policy that was put on hold quite a while ago. He knows there is some work that has been done, but not sure where it landed. Larry asks if there is any naming policy currently in place? Zack Geary suggests that the question now is *should* we have a policy that dictates how we name our facilities.

Christine asks about the inclusion audit that is mentioned in MacTown 2032, and if that goal was related to a City-wide DEI assessment. Vicki is unsure of what that specific goal related to because she was not part of the original work that identified these priorities.

Christine asks if an inclusion audit is within Vicki's purview. Vicki feels like the reference to the climate survey was supposed to be focused internally. Noelle confirms that that is her sense as well.

Efrain asks why the UFO festival was included in the section that lists celebrating diversity in McMinnville through community events. Zack states that the general idea of ‘celebrating diversity’ was to support all the different types of events that happen in the community. Heather Richards confirms Zacks thoughts.

Christine wonders about making updates or changes to MacTown 2032 – are the goals listed there “etched in stone.” Heather states that the staff who are identified in the strategic plan were just the lead person identified to drive the work, but not necessarily the person who is ultimately responsible. A list of actions are identified during goal setting each year and the City Council directs staff members each year to lead or complete this work. Vicki – there is probably some work to do in terms of identifying what “convene partners” means since this could have many different meanings.

Demographics – the City has not provided demographics in an official way until recently. Vicki has created form to collect this information. The City will eventually be able to report out on this as time goes by. Vicki states some of the work that she’s been doing regarding recruitment and retention strategies, including job descriptions, and minimum qualifications. The EEO data was previously collected by the person who collected the employees new hire information and was recorded using a ‘best guess’ method. Advertising for open positions right now is up to each hiring manager. Vicki is working at standardizing how we recruit for our current job openings and a move towards using consistent platforms that are more appropriate for each job type.

Christine asks about items that are flagged as being funded through ARPA and the nature of limited duration funding. Vicki states that using ARPA to fund something temporarily ultimately helps us get to a place where we create funding through ‘practice.’

Zack reminds the group that we only went over the goals included in the Engagement and Inclusion which is one of seven main goals. The group could examine all seven goals for DEI work as well and to keep that in mind.

Christine asks if the committee wants to move towards a discussion about which goals they find most important and how they apply to the committee’s workplan? She would like to understand how this exercise ties into decision making.

5) REVIEW DEI WORKPLAN Larry reads from the work plan document.

Last year, the committee had heard from all the committees except for Public Works and McMinnville Water and Light. Larry would like to make sure they have an opportunity to come here and present soon. Christine states that although the group has had City departments here to present, she wouldn’t call the work they’ve done as “collaboration.” The Parks & Recreation Director and Community Development Director have been good about trying to collaborate, but the committee hasn’t heard much from other City departments at this point.

Christine reminds the committee that they originally abandoned this work plan, so they should discuss as a group whether or not these items are either still important or not. Efrain asks if the idea is to develop new work plan. The workplan review was brought to the group so that they could carry through on work that is still important. Many of the items listed there are still

ongoing.

The question is posed if it would it be appropriate for HR to assess the diversity of our boards and commissions. Noelle does not believe that this would be in HR's purview, there really isn't one person responsible for who is appointed to the boards or commissions, this is based on who the staff liaison assigned to that committee.

Noelle reminds the committee that they are close to being out of time.

Christine suggests that between this meeting and the next meeting they should try to have a follow up conversation.

- 6) CO-CHAIR ELECTION Larry briefs the committee on the current term limits and the commitment that is involved and to keep expiration dates in mind. Larry recommends Abby Thomas to serve as his Co-Chair. Christine MOVES to nominate Abby Thomas as Committee Co-Chair. Zack Geary SECONDS. Motion PASSES unanimously.
- 7) MEMBER RECRUITMENT UPDATE Noelle gives a quick update on the current process for interviews. They will take place on Thursday the 16<sup>th</sup> and Friday the 17<sup>th</sup>. Noelle informs the committee that there are six candidates total who have applied. Zack Geary states that the plan is to use the same questions as we used last time. Noelle will send the interview questions for the committee to review before the interviews.

Larry asks if the interviews are normally held in person and where they will be held. Zack Geary confirms that it is the standard process to have them on City property which is a place that can accommodate streaming services as well.

- 8) DLCD PUBLIC FACILITY GRANT Community Development Director Heather Richards begins with informing the group on the application for a grant to help with our public facility planning and was a opportunity to bring more funds to McMinnville for public engagement and to encourage folks to participate in our planning processes. This grant seeks to look at our 10 lowest income Census block groups and layer in issues around planning and accessibility. This project also seeks to look at public facility planning including roads, wastewater, parks, and infrastructure.

The project will look at ways to connect with community members to assess if they feel like they're being served adequately. It should help us prioritize funding and how we allocate resources or attention to our underserved areas. This information will help inform the rest of our planning processes and should also help inform further Capital Improvement Projects. Through this project we would like to one; test our public engagement methods by real investment in new processes and two; elevate our planning process by put a different lens on facility planning for public amenities. We would like this group to act as the public advisory committee and have a few check-ins on this project over the next few months.

Heather shares the census map. This is a pilot program for the State – since we don't typically approach planning this way and see what we can create to gain valuable feedback for future processes.

Christine asks about the status of the public engagement charter and equity lens.

Noelle states that we are using the Public Engagement Charter & Equity lens to inform the methods and test their effectiveness against previous methods.

- 9) CITY COUNCIL UPDATE Councilor Geary gives background information and update on the new community safety task force. This task force was created in response to the public feedback the City has received in regards to safety. Zack will be the council liaison that is assigned to that. He provides a quick overview on how the first meeting went.

Fire district taxing authority will be on the May ballot. The City has forgone it's 1.5 taxing authority for the first year. There will be more to come on how this money will be used over time.

- 10) OTHER BUSINESS Christine asks if the committee can hear the feedback that Noelle has received as it comes in.

Women's Day proclamation is due back to Claudia next week. Christine asks if we can have a process for reviewing those proclamations in the future.

- 11) ADJOURNMENT at 6:04 pm.

s/s Noelle Amaya

Noelle Amaya, Communications & Engagement

# STAFF REPORT

**TO:** Members of the Diversity, Equity, and Inclusion Advisory Committee  
**FROM:** Noelle Amaya, Communication & Engagement Manager  
**SUBJECT:** DLCDC Planning for Public Equity Grant

## STRATEGIC PRIORITY & GOAL:



## ENGAGEMENT & INCLUSION

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

---

### **Report in Brief:**

The City of McMinnville is performing a public facility evaluation to address infrastructure deficiencies within underserved neighborhoods throughout the City. This includes infrastructure such as wastewater, stormwater, as well as public roads, sidewalks, and access to parks. The evaluation of public facilities will occur in ten census block groups across McMinnville.

### **Background:**

These census block groups have the highest percentages of those who have low household median income and a higher rate of poverty and are home to a higher proportion of those who identify as Hispanic, Asian, and Multi-Race. This evaluation seeks to center the voices of those within these census block locations through an equity lens while informing future facility plans such as McMinnville's Transportation System Plan, Wastewater Conveyance Plan, Stormwater Master Plan, and Parks & Recreation Master Plan updates that are scheduled over the next three years.

### **Discussion:**

During the February 9<sup>th</sup>, 2023 DEIAC meeting, the group heard from Community Development Director Heather Richards on the purpose of this project and the intent to use the DEIAC as the Project Advisory Committee. This grant will test our public engagement charter and subsequent methods and review the City's planning processes through an equity lens. The intention is to bring awareness and funding to the City's public engagement program and to enhance the City's ability to embed equity in its current and future planning.

### **Attachments:**

Public Facility Evaluation Draft Public Involvement Plan  
DLCDC Grant Scope of Work

# City of McMinnville

## DEI Public Facility Equity in Lowest Income Neighborhoods Draft Community Engagement Plan February 28, 2023

### Project Overview

The City of McMinnville is performing a public facility evaluation to address infrastructure deficiencies within underserved neighborhoods throughout the City. This includes infrastructure such as water, wastewater, stormwater, as well as public roads, sidewalks, and parks. The evaluation of public facilities will occur in ten census block groups across McMinnville. These census block groups have the highest percentages of those who have low household median income, a higher rate of poverty, and are home to a higher proportion of those who identify as Hispanic, Asian, and Multi-Race. This evaluation hopes to center the voices of those within these census block locations through an equity lens while informing future facility plans such as McMinnville's Transportation System Plan, Wastewater Conveyance Plan, Stormwater Master Plan, and Parks and Recreation Master Plan updates that are scheduled over the next three years.

### Community Engagement Objectives

The public involvement process aims to meet the following objectives:

- **Create** a collaborative process that is diverse and inclusive with a focus on equity.
- **Engage** residents that identify as Hispanic, Asian, and Multi-Race in the planning process, as well as those with disabilities in such a way that empowers them to inform the analysis and solutions.
- **Develop** a communications engagement program that attracts and embraces the participations of people who have not normally participated in city planning programs previously in such a way that they feel comfortable, informed, and heard.
- **Inform** the community with timely, transparent, and accurate information.
- **Educate** community members about planning and decision-making processes.

### Key Messages

These key messages will be refined and augmented throughout the project to meet evolving needs.

- The Public Facility Evaluation will inform future facility development and improvements over the next three years through an equity lens.
- The Public Facility Evaluation will reach out to a diverse range of stakeholders and community members throughout the process. Community engagement is crucial to the development of a representative, informed and equitable plan.
- The Public Facility Evaluation will identify infrastructure deficiencies and inequities through a transparent, iterative and collaborative planning process to ensure service and amenity standards are met and prioritized in the City's Capital Improvement Project (CIP) list.

### Community Demographics

The following demographic profile will help specify the priority populations to engage within this process. Demographic data is derived primarily from the U.S. Census American Community Survey 5-Year Data 2017-2021 Data Profile. Data for census blocks 30701.1 and 30802.3 were attained from the 2010 Decennial Census and the 2019 American Community Survey 5-Year Estimates Data Profiles. Approximately 34,666 people lived in McMinnville in 2021. The demographic information below has accounted for the ten census block groups in which McMinnville's public facilities will be evaluated.

## Race and Ethnicity

According to 2017-2021 American Community Survey data, approximately 79.6% of McMinnville residents identify as White. The ten different block groups analyzed all had less of a population who identified as white that of the City as a whole. The second highest population among all block groups were those who identified as Hispanic or Latinx.

Race & Ethnicity	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
White	79.6%	68.9%	62.4%	73.7%	56.6%	61.6%	61.8%	62.4%	68.7%	58.6%	61.7%
African American	0.6%	1.0%	0.3%	0.7%	1.3%	0.7%	0.4%	1.3%	0.2%	0.9%	1.8%
Asian	1.9%	0.0%	0.6%	1.3%	1.3%	0.7%	0.6%	1.5%	0.8%	3.2%	8.0%
Native Hawaiian and other Pacific Islander	0.7%	0.2%	0.1%	0.0%	0.5%	0.1%	0.2%	0.6%	0.4%	0.5%	0.1%
American Indian or Alaskan Native	0.5%	0.2%	0.8%	0.8%	1.5%	0.6%	1.0%	1.6%	0.9%	0.5%	1.0%
Two or more races	3.6%	4.9%	3.9%	1.3%	6.7%	5.1%	4.2%	5.9%	4.6%	6.7%	2.4%
Hispanic or Latinx (any race)	20.0%	23.9%	30.9%	22.2%	30.1%	30.4%	31.1%	26.2%	23.9%	29.1%	30.6%

## Languages Spoken at Home

Census data indicates that fewer McMinnville residents speak only English at home (83.0%), than in Oregon as a whole (84.7%). The most commonly spoken language other than English is Spanish (14.5%). All ten of the block groups analyzed demonstrate the trend of Spanish being the second most common language spoken as well, with block group 30801.1 have the highest concentration of Spanish speakers (46.9%). Asian and Pacific Islander Languages spoken also show up in block groups 30702.4 (2.2%) and 30802.2 (1.6%).

Language other than English	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
Spanish	14.5%	27.4%	13.5%	0.0%	7.95%	7.9%	46.9%	23.8%	11.9%	39.7%	2.5%
Asian and Pacific Islander Languages						2.2%				1.6%	

## Age

The City of McMinnville has a larger share of residents 19 and under (26.9%) than the State of Oregon (23.1%). Block groups 30601.1 (34.6%), 30801.1 (42.8%), and 30802.2 (38.1%) all have a significantly higher percentage of youth when



compared to McMinnville. Block groups 30601.2 (15.2%) and 30702.4 (18.7%) both have a high population of seniors (75+) when compared to McMinnville (8.3%).

Age	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
19 years and under	26.9%	34.6%	20.2%	24.9%	10.5%	29.3%	42.8%	27.2%	22.8%	38.1%	32.9%
20 – 34 years	20.2%	21.6%	13.7%	21.4%	57.8%	10.2%	6.1%	21.2%	16.0%	32.7%	30.2%
35 – 54 years	22.6%	12.8%	25.3%	19.5%	3.5%	16.8%	19.6%	33.2%	31.4%	18.2%	26.2%
55 – 64 years	11.9%	11.5%	11.6%	19.3%	17.7%	12.8%	11.7%	9.1%	12.0%	5.8%	7.3%
65 – 74 years	10.3%	11.7%	14.0%	6.7%	10.5%	12.1%	7.9%	6.0%	12.7%	4.5%	1.6%
75 years +	8.3%	0.0%	15.2%	0.0%	0.0%	18.7%	0.0%	3.3%	0.0%	0.8%	1.8%

### Income

From 2017-2021, the median household income in McMinnville was \$58,692, which is lower than the state median (\$70,084). About 61% of McMinnville households earn less than \$50,000 annually. Block groups 30702.2 (76.5%), 30801.1 (83.2%), and 30801.2 (69.7%) all have higher rates of households with incomes of less than \$50,000.

Income	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
<\$15,000	11.3%	31.9%	4.1%	8.5%	24.8%	16.3%	28.0%	3.8%	17.4%	4.1%	7.1%
\$15,000-\$25,000	9.6%	14.7%	23.9%	13.0%	12.1%	0.0%	16.6%	35.0%	11.7%	23.9%	2.5%
\$25,000-\$50,000	40.1%	11.4%	16.2%	26.2%	39.6%	34.6%	38.6%	30.9%	30.0%	16.2%	29.7%
\$50,000-\$75,000	19.2%	22.0%	29.3%	26.5%	9.1%	11.4%	4.0%	1.4%	10.5%	29.3%	30.6%
\$75,000-\$100,000	11.5%	4.3%	8.0%	10.9%	14.4%	13.1%	5.0%	19.2%	13.3%	8.0%	14.3%
\$100,000+	27.8%	15.7%	18.4%	14.9%	0.0%	24.6%	7.8%	9.7%	17.0%	18.4%	15.8%

### People with Disabilities

Census data indicates that 17.7% of McMinnville residents live with a disability. Most of the census block groups that were analyzed had a higher proportion of those with disabilities than McMinnville as a whole. Block groups 30802.1 (14.3%), 30802.2 (5.9%), and 30802.3 (7.9%) were the only groups within the ten analyzed that had less of a percentage of people with disabilities than McMinnville.

Disability	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
Population with a disability	17.7%	27.9%	22.5%	21.4%	19.6%	27.0%	31.9%	25.4%	14.3%	5.9%	7.9%

### Housing

Census data indicates that more than 66.6% of McMinnville residents live in a single-family home (detached single unit and around 15% of McMinnville residents live in middle housing (1 to 4 attached units), and another 13.7% occupy multi-family homes (5 or more attached units). Block group 30601.1 has the highest rate of single-family housing

(76.4%), while block group 30702.2 has the highest rate of multifamily housing (44.4%) when compared to the other groups. Middle housing is the most common in block groups 30702.4 (39.2%) and 30702.2 (15.2%). Mobile homes are also common in block groups 30601.1 (23.6%) and 30601.2 (28.0%).

Housing	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
Single-family home	60.6%	76.4%	32.8%	64.5%	8.5%	57.7%	27.3%	66.3%	53.2%	66.8%	65.0%
Middle housing	14.9%	0.0%	20.8%	15.2%	28.6%	39.2%	20.7%	21.0%	25.7%	15.0%	11.8%
Multi-family home	13.7%	0.0%	12.1%	7.7%	44.4%	0.0%	43.3%	7.2%	21.1%	11.2%	9.2%
Mobile home	9.9%	23.6%	28.0%	12.6%	0.0%	3.1%	8.6%	5.6%	0.0%	7.0%	14.1%

Tenure	McMinnville	30601.1	30601.2	30701.1	30702.2	30702.4	30801.1	30801.2	30802.1	30802.2	30802.3
Homeowners	63.1%	82.8%	75.9%	68.7%	27.9%	44.5%	29.3%	33.3%	44.4%	67.6%	68.1%
Renters	36.9%	17.2%	24.1%	31.3%	72.1%	55.5%	70.7%	66.7%	55.6%	32.4%	31.9%

## Stakeholders and Partners

Community members and stakeholders will have multiple opportunities to participate in the Public Facility Evaluation, with efforts focused on direct outreach to a diverse range of public facility users.

The community engagement process will prioritize underrepresented communities within the city, including renters, low-income households, Hispanic/Latinx residents, other racial and ethnic minorities and immigrant or refugee communities, as well as those with disabilities.

Interests	Potential Organizations/Groups to Engage
<b>Schools</b>	McMinnville School District Linfield College Chemeketa Community College
<b>Parks and Nature</b>	City of McMinnville Parks and Recreation
<b>Industry and Business</b>	McMinnville Area Chamber of Commerce McMinnville Economic Development Partnership
<b>Public Safety</b>	McMinnville Police Department McMinnville Fire Department
<b>Utilities &amp; Public Utilities</b>	McMinnville Water and Light McMinnville Public Library McMinnville Community Center McMinnville Aquatic Center
<b>Property Owners/Developers</b>	Habitat for Humanity Yamhill County Housing Authority Local Property Owners
<b>Health</b>	Virginia Garcia Memorial Health Center Willamette Valley Medical Center McMinnville Senior Center Yamhill County Health and Human Services Yamhill County Family and Youth Yamhill Community Care (YCCO) Yamhill Community Action Partnership McMinnville Free Clinic
<b>Transportation</b>	TriMet ODOT
<b>Service Nonprofits</b>	Yamhill Community Action Partnership McMinnville Lions Club Beyond Backpacks See You Later Foundation
<b>Non-native English Speakers</b>	Latino Network Latinx Advocacy Coalition UNIDOS
<b>Arts and Culture</b>	Arts Alliance of Yamhill County
<b>Local, Regional and State Agencies</b>	Yamhill County Oregon Department of Land Conservation and Development City of McMinnville
<b>Elected and Appointed Officials</b>	McMinnville Planning Commission McMinnville City Council

## Engagement Activities and Communication Tools

The following table summarizes primary community engagement activities and communication tools, their intended audience, and partners needed to carry out the activities while using the IAP2 engagement Spectrum.

The IAP2 Spectrum is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies 5 levels of community engagement, ordered as follows by increasing impact on decision-making: (1) inform; (2) consult; (3) involve; (4) collaborate; and (5) empower.

Engagement Activity/Tool	IAP2 Spectrum	Description	Partners/Audience
<b>Project Advisory Committee Meetings (PAC)</b>	Inform Consult Involve Collaborate	The PAC will meet six (6) times throughout the course of this project. The PAC will be comprised of both those who have a technical lens and knowledge of City infrastructure as well as of those who are part of McMinnville’s Diversity, Equity, and Inclusion Advisory committee. The PAC will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, and encourage community members to participate in the process.	Unidos Latino Advisory Committee McMinnville School District McMinnville Water and Light Priority population representatives
<b>Road Show</b>	Inform Consult	Up to three (3) community gatherings will occur throughout this project and will be marketed as a Road Show. The Road Show will utilize existing community events and locations within the identified block groups in order to have targeted discussions with community members. Near the end of the project, as deemed necessary, a portion of the Roadshows will be geared towards an evaluation of overall community engagement as directed by Task 6. Community gathering events or spaces could include: <ul style="list-style-type: none"> <li>• McMinnville Senior Center</li> <li>• Family Fun Saturday 3/11/2023</li> <li>• Kid’s Night Out 3/25/2023</li> <li>• Redwood Commons</li> <li>• Park Place Apartments</li> <li>• Brockwood Village Apartments</li> </ul>	General Public
<b>Community Conversations</b>	Inform Consult	The project team will host up to three (3) community conversations throughout this project. The purpose of community conversations is to “go where the people are” and engage in targeted discussions at informal gatherings or with formal groups, clubs, organizations, committees, etc. A Community Conversations Kit will be available for community members who wish to host their own “Community Conversation” among their own networks. Some potential groups could include: <ul style="list-style-type: none"> <li>• McMinnville Downtown Association</li> <li>• Rotary Club of McMinnville Sunrise</li> <li>• MacPAC</li> <li>• YCAP</li> </ul>	General Public



Engagement Activity/Tool	IAP2 Spectrum	Description	Partners/Audience
<b>Mailers</b>	Inform	Mailers will be sent throughout the communities identified and will include information on future community gathering dates and locations, a QR code to the survey, and contact information for more project information.	General Public
<b>Survey</b>	Inform Consult	Surveys will supplement in-person and virtual community engagement activities. The surveys will ask the same questions that are posed through other outreach activities. Surveys will assess community-identified deficiencies and needs. Surveys will be available online and as paper copies. The City may provide a gift card incentive for survey completion.	General Public
<b>Website</b>	Inform	The project webpage will include a project overview and timeline, important contacts, schedule of opportunities for engagement, updates on project status, a library of documents, and a mechanism to submit general comments. This website will continue to be maintained by the City.	City of McMinnville General Public
<b>Newsletter/ Media Release</b>	Inform	Media releases will announce the project kickoff and advertise key opportunities for public participation. Additional project information will be posted through advertisements in utility bills and other local publications. Media releases will be maintained and distributed by the City.	City of McMinnville General Public
<b>Project Email List</b>	Inform	E-mail addresses of people who express interest in the planning process will be maintained in a database and used when the City sends e-blasts to notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.	City of McMinnville General Public

## Project Schedule

The engagement activities are organized across three rounds of engagement, spanning from Spring 2023 to Fall 2023.

**Round 1** will focus on identifying existing conditions in the ten McMinnville block groups, and refining community priorities. **Round 2** will focus on refining community priorities by identifying deficiencies and potential remedies. **Round 3** will report back out to the community on the final public facilities evaluation and recommendations that arise from previous engagement activities.

McMinnville Public Facility Evaluation Project Schedule	2022								
Tasks	Feb	Mar	Apr	May	June	July	Aug	Sept	
1. Project Kickoff									
2. Policy Review									
3. Existing Conditions Analysis									
4. Deficiencies and Remedies Analysis									
5. Plan Implementation and CIP									
6. Public Engagement Evaluation									

PAC Meetings   
Engagement Activities 



**City of McMinnville DEI Public Facility Equity in Lowest Income Neighborhoods**  
**Scope of Work**

**Task 1: Project Kickoff and Inclusive Outreach Plan**

The consultant, with guidance from the PAC, will develop an inclusive outreach and engagement plan that supports participation of priority populations in steering or citizen advisory committees.

**Task 1 Products:** Consultant will meet with Project advisory Committee to discuss the following items:

Memorandums on the follow topics: project charter, public involvement plan, and background review. Identification of impacted priority populations in project plan area, outreach and engagement plan for priority populations, an evaluation framework for inclusive participation. Meeting agendas and materials.

**Task 1 timeline:** February 1, 2023 to March 1, 2023

**Task 1 budget:** \$2,000

**Task 2: Review of City Policies and Levels of Service**

City/consultant will review all city policies relative to the provision of public facilities and any significant levels of service identified. These will be discussed during a PAC meeting and adjusted as necessary through lens of equity for census block groups.

**Task 2 Products:** Draft memorandum of existing policies and levels of service, and adjusted levels of service for equity if identified. Existing plans and documents as needed, meeting notices and materials.

**Task 2 timeline:** March 1, 2023 to April 1, 2023

**Task 2 budget:** \$4,000



### Task 3: Analysis of Existing Conditions

Identify existing conditions through infrastructure mapping and modeling analysis, as well as feedback from census block group residents with an emphasis on the identified priority populations.

Consultant/City staff will:

- Identify existing conditions as demonstrated through data – map/memo
- Identify existing conditions as perceived by residents of census block groups through neighborhood open houses and gatherings – map/memo
- Layer data map and perception map together
- Identify differences

Three community gatherings and open houses in census block groups will be held (food, childcare, translation services provided). One PAC meeting will be held.

**Task 3 Products:** Memorandums on the following topics: Existing Conditions – Data, Existing Conditions – Residents’ Perception, Commonalities and Differences between Data and Perception. Meeting notices and materials.

**Task 3 timeline:** April 1, 2023 to May 1, 2023

**Task 3 budget:** \$22,000

### Task 4: Identification of Deficiencies and Remedies

This task will identify public facility deficiencies and remedies for deficiencies. City/Consultant will hold two community gatherings and open houses in census block groups with food, childcare, and translations services provided, and one PAC meeting to receive feedback on these areas.

**Task 4 Products:** Memorandums on the following topics: Identified Deficiencies – Maps/Text, Remedies and Financing Options, Suggested Capital Improvement Program, Presentations and Notes. Meeting notices and coordination, public engagement advertising, meeting materials.





**Task 4 timeline:** June 1, 2023 to August 1, 2023

**Task 4 budget:** \$20,000

Task 5: Implementation Plan and Capital Improvement Program

Identification of implementation plan and capital improvement program utilizing feedback and data collected throughout project process. City/consultant will hold one meeting with PAC. City will compile adoption ready documents.

**Task 5 Products:** Memorandum – Implementation Plan and Capital Improvement Program, meeting agendas, materials, and presentations.

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 5 online at [https://db.lcd.state.or.us/PAPA\\_Online/Account/Login?ReturnUrl=%2fPAPA\\_Online](https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online), or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 5 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation. Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Task 5 online at [https://db.lcd.state.or.us/PAPA\\_Online/Account/Login?ReturnUrl=%2fPAPA\\_Online](https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online), or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

**Task 5 timeline:** August 1, 2023 to September 1, 2023

**Task 5 budget:** \$8,000

Task 6: Evaluation of Public Engagement & Equity and Inclusion Self-Assessment



Grantee to complete equity and inclusion self-assessment using evaluation framework developed in Task 1. Report describing grantee's performance against its goals for inclusive outreach and engagement for the project to be provided to DLCD. Three community gatherings and open houses in the census block group neighborhoods targeting identified priority population groups (provide food, childcare and translation services). One meeting with PAC. Overall evaluation of effectiveness of public engagement.

**Task 6 Products:** Meeting notices and materials, memorandum evaluating public engagement, completed equity and inclusion self-assessment.

**Task 6 timeline:** September 1, 2023 to October 1, 2023

**Task 6 budget:** \$4,000