



**Special Called Budget Committee Work Session Meeting
Tuesday, April 11, 2023
6:00 p.m.**

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

*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331,
Ziplay Fiber 29 or webstream here:
www.mcm11.org/live*

Special Called Budget Committee Work Session Meeting

*You may join online via Zoom Meeting:
<https://mcminnvilleoregon.zoom.us/j/87252149057?pwd=L25hbXcyYTU5V0dQQkICTVpKUGpFUT09>*

Zoom ID: 872 5214 9057

Zoom Password: 665342

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

ID: 872 5214 9057

6:00 PM – SPECIAL CALLED BUDGET COMMITTEE MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER SPECIAL CALLED BUDGET COMMITTEE MEETING
2. AMERICAN RESCUE PLAN ACT (ARPA) STATUS REPORT
3. ADJOURNMENT OF SPECIAL CALLED BUDGET COMMITTEE MEETING

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

STAFF REPORT

DATE: April 11, 2023
TO: Jeff Towery, City Manager
FROM: Amanda Sharp, Federal Grants Manager; Jennifer Cuellar, Finance Director
SUBJECT: Budget Committee Work Session: American Rescue Plan Act Status Report

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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



COMMUNITY SAFETY & RESILIENCY

Proactively plan for and responsively maintain a safe and resilient community



ECONOMIC PROSPERITY

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



ENGAGEMENT & INCLUSION

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

Report in Brief:

This work session is to give the Council and public an update into the work happening with the City's \$7,718,600 allocation of State and Local Fiscal Recovery Funds (SLFRF), the component of the \$1.9 trillion American Rescue Plan Act (ARPA) package targeted to support the efforts of local governments to respond to and recover from the negative impacts of the coronavirus pandemic.

Session Objectives:

1. Briefly review the status of the McMinnville ARPA Projects (5 mins)
2. Summarize project expenditures including:
 - a. Projects likely to come in under budget (5 mins)
 - b. Projects with anticipated need for additional funds (5 mins)
3. Project Spotlight- 2 ARPA projects (10 mins)
4. Describe options for process to allocate balance of ARPA funds (5 mins)
5. Questions and discussion of options (30 mins)

Discussion:

The following paragraphs summarize the content of today's work session discussion.

Session Objectives 1 and 2: Status updates

Review currently approved projects with their estimated budgets, all of which fit into the three categories of projects:

- Innovative High-Impact
- Immediate-Impact Community
- Internal Efficiency and Effectiveness

The project summaries include information on project phase (planning, active and complete), budget status and any proposed funding updates to the project.

Session Objective 3: Project spotlights

Describe current project statistics and outcomes for two of the 28 approved projects.

Session Objective 4: Options for utilization of remaining ARPA dollars

In November 2021, after a series of discussions with the Budget Committee, Council approved 28 projects for spending with a maximum total budget of \$6,698,000, leaving just over \$1 million in future allocations to be approved. Options for fully utilizing the city's ARPA allocation include:

1. Adopt updated budgets for individual approved projects (in total this adds up to approximately \$300,000)
2. Bring the Budget Committee, and ultimately the Council, a selection of new projects to consider for funding (approaches for coming up with this list will be explored during the discussion)

Staff has a strong confidence level that there will be little to zero risk that the city would be forced to return any unspent funds remaining as we are running up to the project's initial closing date of December 31, 2024, for a number of reasons. Flexibility is built into the ARPA grant generally. The city is eligible to use over \$6 million of its total allocation for revenue recovery. McMinnville's status as a recipient of less than \$10 million total funding means lower financial and programmatic reporting hurdles.

Session Objective 5: Discussion of Options

Discuss options for allocating the remaining ARPA dollars. Staff is looking for feedback as to which path makes the most sense to the Budget Committee.

The second attachment lists the ARPA projects as proposed in the fall of 2021 that were not approved at that time. This list is illustrative and no new projects which could be considered are included. Further, the circumstances for any number of the proposals listed may have changed and additional funding needs would go through

a re-evaluation process. Finally, it is a certainty that project budgets would need to be re-worked to factor in current cost projections, a shorter project duration, etc.

The attached draft resolution outlines a near term action that could be taken to update project budgets for the currently approved projects.

Other Grant Information:

Next steps with compliance include filing our second annual report due by April 30, 2023. Grant staff will complete project description updates and project phase definitions along with updated timelines as we work through the reporting process. As our financial and programmatic reporting and tracking systems are now established, grant staff will play point on managing the allocation process for the balance of the ARPA funds and will assist in project management support of select projects.

Fiscal Impact:

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

Meeting Materials:

1. ARPA Project Status Report
2. Unfunded ARPA projects from Fall 2021
3. Sample Resolution ARPA budget update

ARPA Projects

Project	Approved Spending Authority	Requested Spending Increase	Proposed Funds Return	Total Estimated Completed Project Cost
Immediate Impact Community Projects				
Discovery Village Splash Pad	263,900	311,000		575,900
Library - HVAC replacement	150,000	100,000		250,000
Conferencing/Rm. technology	105,000	43,895		148,895
Ambulance replacement	250,000	20,000		270,000
Backlog- Muni-court cases	67,100			67,100
Fleet equipment for parks maintenance	400,000			400,000
Mobile recreation programs vehicle	82,000			82,000
Navigation Center	500,000			500,000
Neighborhood park reno	262,600			262,600
Recreation services plan	200,000			200,000
Stormwater- public works	553,750			553,750
Stratus Village	300,000			300,000
System irrigation renovation-parks	263,000			263,000
Communications-translation	100,000			100,000
Internal Efficiency and Effectiveness Projects				
General Covid Cost Reimburse	250,000	114,172		364,172
Security and VPN	80,000	50,000		130,000
Finance-forecasting software	26,000	17,854		43,854
Library Elec Delivery Vehicle	53,000	196		53,196
ADA Transition Plan	300,000			300,000
Move Datacenter	105,000			105,000
FD Emergency Mgr. Staff	242,000			242,000
ARPA Grant Manager	397,000		3,000.00	394,000
Remodel city hall, Muni Court	35,000		5,395	29,605
Innovative High-Impact Projects				
Innovation Center Study	250,000	43,464		293,464
Third Street SLFRF	600,000	21,935		621,935
DEI implementation	225,000			225,000
Mental Health first responders	25,000			25,000
Broadband access project	612,500		412,500.00	200,000
Totals	6,697,850	722,516	420,895	6,999,471

Discovery Meadows Splash Pad

Project Overview

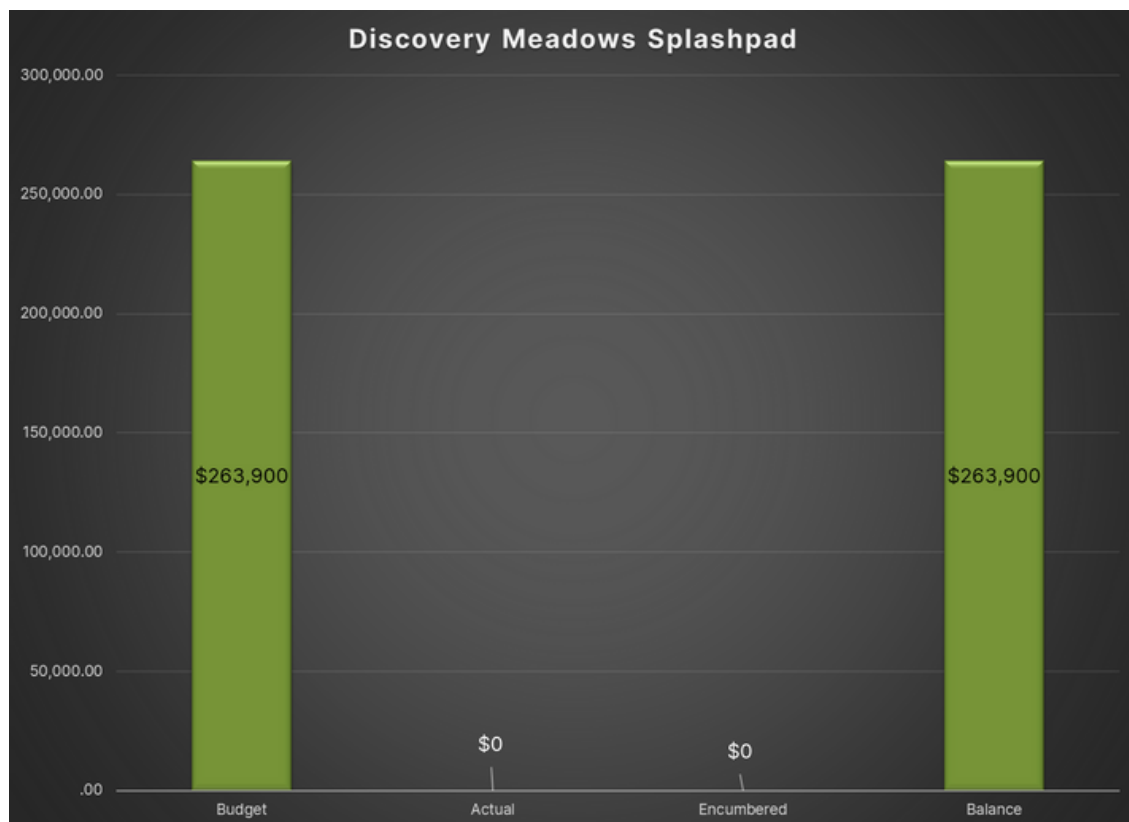
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This project is to fund needed renovations to the Discovery Meadows splash pad. Constructed in 2005, this park feature is heavily visited and attracts multiple visitors to Discovery Meadows Park. The work would include renovating the mechanical system, filtration, water quality components, control elements and plaza.

The splash pad is operated seasonally each year from Memorial Day through Labor Day. It is visited daily by staff during the seasonal and is monitored remotely.

This project will support multiple investment principles, City values and Strategic Priorities. During the pandemic it has become clear that public parks and related activities are vital to a healthy community. The Discovery Meadows splash pad is a free activity that can be offered to the public throughout the summer season and was sorely missed during the 2020 season. As a result, staff made a significant effort to make sure the asset was available to the public this season. Unfortunately, aging system elements made that a challenging task. Keeping this free activity available is a key equity/inclusion component in the suite of amenities our park system can offer. With the proposed renovations, staff time on demand responses and daily monitoring can be minimized, thus increasing the staff's capacity to perform other maintenance tasks in the park system.

Project Status:



Requesting Additional Funds

Discovery Village Splash Pad: Add funds to complete project with additional features
Requesting \$311,000

Library HVAC Replacement

Project Overview

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This project is to fund needed updates to the Library HVAC system. The current HVAC system is over 40 years old and regularly requires maintenance. The maintenance can be expensive and difficult due to the age of the equipment and difficulty in finding parts. The issues make for low air quality and unworkable temperatures at times. As a public building and a warming and cooling shelter it is important to the community that the HVAC is in good working order.

This project will support many aspects of MacTown 2032.

- City Government Capacity

The Library will remain a well-used building and vital resource to the community.

- Community Safety & Resiliency

There will be better air quality at the library for patrons and staff.

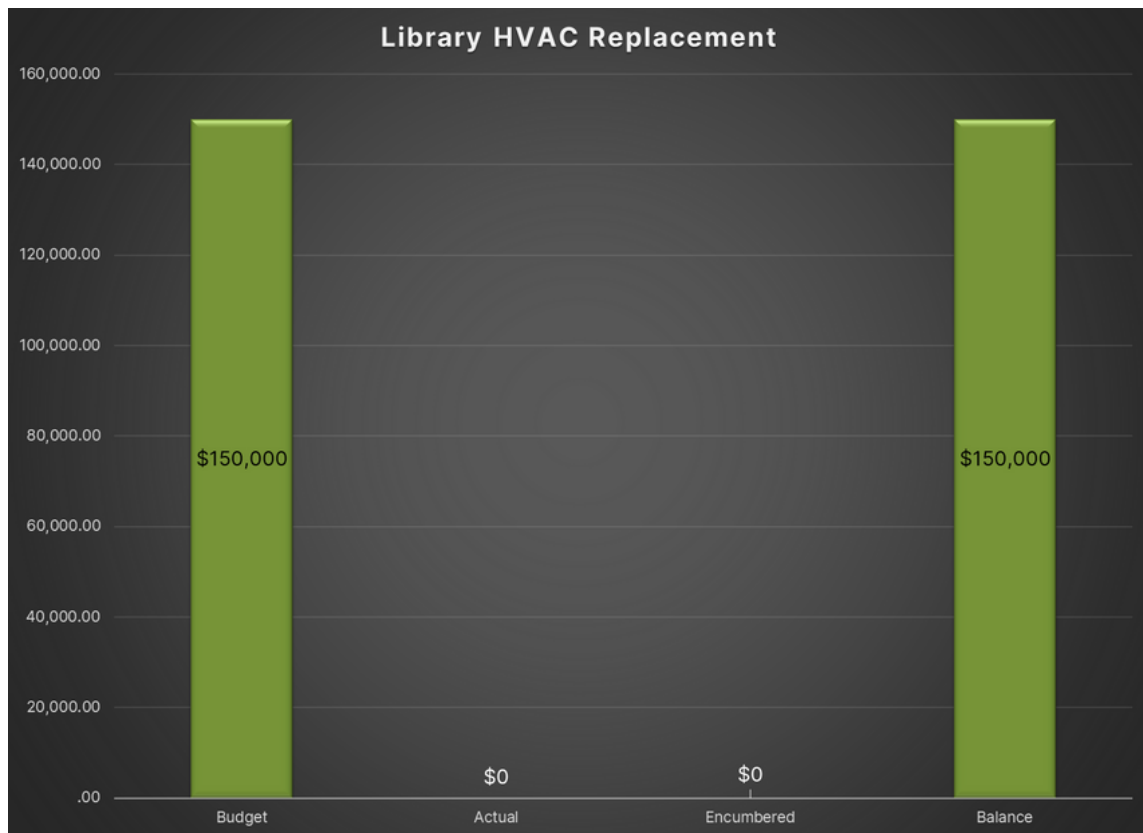
- Engagement & Inclusion

The library is open to everyone in the community. These improvements will make for a more welcoming and usable space for all visitors to the library.

- Growth & Development Character

The library is a historic Carnegie Library built in 1912. It is a landmark at the end of Third Street and the entrance to City Park. Keeping it functional as a library is beneficial to the character of McMinnville's award-winning downtown.

Project Status:



Requesting Additional Funds

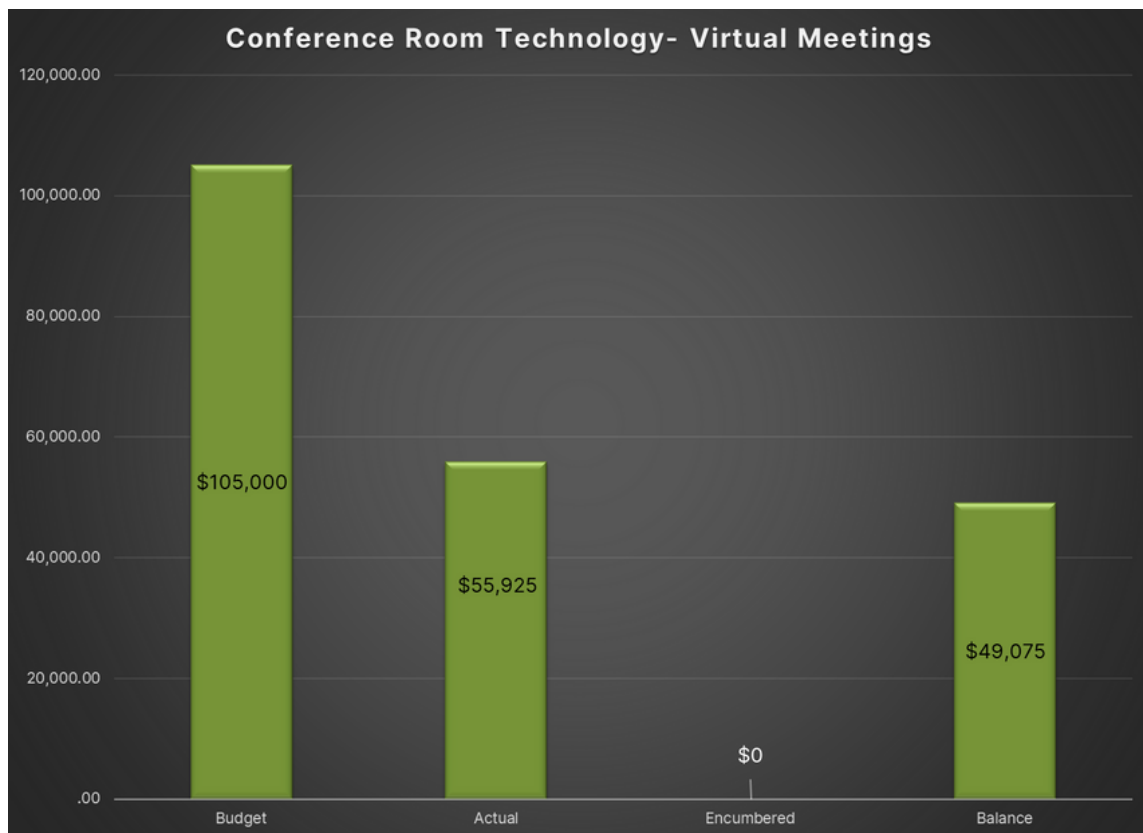
Library HVAC Replacement: Add funds for consulting/study to obtain estimates for costs
Requesting \$100,000

Conference Technology

Project Overview

Technology upgrades to the Civic Hall and other City conference rooms to allow for high quality, easy to use and equitable public meeting tools. Web-based communications technology investments to better inform and interact with city residents and businesses. Furthers the Council 2021 goal to improve the city's communication structure internally and with the public.

Project Status:



Requesting Additional Funds

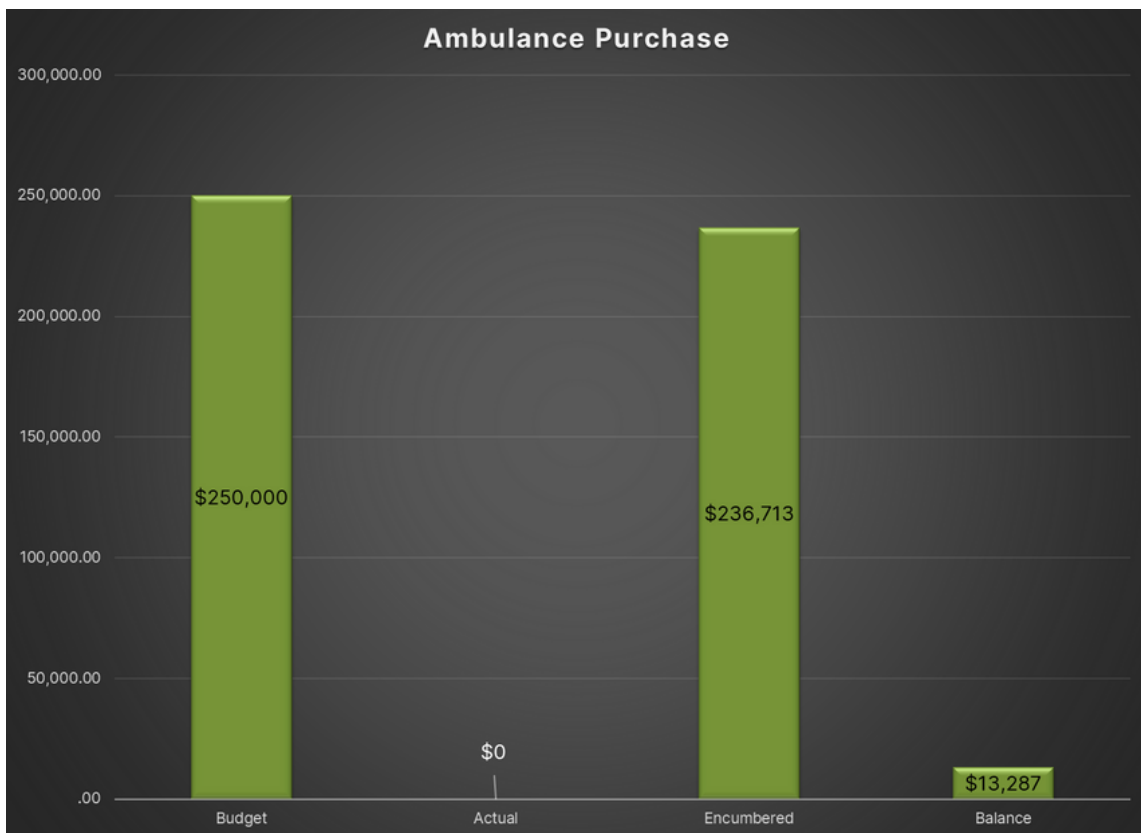
Conferencing/Room Technology: Fund
additional needed projects
Requesting \$43,895

Ambulance Replacement

Project Overview

The addition of this ambulance will allow for a new unit with additional staffing which will improve our response capabilities. This unit will continue to respond to all emergencies including those related to COVID.

Project Status:



Requesting Additional Funds

Ambulance Replacement: Add funding to complete required accessory purchases
Requesting \$20,000

Municipal Court Case Backlog

Project Overview

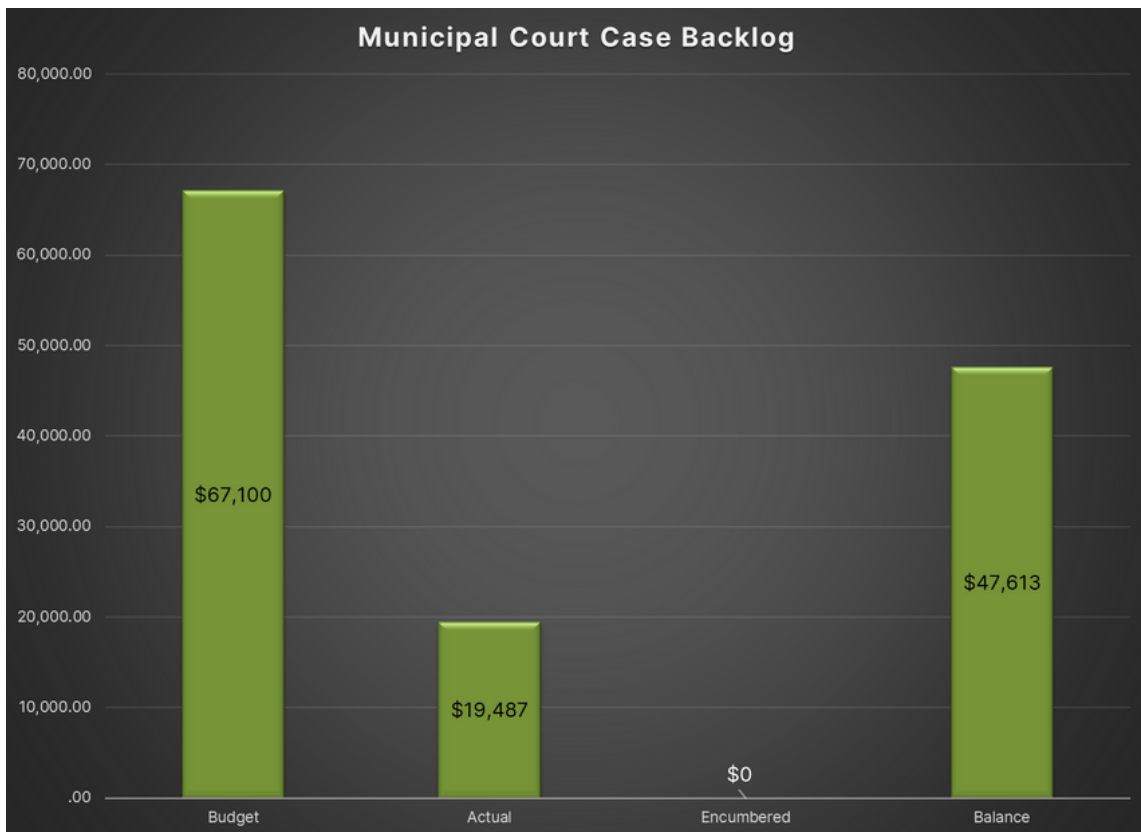
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This project will implement COVID-19 safety measures to facilitate court operations, expand current staffing model to increase the speed of case resolution, and address the backlog of case counts and projects due to pandemic.

The court was not able to operate safely for court appearances from March until May of 2020 (during the pandemic) which means that fewer cases were able to be processed each court session.

These combined issues created a back log of court cases. The proposal is to expand court appearances from 4 days per month to 5 for one year.

Project Status:



Park Maintenance Fleet & Equipment Upgrades

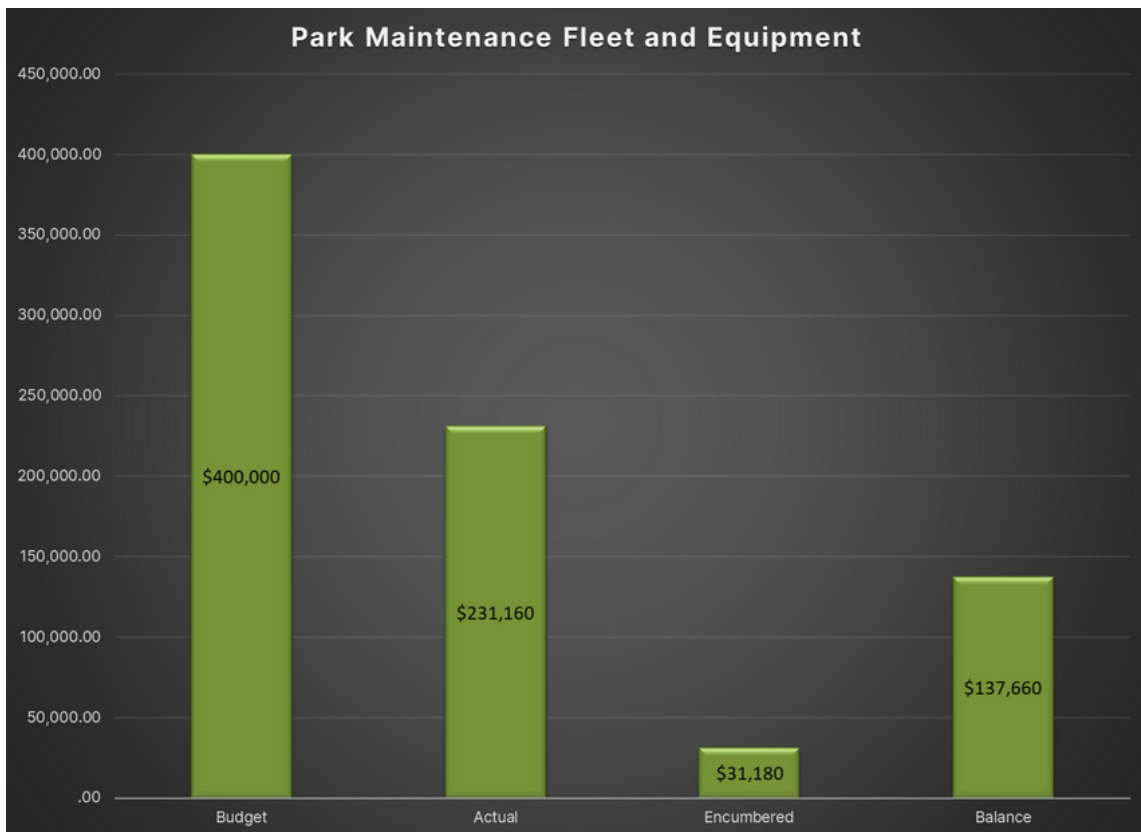
Project Overview

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This project is to fund much needed fleet and equipment replacements for Park Maintenance & Operations. Fleet upgrades will help the City adequately maintain the acreage in our park system and improve maintenance levels in all of McMinnville's parks.

To date, the City has been unable to fully fund reserves for improvements, maintenance, or upgrades, so maintenance work has been limited to available funding. ARPA's one-time funding allocation will help the City extend the life of impacted assets, improve safety and operational capacity, and modernize the fleet - which will ultimately improve the City's operational capacity.

Project Status:



Mobile Recreation Vehicle

Project Overview

This project is to fund a mobile recreation vehicle for the Parks and Recreation Department. Currently we use a 20+year old truck to transport our recreation equipment and supplies for our Summer Fun program, as well as other events and activities. This vehicle will make our prep time more efficient, and the branding on the vehicle will promote our department and our city.

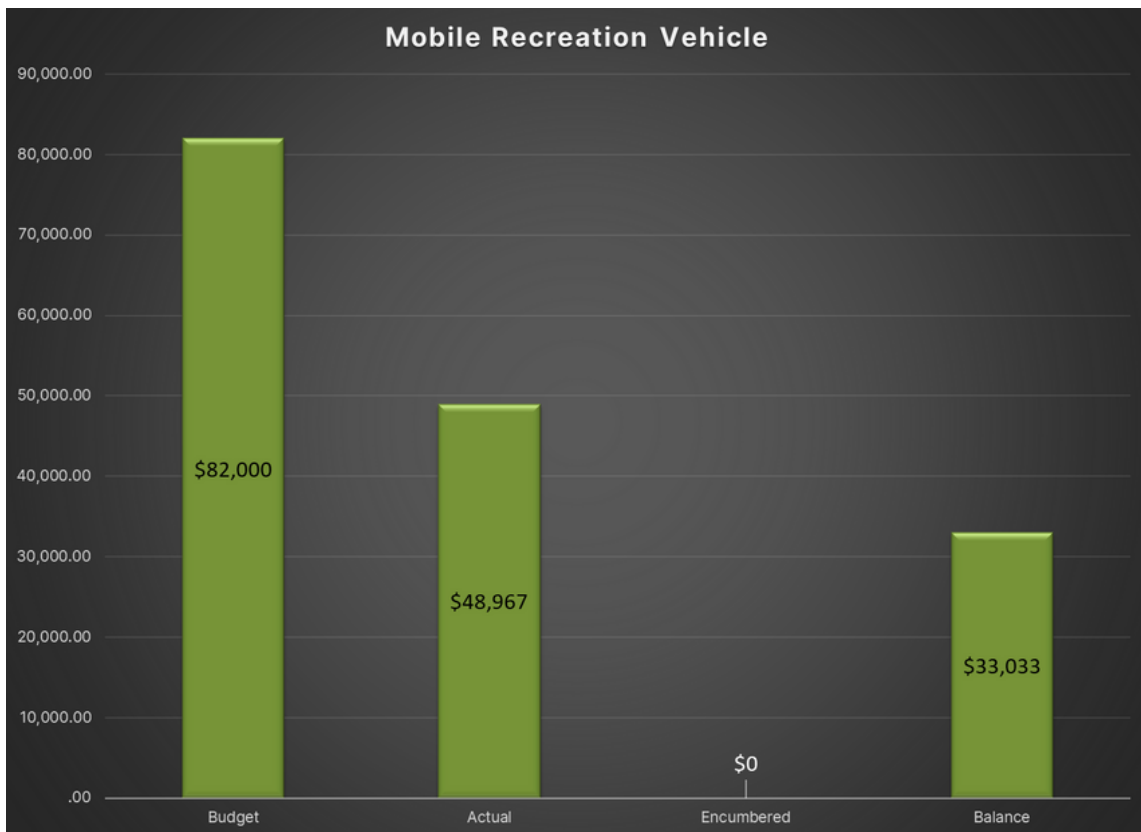
This new vehicle would be used during the summer to help staff with over 150+ activities and events as well as events and activities throughout the entire year.

This project will support multiple investment principles, City values and Strategic Priorities. This project aligns with MAC TOWN 2032 Strategic Priority 1, City Government Capacity- Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.

This mobile recreation van will help us take recreation to those furthest from opportunity and to cut down on the barriers that people may have to access our recreation services.

With the mobile recreation van, staff time loading/unloading will be on demand responses and daily monitoring can be minimized, thus increasing the staff's use of time dedicated to recreation activities and programming.

Project Status:



Navigation Center

Project Overview

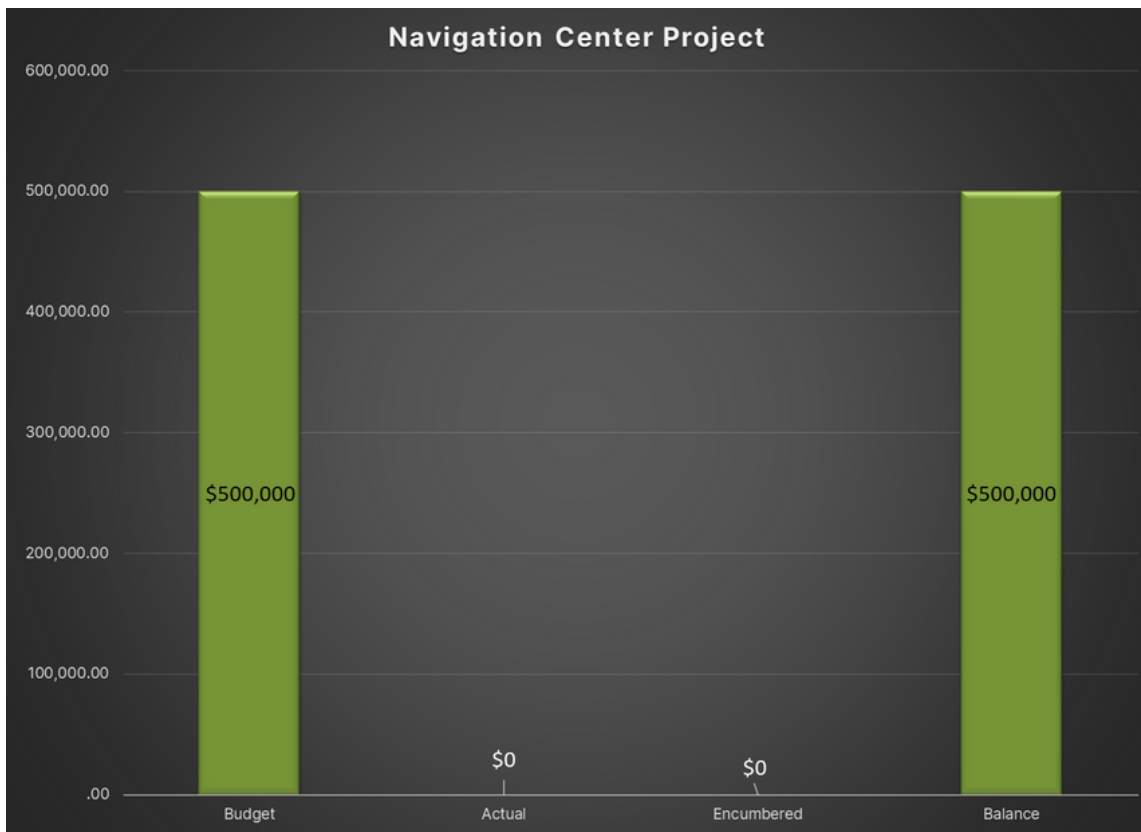
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This is one year's worth of operating funds for the new McMinnville Navigation Center (a low barrier shelter with wrap around services per HB 2006).

In 2021, the Oregon Legislature passed HB 2006 to support emergency housing for homeless populations. One aspect of that bill was the definition of a Navigation Center (low barrier shelter with on-site services to help homeless individuals achieve stability and long-term housing) and a funding mechanism for cities to do so. As part of the bill, Representative Noble was able to secure a \$1.5 million grant for the development and operation of a Navigation Center.

In partnership between the Yamhill County Action Partnership (YCAP) and City, the planning is underway for an emergency low-barrier shelter with on-site supportive services to help people who are experiencing houselessness to stabilize and work towards achieving permanent shelter. Onsite services will be counseling, medical provisions, employment coaching, and housing case management. This shelter is a human-centered space with a trauma informed design approach. Resolution 2023-14 amends project purpose to be for operating and/or construction costs.

Project Status:



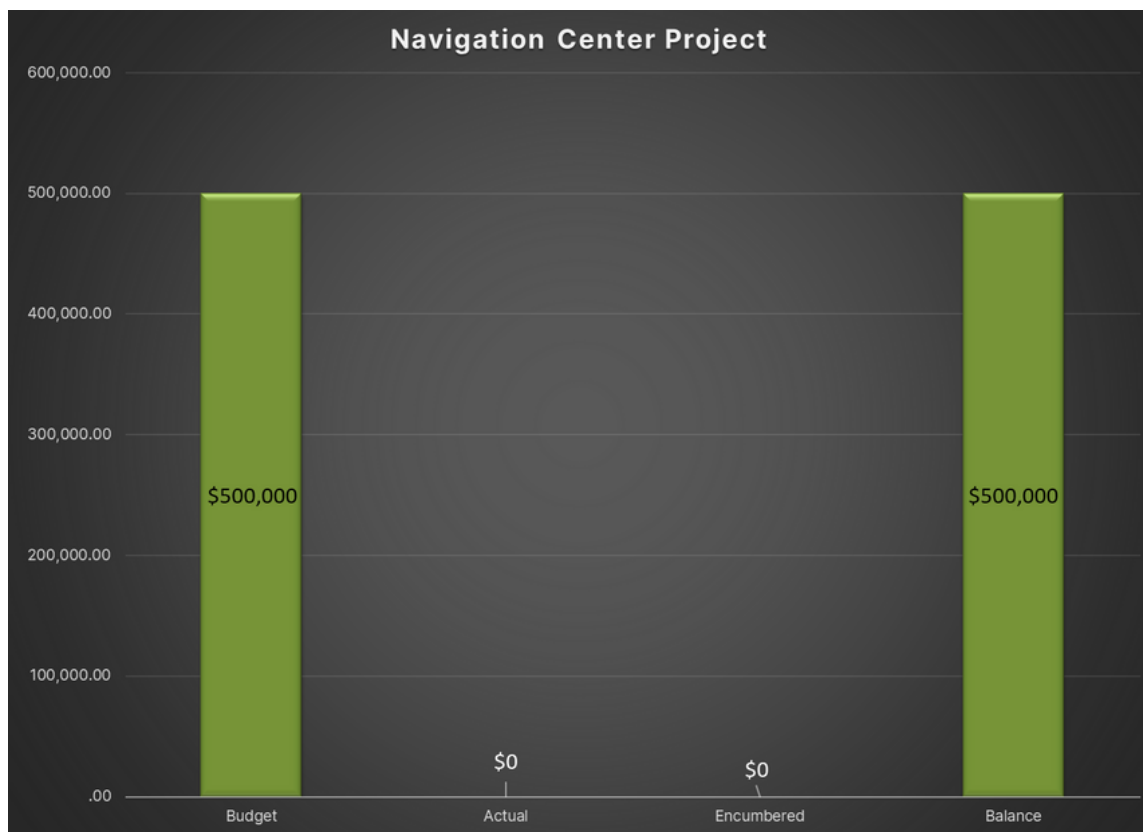
Neighborhood Parks Renovation

Project Overview

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This project will renovate and improve our neighborhood parks, including the addition of 2 new playgrounds, the installation of safer, soft materials beneath play equipment, and refreshed court surface markings. These are vital improvements to our local park system.

Project Status:

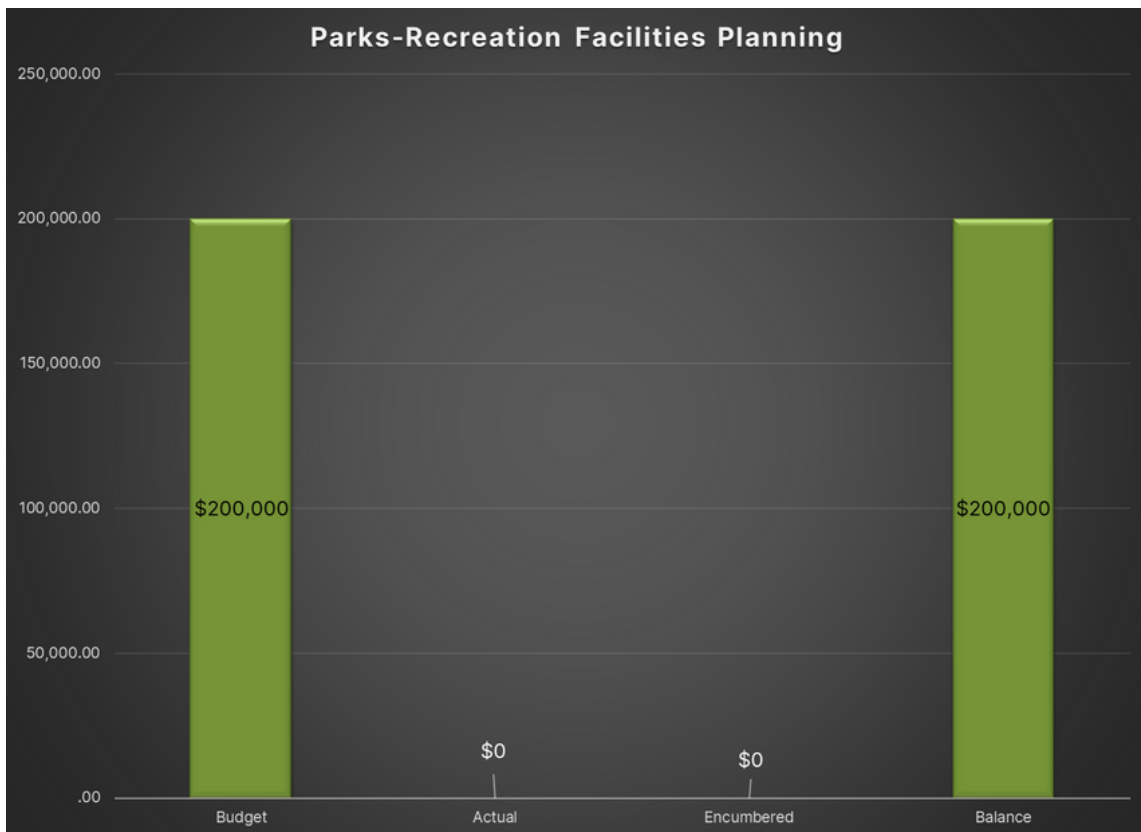


Parks & Recreation Facilities Planning

Project Overview

The Parks Recreation Facilities Plan project will engage community stakeholders in a robust and equitable process with the goal of replacing aging recreation facilities. This project will incorporate inclusive planning, address project constraints, and achieve an outcome of improved recreational facilities for our growing community.

Project Status:



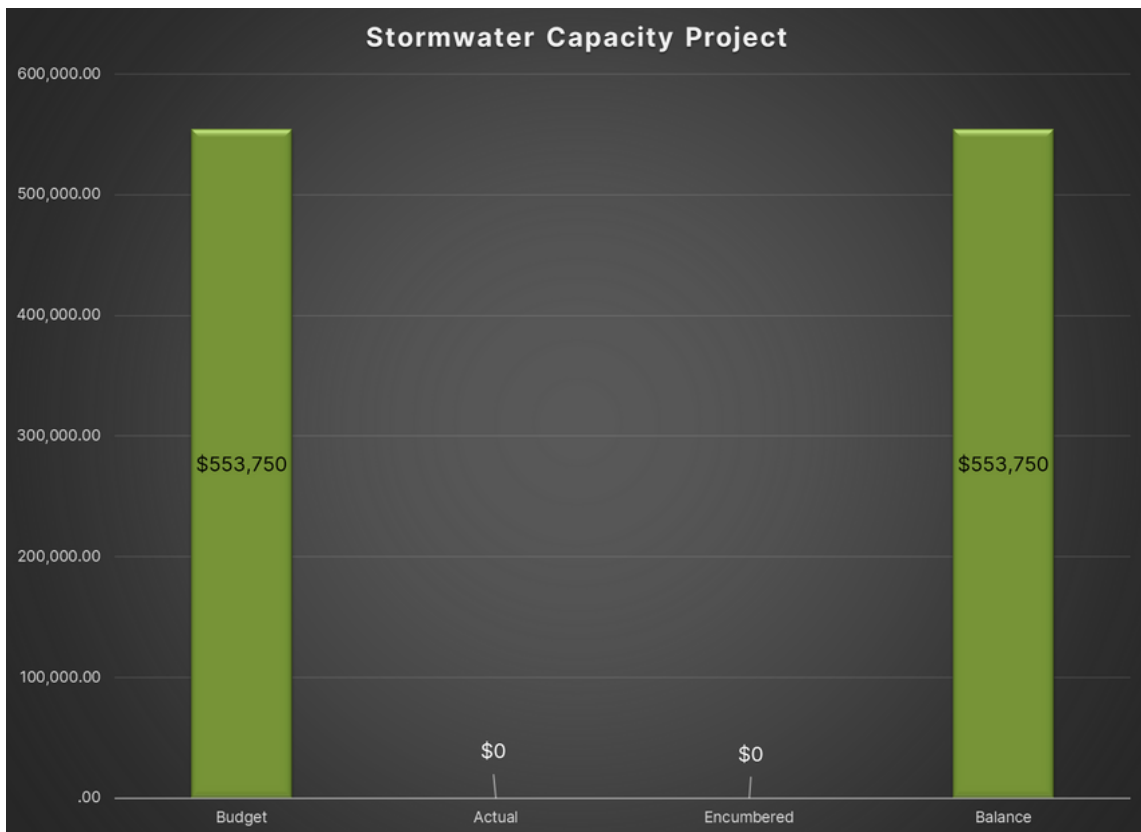
Stormwater Capacity

Project Overview

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This master plan evaluates existing and future stormwater drainage needs in the City of McMinnville (City) and establishes a plan to implement the recommended improvements. This plan updates the 1991 City of McMinnville Storm Drainage Master Plan¹ to address recent growth in the community and relevant regulatory developments. More specifically, this plan presents the results of the analysis of the existing drainage system, establishes performance criteria, identifies improvements designed to relieve existing problem areas or potential future problem areas, and recommends standards for the design of stormwater conveyance facilities. To the extent practical, the form and methods of the 1991 Plan have been maintained. Some methods for determining stormwater runoff and system capacity during storm events have been adjusted to reflect current available information and design practice. The proposed improvements reflect a review and update of projects described in the previous plan, along with new recommendations based on recent maintenance reports and updated land use and development data.

Project Status:



Stratus Village

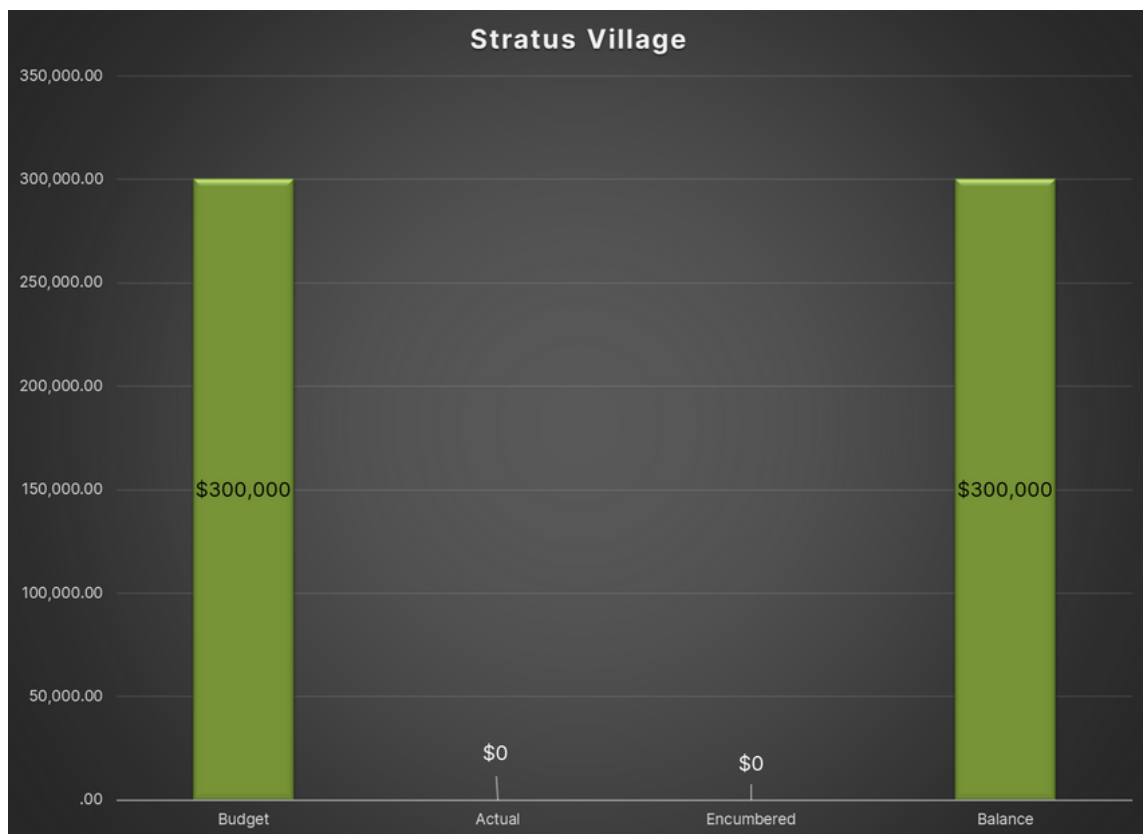
Project Overview

Stratus Village is a planned 200-unit affordable housing multifamily complex to be developed on seven acres site off Stratus Avenue. This project is intended to serve households of 80% area median income or less and will be comprised of studios, and a range of one-bedroom to four-bedroom apartments. The Housing Authority has already achieved their land-use needed to support the project and has designed a project that is compliant with McMinnville's Great Neighborhood Principles. The Housing Authority is partnering with Unidos, Virginia Garcia, Chemeketa Community College, Willamette Valley Medical Center, Department of Human Services, Worksystems, Inc., Yamhill Community Care (YCCO) and the Confederated Tribes of the Grand Ronde on the project.

On February 23, 2021, the McMinnville City Council approved Resolution No. 2021-09 supporting the Housing Authority's Stratus Village project and their application to Oregon Housing and Community Services (OHCS) for funding. When the Housing Authority applied to OHCS for funding, they were denied in the competitive process. One of the reasons for the state denying their application was the lack of local supportive dollars in the project.

The Housing Authority would like to construct the project in two phases. The first phase of the project is approximately \$30.4M. Right of way improvements required for the project are approximately \$250,000 and infrastructure to serve the project is approximately \$5,000,000. The Housing Authority would like to request \$300,000 to help offset the right-of-way improvements and infrastructure costs of the project and to show local financial support of the project.

Project Status:

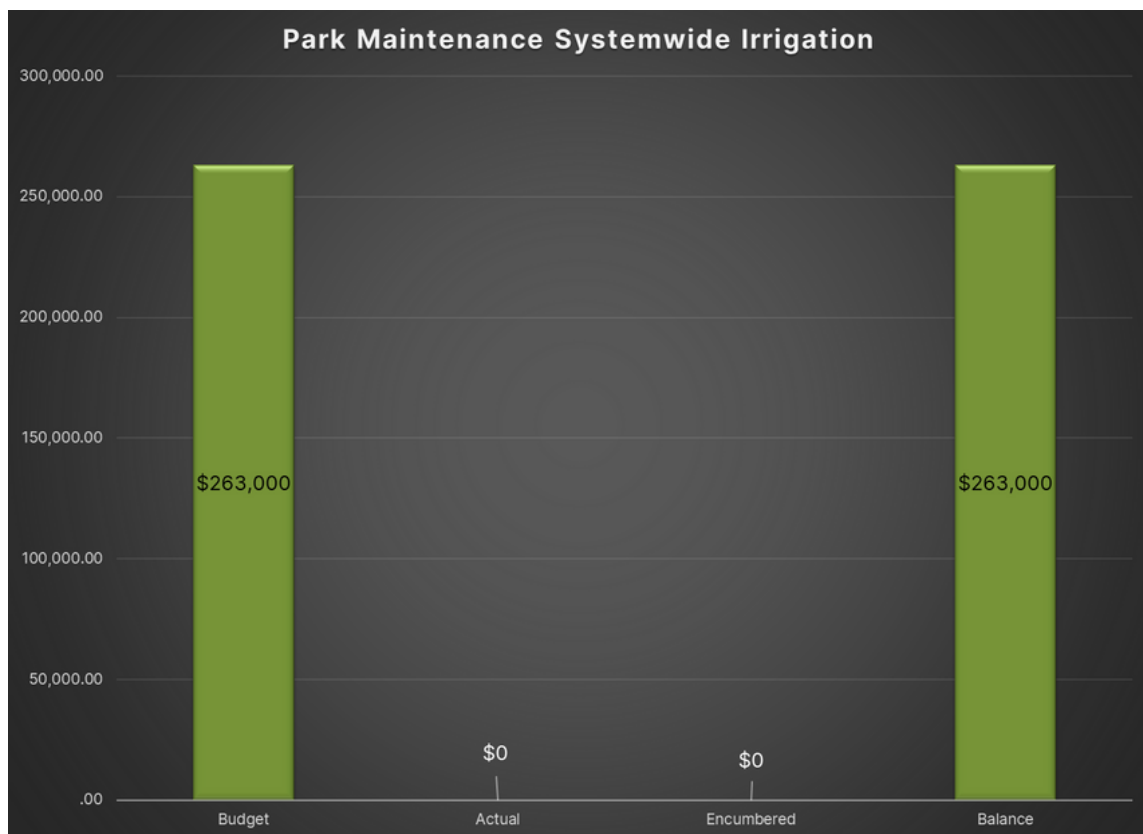


Park Maintenance System-Wide Irrigation

Project Overview

The project will fund needed irrigation system renovations in multiple locations in the park system. Work will focus on sports turf, neighborhood parks and heavily used turf stands in community parks. The value of useable, aesthetically pleasing public open space has come to the forefront as communities continue to maneuver through the global pandemic. These spaces enable our residents to enjoy each other and the outdoors in a safe manner. These projects will also address equity and inclusion values by renovating neighborhood park irrigation systems an ensuring that those impacted neighborhoods have access to quality green open space. Providing quality open space at the neighborhood level is a key par of equity and inclusion City wide. Renovating systems at Dancer Park will improve user safety relative to those athletic fields and improve the user experience. Finally, these renovations will reduce start up repairs and in-season repairs, reducing downtime and increasing the staff's capacity to address other maintenance demands.

Project Status:



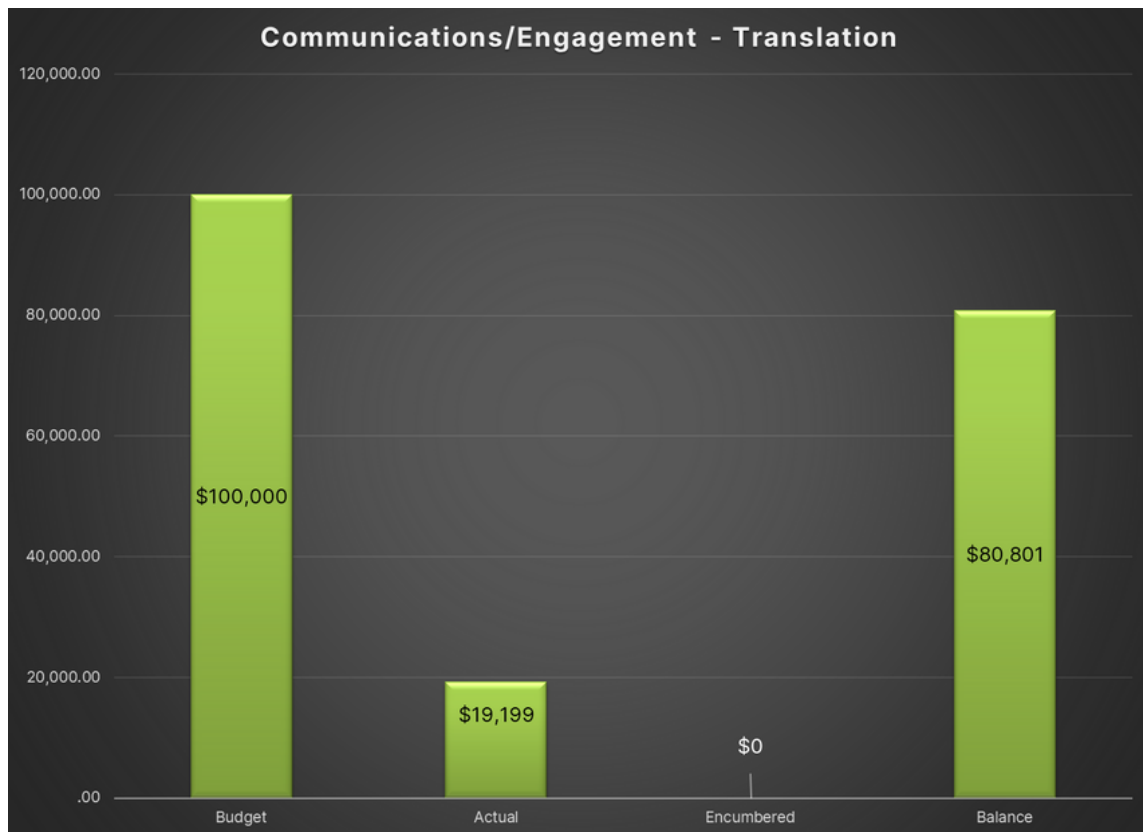
Communications, Engagement, & Translation

Project Overview

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This project will serve the City of McMinnville and its residents by translating the City Code and all externally facing core service forms and applications into Spanish. Approximately 25% of the McMinnville population identifies as Hispanic. Approximately 20% of McMinnville residents do not speak English at home. Additionally, software and applications are available that will enable communication using the channels used most today – namely phones and tablets. The city has already translated some documents into Spanish and translation services are provided when requested. Shifting our communication strategy not only to translate forms into Spanish, but also to create communication tools that can be translated in real time will provide access to government meetings and engage a large portion of the McMinnville community that has limited access. This project will also meet the City’s goals to provide equitable access to all public meetings, both in a virtual environment and in person. The project’s outcomes will stretch beyond basic translation of documents to include livestream meetings with closed caption subtitles in both English and Spanish. Additionally, ongoing communication through social media, websites and other updates will be instantly available in many languages using the proposed software. This project will expand economic prosperity, leadership and public engagement opportunities. The outcomes will align with city values including equity and courage with an eye on the future of our community.

Project Status:

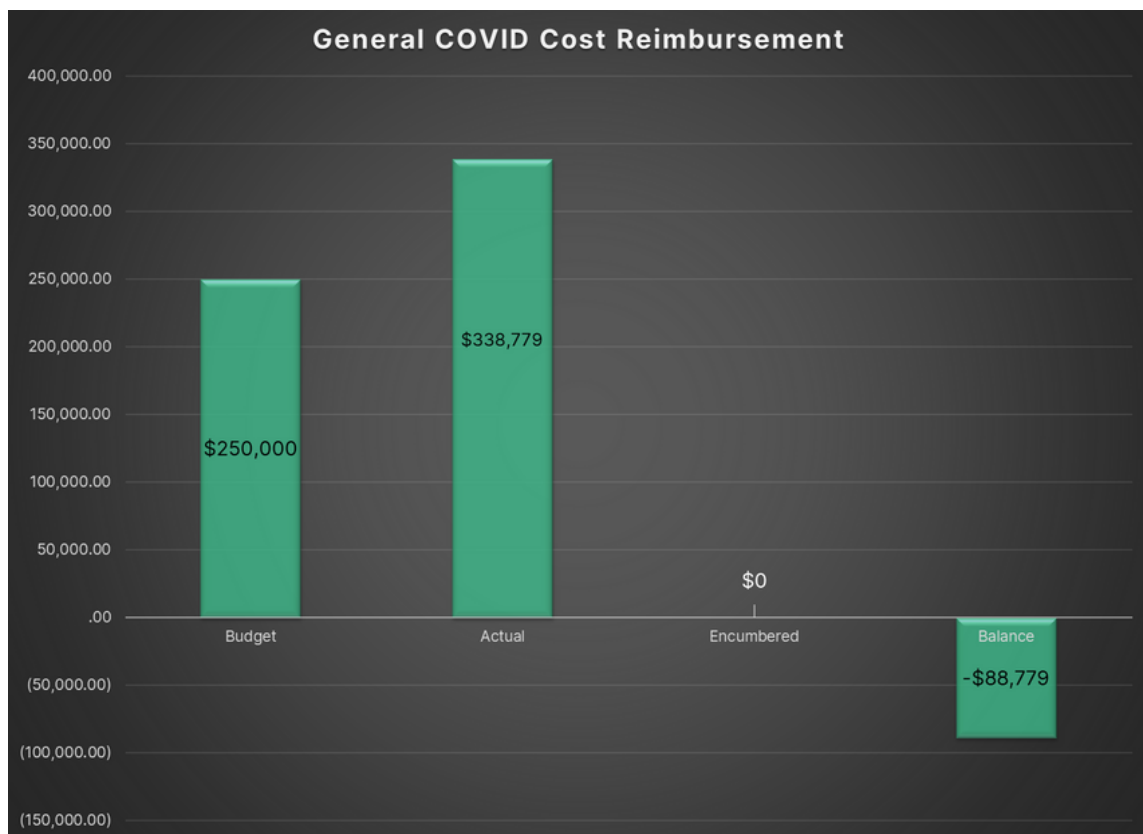


COVID Cost Reimbursement

Project Overview

These funds will reimburse costs related to COVID 19 expenditures. Direct expenses on COVID response and recovery as well as staff time have been incurred since the date eligible expenses opened for SLFRF dollars on March 3, 2021. The City has sought to maximize federal funding available for eligible costs associated with the pandemic in order to minimize the costs to local tax payers and proposes to continue to do so during the current and upcoming fiscal years.

Project Status:



Requesting Additional Funds

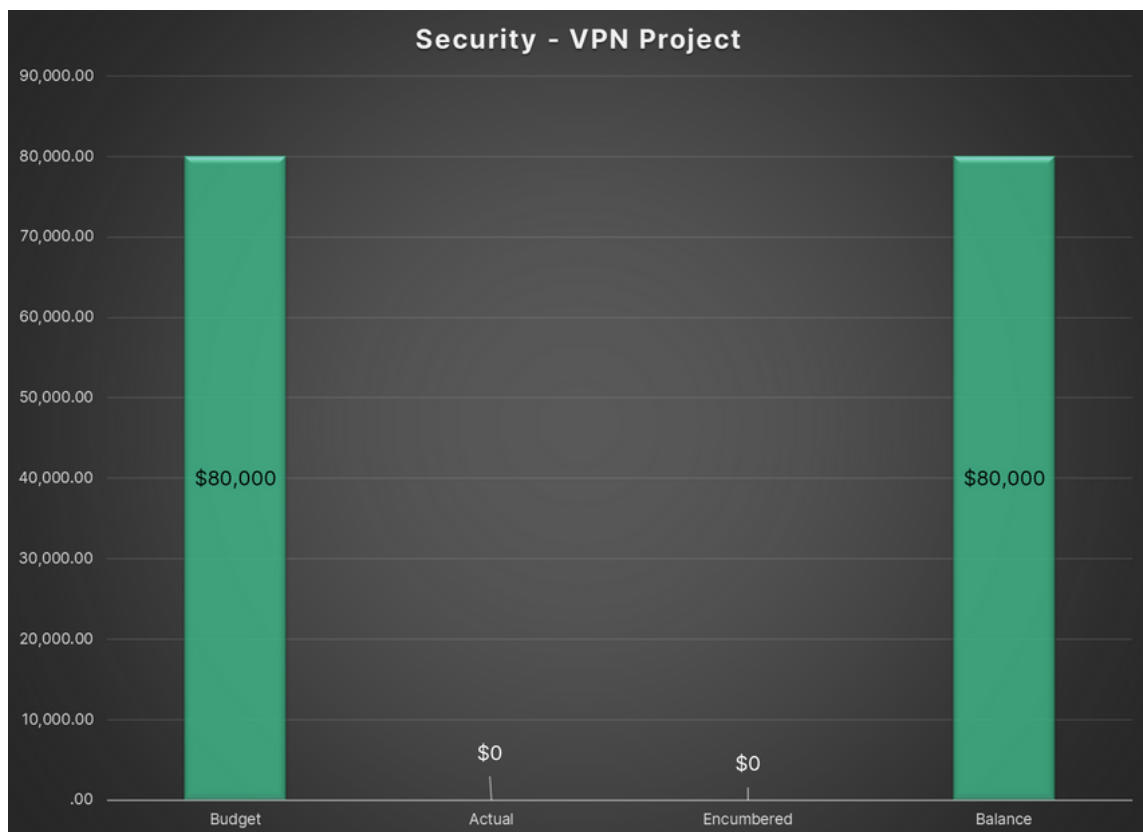
General COVID Costs: Additional funds to cover pandemic-related personnel expenditures
Requesting \$114,172

Information Systems Security & VPN

Project Overview

- Replace City Firewall/VPN system. Current system EOL 2024 - needs done in 2022-23 the latest. Expensive capital project to add what City needs for next ten years to existing VPN/security architecture.
- Improve City Cybersecurity Posture. Share additional security focused personnel, add a network security appliance/nextgen AV solution, improve recovery efforts, more department exercises and training. Furthers MacTown2032 strategic priority to strengthen government capacity.
- City-wide Security System. Combine city security control systems / cameras into an integrated product.

Project Status:



Requesting Additional Funds

IS Security/VPN: Add funds to extend contract length to maximize ARPA benefit
Requesting \$50,000

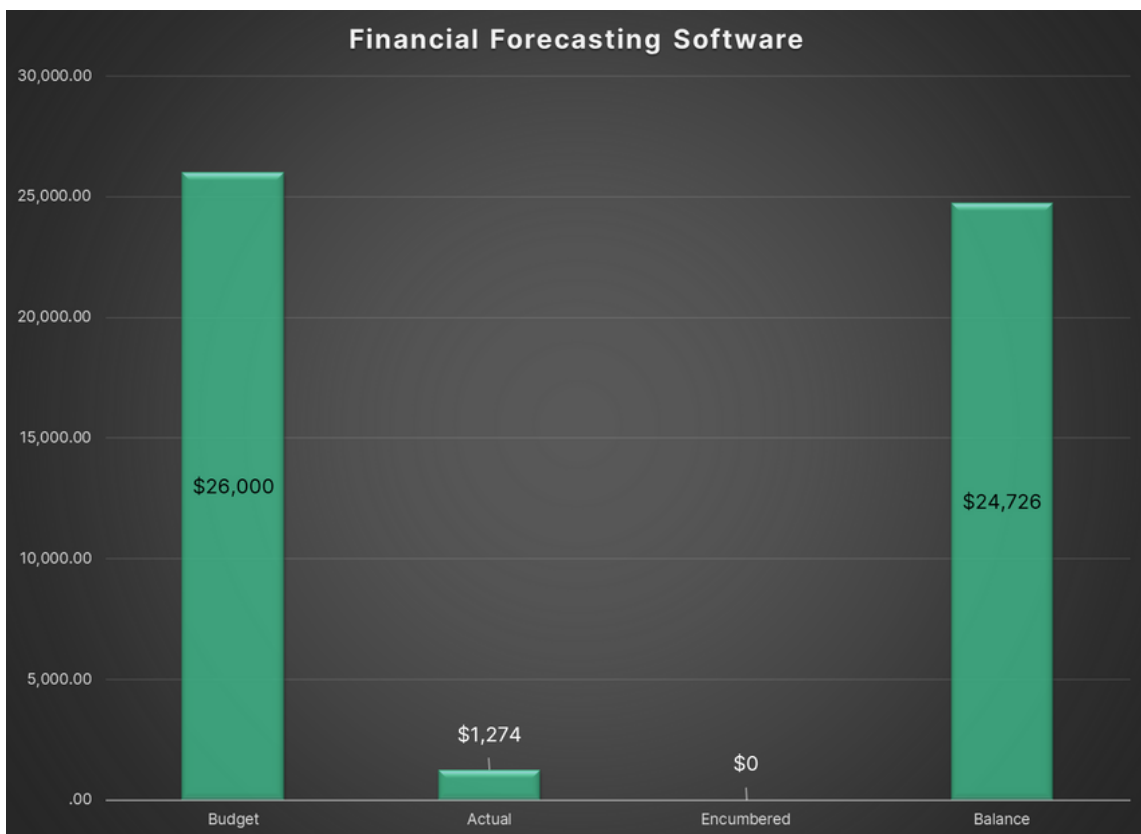
Financial Forecasting Software

Project Overview

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This project is an investment in financial forecasting software that will allow for informed and efficient financial planning. It will add a financial analysis capacity for scenario modeling and longer-term financial plans into the city's toolbox. Longer term, and with additional investments, this basic financial forecasting capacity could allow us to build in equity review of how and where city resources are invested. Financial forecasting software will help determine if the City will be able to absorb the carrying costs of purchases made with ARPA funds. It will allow for more technical ability to offer transparency options for scenarios and other forecasting needs associated with the budget process and long-term financial planning.

Project Status:



Requesting Additional Funds

Financial Forecasting Software: Add funds to extend contract length & fund staff time
Requesting \$17,854

Library Electric Vehicle

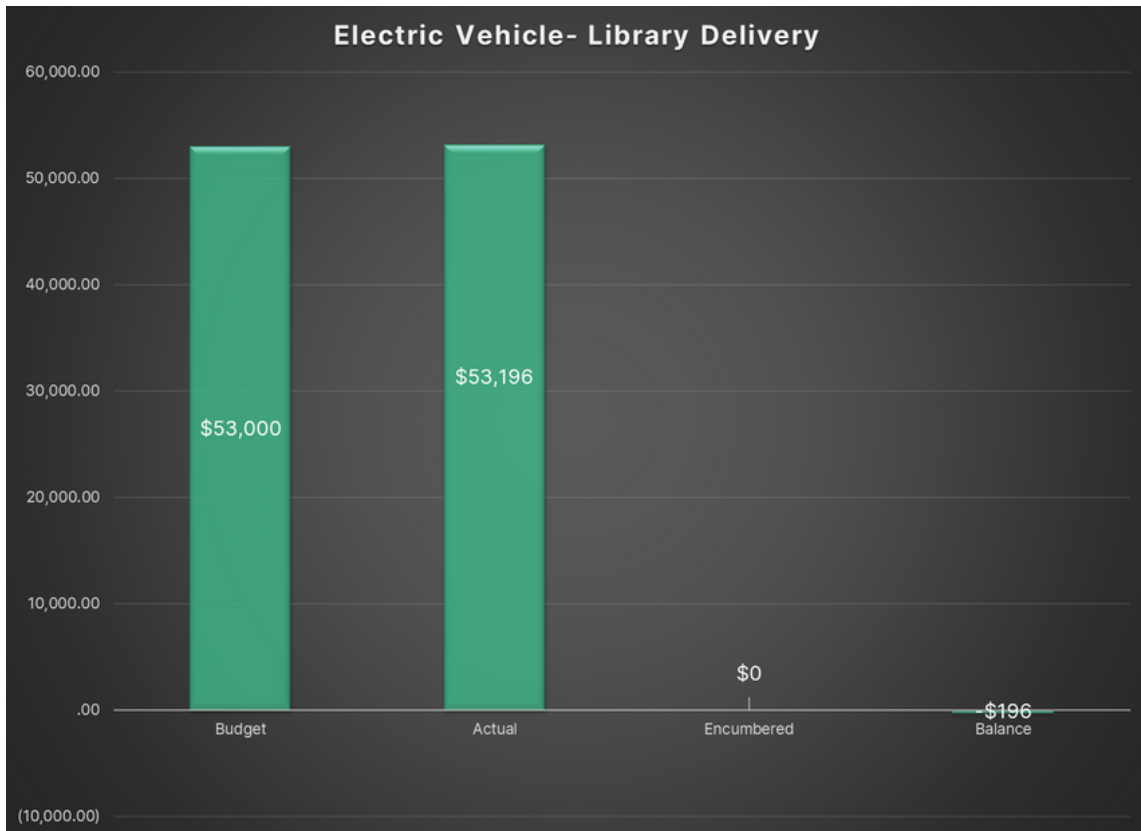
Project Overview

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This project is to fund purchase of an electric vehicle for home delivery of library materials.

In the middle of the three-month library closure due to the COVID-19 pandemic, the McMinnville Public Library developed a home delivery program. The program has continued to be popular for more than 2 years, and we plan to continue offering this service to library patrons. Currently the Library uses an older SUV passed down from the Fire Department. While a great benefit at the time, the hand-me-down vehicle is not a long-term solution for Library home delivery. Further, use of the old vehicle is costly, and the costs to operate are increasing along with fuel costs.

A new electric vehicle will allow the library home delivery service to continue, while saving fuel and eliminating CO2 emissions.

Project Status:



Requesting Additional Funds

Library Electric Vehicle
Requesting \$196

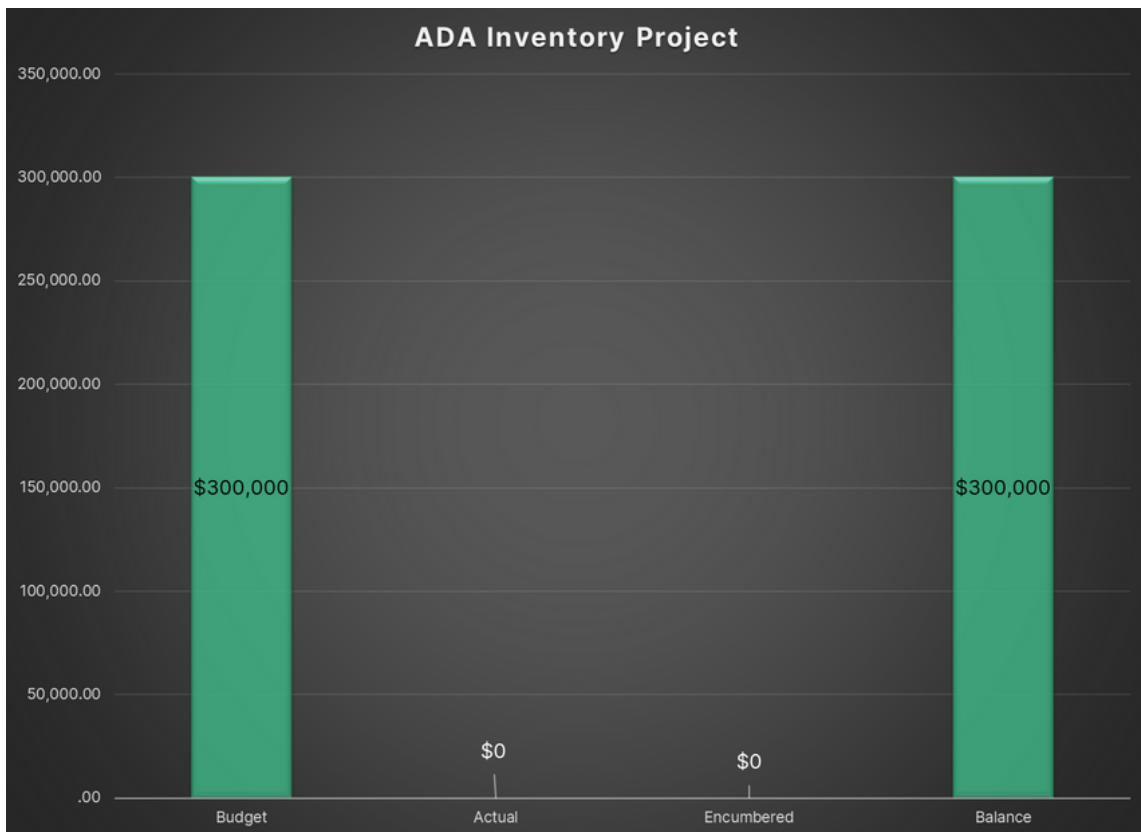
ADA Inventory

Project Overview

Per the Federal Americans Disability Act (ADA) laws, the City of McMinnville should have an ADA Plan that identifies all barriers for access to public facilities (buildings, parks, and public right-of-way) and an implementation plan on how those barriers will be removed. McMinnville was required, as of 1992, to have such a plan, but has failed to comply. Such failure is not only a legal liability for the City, but also a disservice to the community, particularly from an equity perspective as McMinnville is not actively working to reduce barriers in its public ROW, facilities, and parks for persons with disabilities to move around the city. An ADA transition plan addresses equity issues and barriers to participation that many in the community face. Currently approximately 12% of McMinnville residents are considered disabled.

This project is an identified strategic action in the MAC Town 2032 Strategic Plan under Engagement and Inclusion. Some hit hardest by the pandemic are community members and visitors who do not have access to consistent transportation and who cannot freely move around the community, particularly to the extent that transit has been limited due to COVID restrictions.

Project Status:



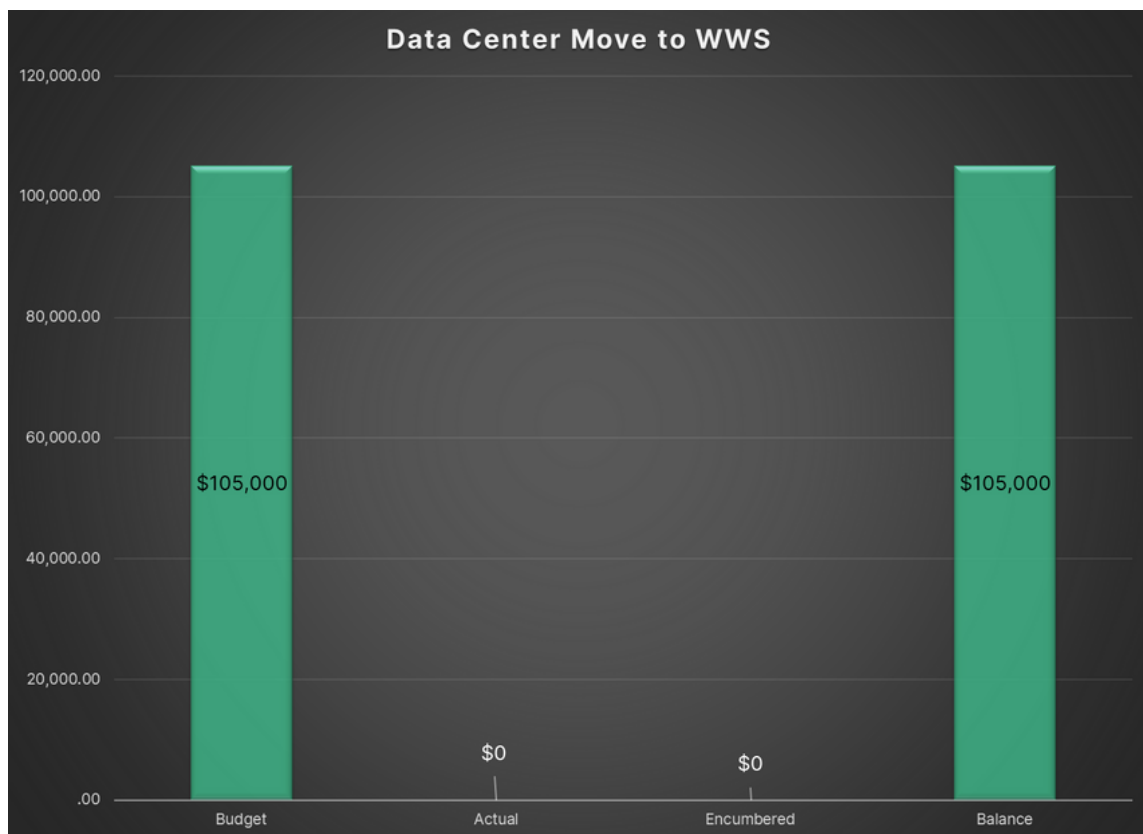
Moving Datacenter

Project Overview

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This project will move the Information Systems Datacenter from its previous location to set the City up better for the future and make this technology hub more resilient for community operations.

Project Status:



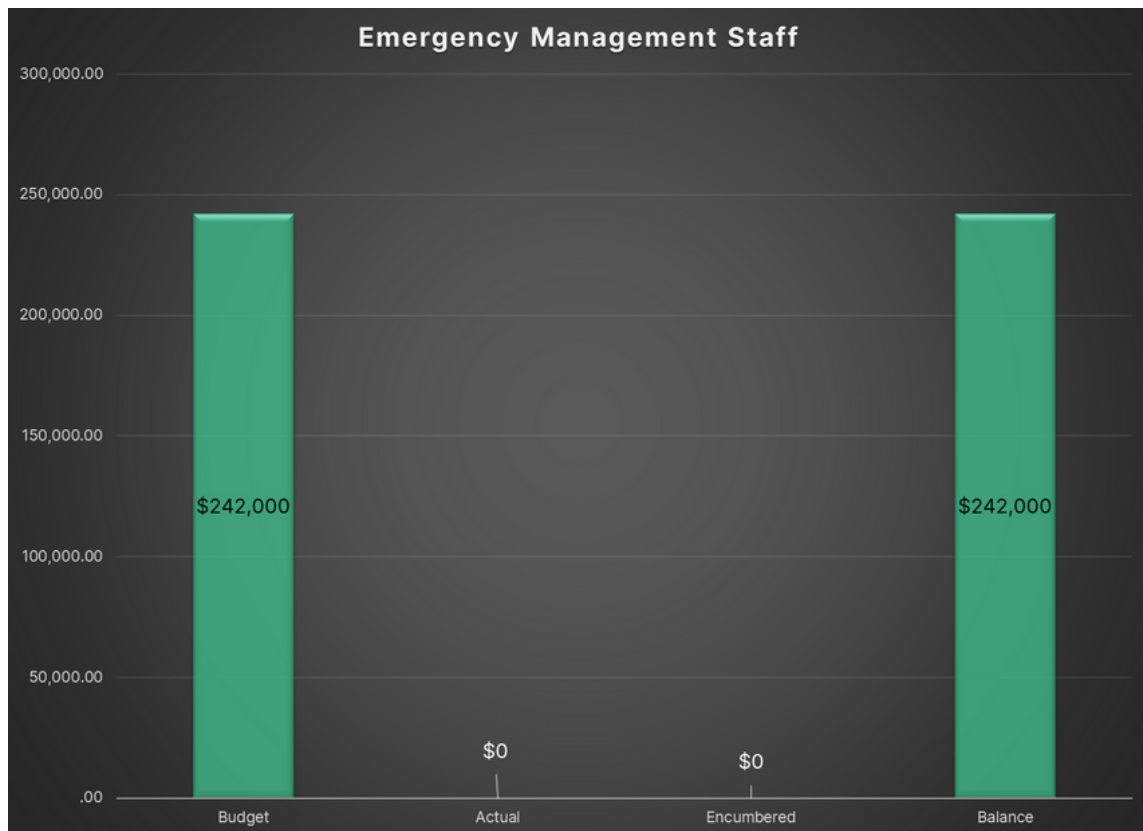
Emergency Management Position

Project Overview

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This project will fill the position of Emergency Manager for the City of McMinnville. The City of McMinnville has been without a dedicated staffer to focus on the Emergency Management issues. This would fund .5 FTE of a position to focus on this Emergency Management planning and preparation for 3 years.

Project Status:



Federal Grants Manager Position

Project Overview

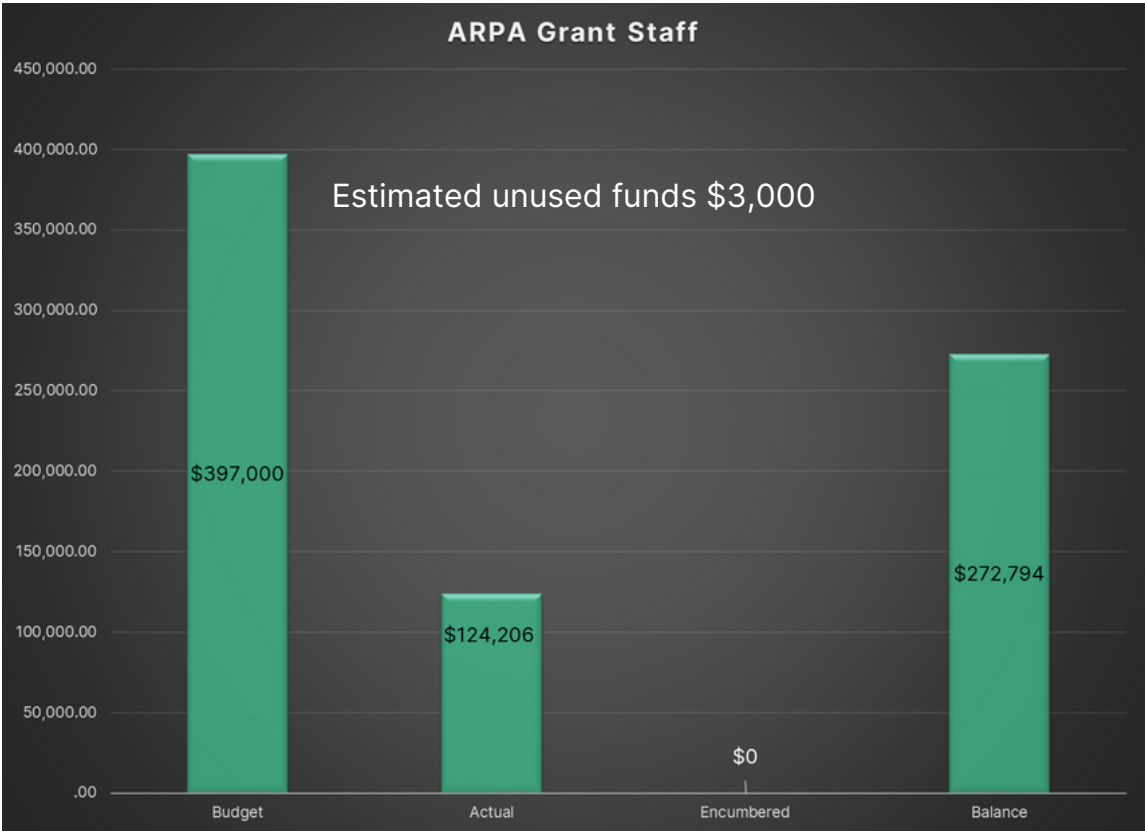
This project is to hire a full-time Grant Manager to assist in administration, tracking, engagement, compliance, and reporting activities for the American Rescue Plan Act - Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program.

The person who fulfills this role will aid in the city's economic recovery by monitoring and guiding the process of projects to completion and evaluating outcomes ensuring efficiency and effectiveness, adherence to grant requirements and reporting standards.

The manager will start work in April or May 2022 and work throughout the grant timeline, ending in December of 2024. The manager will be assigned to the Finance Department, and report to the Director.

Regular reports to the Council and website updates as well as community engagement strategies will be deployed to promote transparency throughout the grant administration.

Project Status:



Returning Funds
Estimated unused funds \$3,000

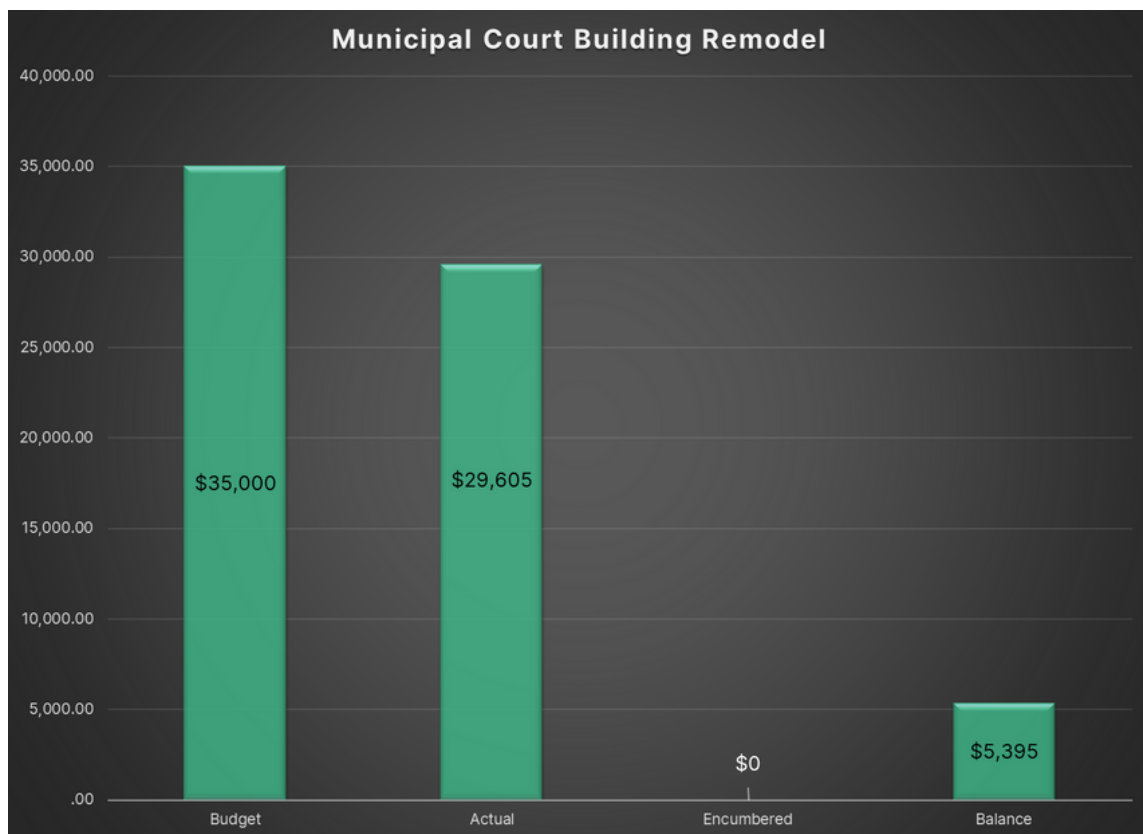
Municipal Court Building Remodel

Project Overview

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This remodel will make building upgrades to allow more accessibility, as well as socially distanced access to the Municipal Court. In addition, it will improve security for sensitive information handled by the court. Project objective is to also create a more secure working environment for all staffers who work in the City Hall given reduced staffing levels due to remote work needs and anticipated longer term flexibility in how many staff will execute their jobs.

Project Status:



Returning Funds

Estimated unused funds \$5,395

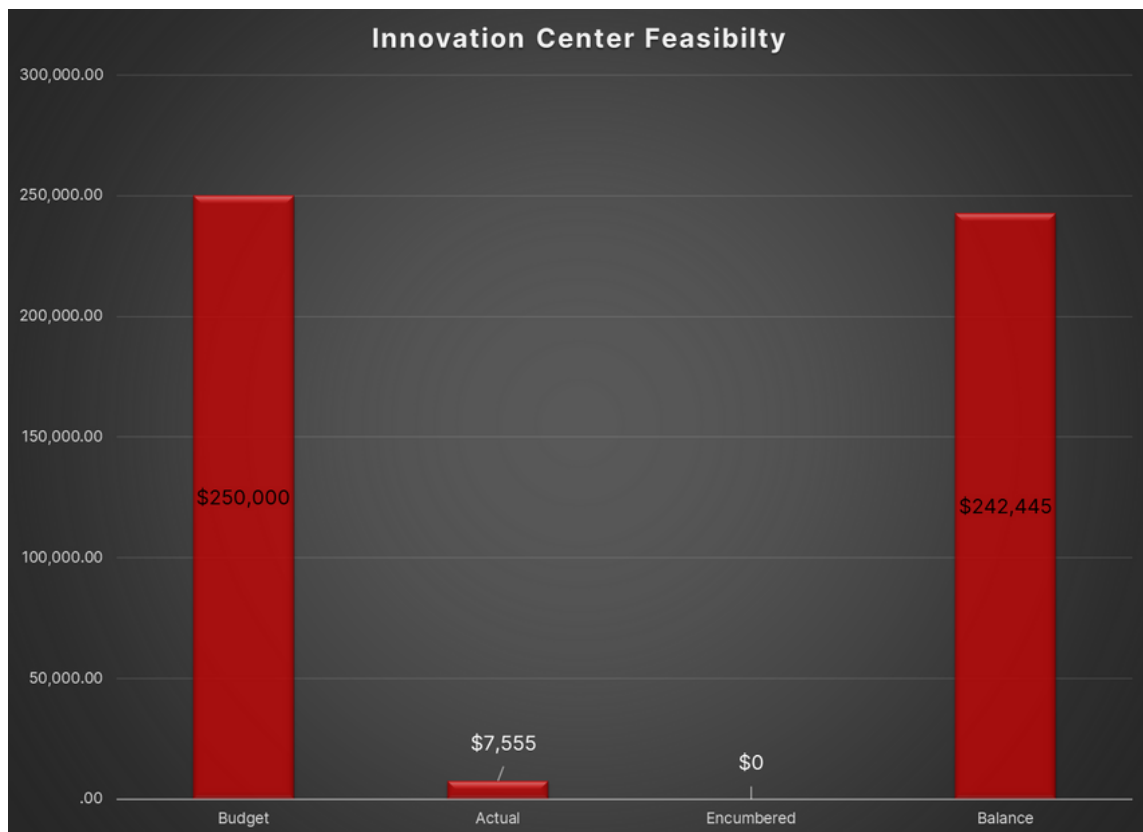
Innovation Center Feasibility Analysis

Project Overview

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This is a feasibility analysis of the necessary public infrastructure needed to support a Regional Innovation Campus in McMinnville on 140 acres of vacant industrial land on Highway 18 and at the former Evergreen Campus. The feasibility analysis will evaluate the type and size of broadband, water, wastewater, power and transportation infrastructure needed to serve a high-density research and development industrial/business office district. Currently, the city has only planned for the infrastructure necessary to serve a low-density general industrial user, and that infrastructure is already noted to be under capacity for even that type of industrial user. The public infrastructure feasibility analysis will allow the City to understand the public infrastructure that it needs to build to support the private development envisioned for this site, and to then leverage that knowledge to apply for state and federal infrastructure funds to build the infrastructure. Both the State of Oregon and the Federal Economic Development Agency have identified Innovation Hubs as priority economic development investments coming out of COVID. This is a priority project in terms of timeliness and the ability for McMinnville to leverage its ARPA funds for larger impact. The development of an Innovation Center will benefit McMinnville and Yamhill County's economic development health. It will be a campus for both new and growing companies to co-locate and collaborate, share resources, and intellectual capital. It will also serve as a Class A office campus for McMinnville, which currently does not exist. The jobs created will serve both McMinnville residents and Yamhill County residents.

Project Status:



Requesting Additional Funds

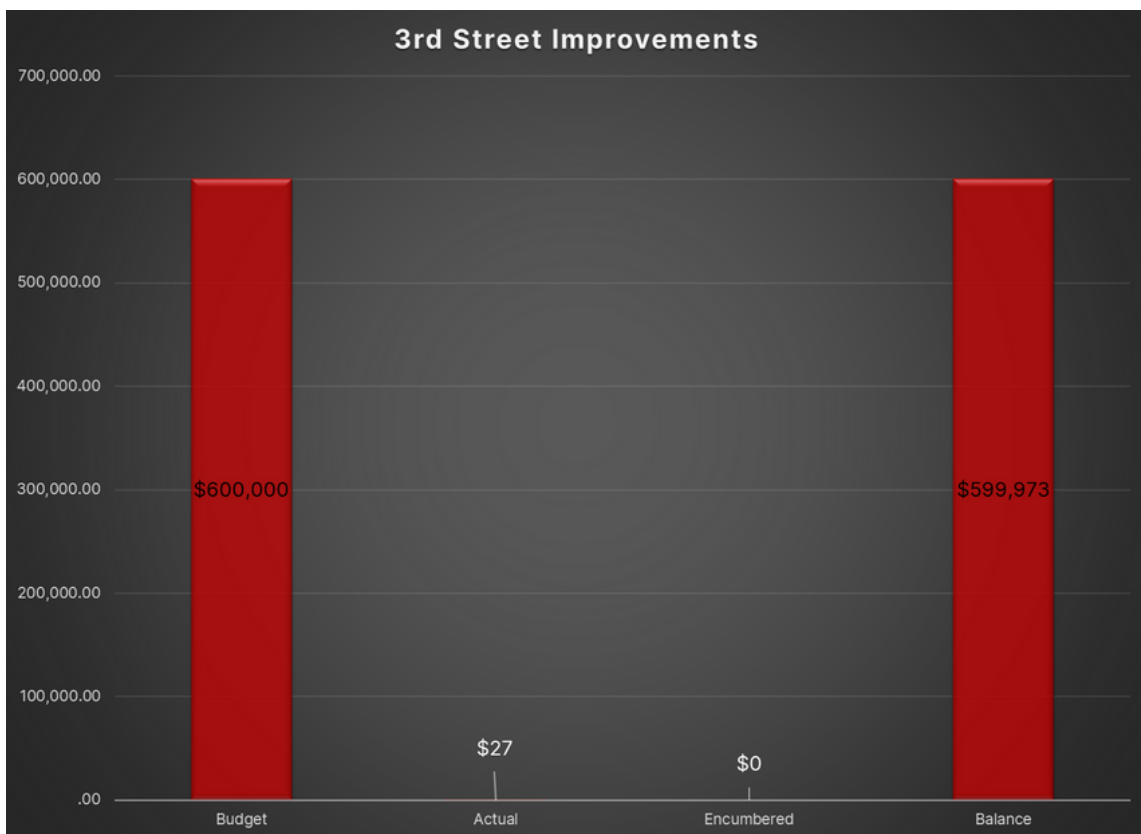
Innovation Center Study: Add funding for staff time
Requesting \$43,464

Third Street Improvements

Project Overview

Third Street is McMinnville's "Living Room". It is the heart of our business community, serving both locals and tourists who frequent the areas independently owned small shops and restaurants. It is also the epicenter where the COVID pandemic impacts crippled these businesses. Looking for ways to adapt, the Downtown McMinnville businesses learned to pivot during COVID with the successful "Dine Outside" program. As take on future planning, the design of Third Street will consider these and other needs for a future successful and resilient downtown. This project will develop construction documents for the public infrastructure improvements needed on Third Street to support the recovery and future resiliency of McMinnville's local business community downtown. These construction documents will allow McMinnville to proactively apply for federal infrastructure funds with the Federal Infrastructure Stimulus package to construct the project. The project area is approximately nine linear blocks.

Project Status:



Requesting Additional Funds

Third Street: Add funding for staff time FY24

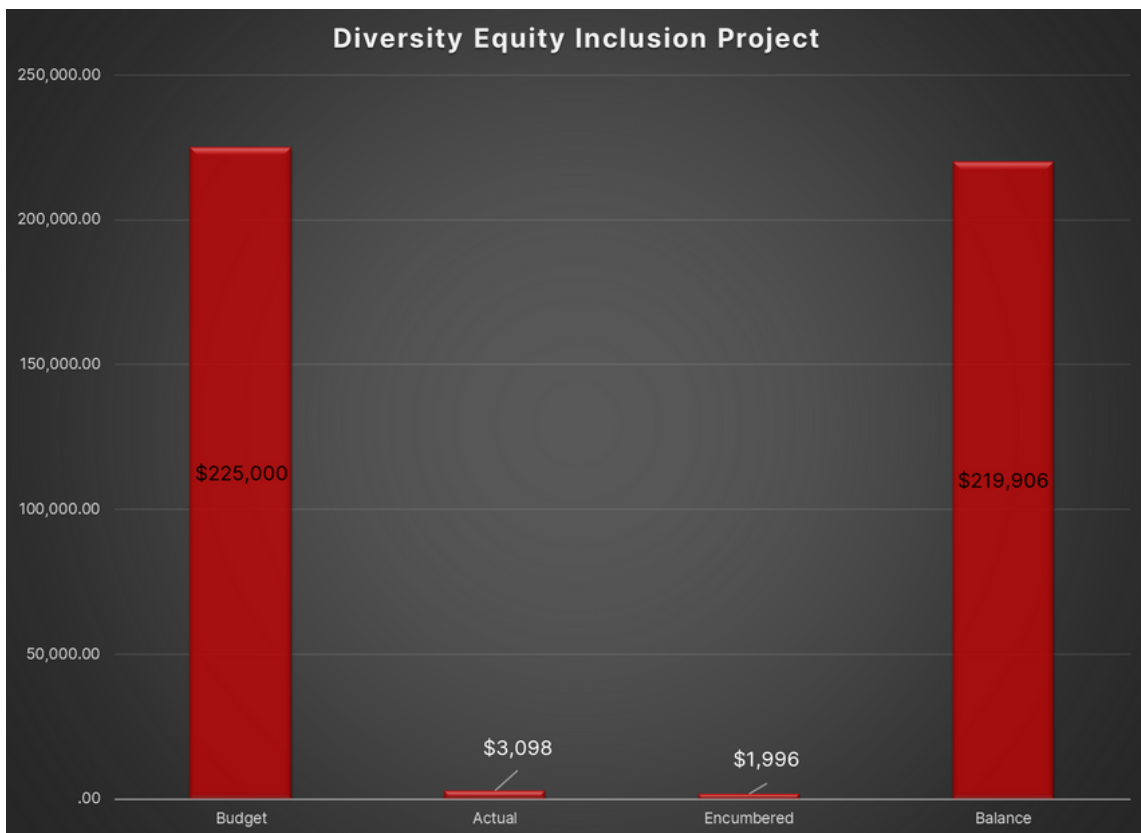
Requesting \$21,935

Diversity, Equity, & Inclusion

Project Overview

Addresses equity issues and barriers to participation that many in the community face. Investments to implement diversity, equity & initiatives. Possibly including personnel and/or consultant costs. For example, currently approximately 18% of McMinnville residents are considered disabled. This is an identified strategic action in the MAC Town 2032 Strategic Plan under Engagement and Inclusion.

Project Status:



First Responders for Mental Health Crises

Project Overview

Historically those in our community who suffer from mental health crisis, homelessness, and addiction have been funneled into a public safety pathway within our community who rely heavily on first responders to triage non-criminal calls for service involving this portion of the city's population.

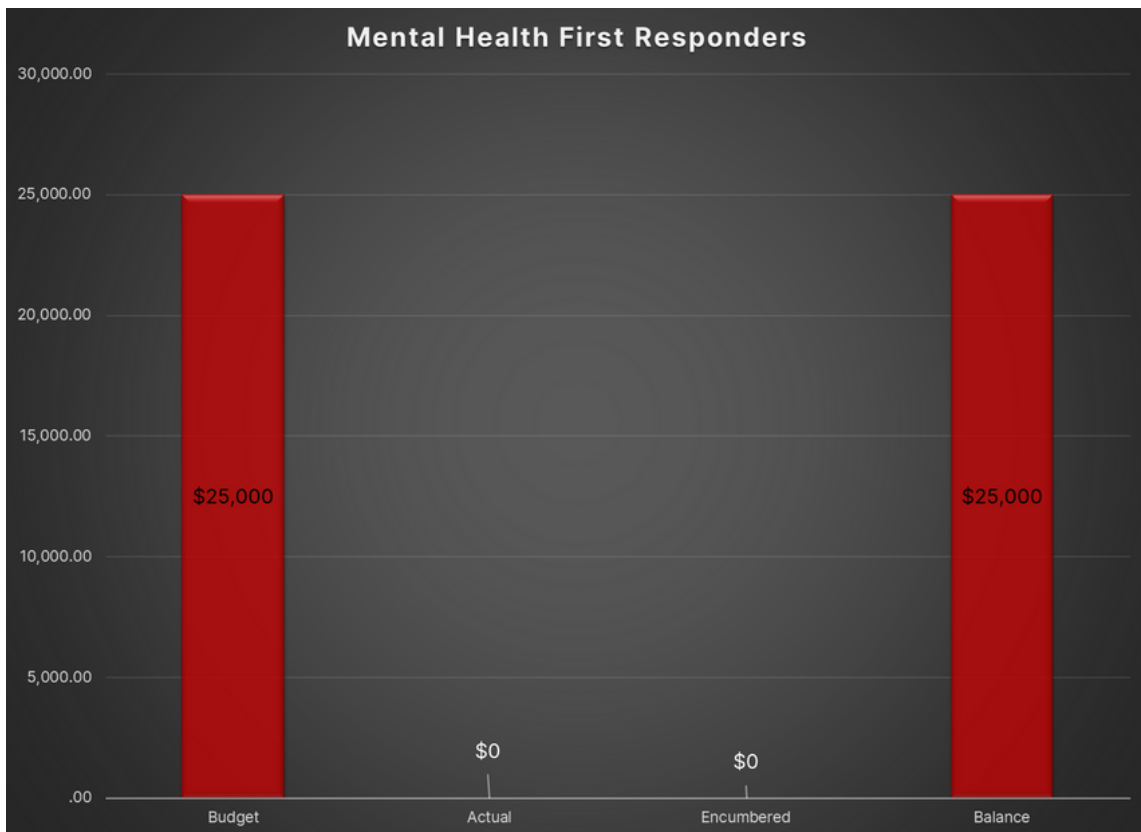
While our police department is equipped to handle some incidents, they are not necessarily the most effective at finding long term and wrap around solutions for those who are in need.

The project invests a portion of ARPA funds into a exploring how a community-based model solution will benefit our community members who are experiencing these issues.

We believe a community-based approach will provide better long-term outcomes for those in crisis by allowing those with the expertise to take the lead and assist those who need help.

This project will begin by working with a consultant who will provide a "road map" for our community. The chosen consultant will provide information on how to create a program for a community our size, how to harness the existing programs within the county, and find new entities to partner with.

Project Status:



Broadband Access Technology Training

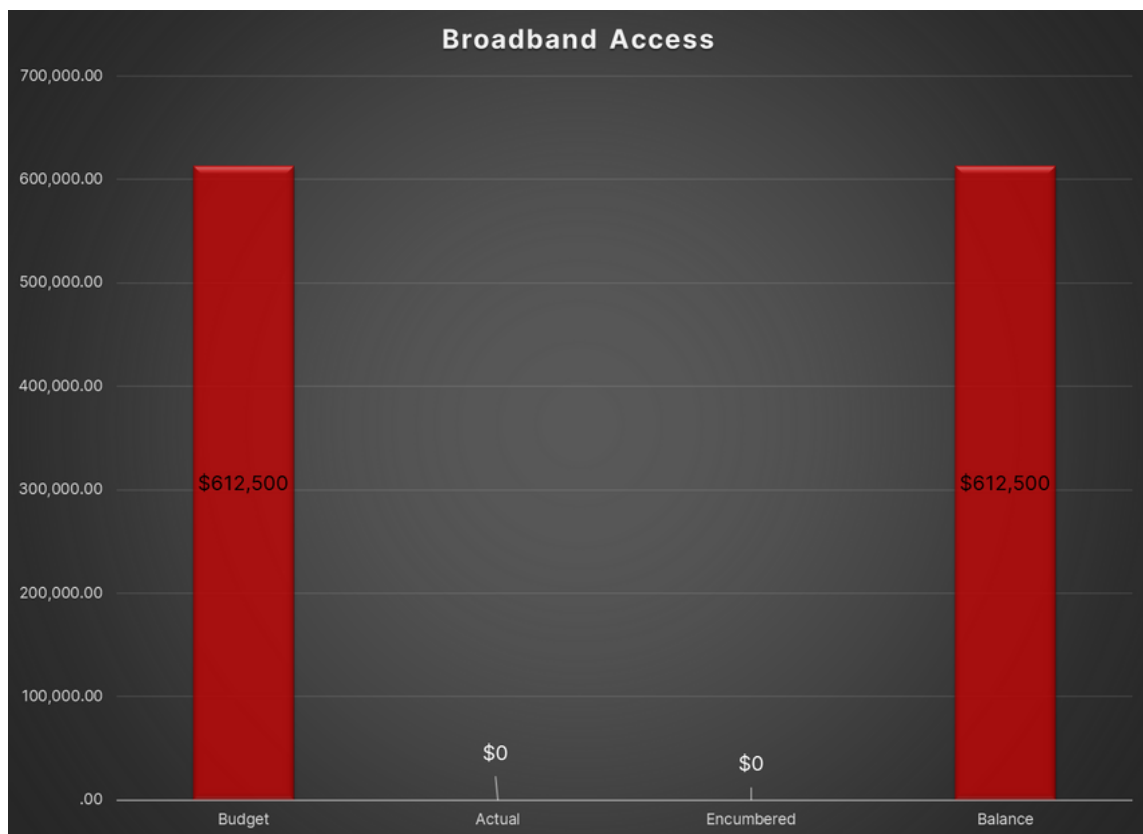
Project Overview

The three primary barriers to highspeed internet are:

1. Lack of infrastructure
2. Affordability
3. Knowledge of internet use

This project is intended to invest in broadband access and technology training in order to reduce these barriers. We believe the strongest impact the city could make the area of broadband is enabling community access to existing broadband. Potential partners include McMinnville Water and Light, the School district and internet service providers.

Project Status:



Returning Funds

Estimated unused funds \$412,500

Unfunded McMinnville ARPA Projects from Fall of 2021 – One Source of Potential Additional Projects to Fund

	Project Name	Description	Beneficiaries	Dept Lead	High Estimate (2021)*	Generate Revenue?	Carrying Cost?
1	Airport Manager	Dedicated staffer to focus on community airport. Funds for .5 FTE for remaining months in ARPA.	Users of the airport, economic development generally	Public Works	\$ 268,000	Possibly	Yes
2	Airport Master Plan / Airport Economic Development Plan	Use of ARPA to fund the Airport Economic Development Strategic Plan concurrent to the FAA (90%) funded Airport Master Plan 2022-23.	Users of the airport	Airport, Public Works and Planning	\$ 250,000	No	No
3	City Public Engagement	Develop communication tools to further community engagement strategies.	Residents of McMinnville and outlying residents that use City programs.	Administration - Communications	\$ 120,000	No	Yes
4	Court security	Court security - contracted service so support hybrid operations	Individuals at court as well as their attorneys and court staff.	Municipal Court	\$ 120,000	No	Yes
5	Create hybrid Municipal Court	Implement software upgrade enabling remote court, email/text reminders and online records search functionality/defense attorney portal access.	Individuals at court as well as their attorneys.	Municipal Court - IS	\$ 298,500	No	Yes
6	Financial and performance data transparency applications	Applications to provide more transparency into the city's financial and performance data for the public regarding its stewardship of scarce resources and the value of the city services provided with the funds the public entrusts to our municipal organization.	City departments, council, citizens	Finance	\$ 427,500	No	Yes
7	Hands Free Fixtures @ P&R facilities	Purchase and install a variety of hands free fixtures at the Aquatic, Community and Senior Centers: automatic flushers, auto-door openers, sink faucets and drinking fountains/bottle fill stations. The most notable improvement will be a water filling station for the Wortman Cafe at the Senior Center.	Community Patrons	Susan Muir	\$ 169,000	No	Possibly
8	IS - City-wide physical security system integration	This proposal would combine all city security systems into one central system to provide security for all buildings and integrate with City systems.	City employees, City security posture	Information Services	\$ 220,000	No	Yes
9	IS - Cybersecurity Investments	Broadband investments to include Cybersecurity and resilience and security of water and sewer assets. Implementation of new cybersecurity tools and efforts.		Information Services	\$ 300,000	No	Yes
10	IS - PW-WWS-EN Core Software Suite Replacement	The current City software that integrates Public Works, Wastewater and other departments with sewer/water and other infrastructure information is over 20 years old and at the end of it's functional life. A full replacement is needed.	City departments, Increased Public Engagement capacity	Information Systems	\$ 260,000	No	Yes
11	IS - Website Refresh and Improvements	Investing into the City website to update the underlying technology and contemporary design will help the City communicate with the public and provide increased online services.	Public communications, City employees, Council/Committees	Information Systems	\$ 55,000	No	Yes
12	Legal Files Software	Investment in legal files software to promote remote work and integrated document creation and management, contract management, recordkeeping, and deadline scheduling	Legal, City Recorder, other depts reliant on legal assistance	Legal Dept; IS	\$ 37,500	No	Yes
13	Library electronic resources for borrowing	Increasing the amount of electronic resources available for Library card holders. Electronic resources currently include downloadable ebooks and audio books, streaming movies, access to full text magazines and research materials, and some job training resources.	Community members in McMinnville and Yamhill County	Library	\$ 100,000	No	No
14	Library furniture for COVID safety	An investment in furniture designed to lessen the transmission of the viruses would be useful for safety. The Library would like to purchase new furniture with clear barriers, wipeable surfaces, and better design for the current Library space.	Library patrons and staff	Library	\$ 60,000	No	No
15	P&R Scholarship Fund	Provide full and partial scholarships for Parks & Recreation activities and classes.	Residents of McMinnville	Susan Muir	\$ 100,000	Possibly	No
16	Park Maintenance: Community Park Renovations	This project is to fund needed playground replacements and renovations in community parks, as well as skatepark and sport court renovations.	Park visitors, staff	Public Works Operations-Park Maintenance	\$ 787,800	No	No

Unfunded McMinnville ARPA Projects from Fall of 2021 – One Source of Potential Additional Projects to Fund

	Project Name	Description	Beneficiaries	Dept Lead	High Estimate (2021)*	Generate Revenue?	Carrying Cost?
17	Park Maintenance: Dog Park Renovations	This project is to fund needed surface material and drainage improvements at Riverside Dog Park. Include: replacing degraded/compacted surfacing material and installing additional drainage to improve performance and lengthen the life of the surfacing material.	Park visitors, staff	Public Works Operations-Park Maintenance	\$ 111,100	No	No
18	Park Maintenance: Nature Parks Bridges and Boardwalks	This project is to fund needed replacements, renovations and repairs to bridges, boardwalks and drainage structure in nature/trail parks	Park visitors, staff	Public Works Operations-Park Maintenance	\$ 131,300	No	No
19	Park Maintenance: West Wortman Shelter Replacement	This project is to fund the replacement of the picnic shelter in West Wortman Park. This asset, installed in the mid 1960's has reached the end of its useful life. Work would include shelter pad replacement, shelter, plumbing and electrical.	Park visitors, staff	Public Works Operations-Park Maintenance	\$ 204,000	No	No
20	Public Works Operations: Building Renovations	This project is to fund needed building renovations and repairs at the PW Operations complex. Many of the buildings in the facility have reached the end of useful life. The space does not provide quality working conditions for PW Operation staff.	Park visitors, staff	Public Works Operations	\$ 757,500	No	No
21	Public Works Operations: Yard Renovation	This project is to fund needed yard improvements mostly focused on waterline and pavement renovations.	Park visitors, staff	Public Works Operations	\$ 454,500	No	No
22	Timekeeping Software	Invest in software for electronic timekeeping and ability to access scheduling utility along with timesheets using mobile devices.	City departments, council, citizens.	Finance	\$ 224,600	No	Yes
23	HR - Record Management	Audit personnel records, destroy eligible personnel records, scan applicable documents to ORMS	City staff	Human Resources	\$ 12,500	No	No

Total \$ 5,468,800

* Costs are 2021 estimates. Some may include multiple years over the course of the ARPA award period which now would be smaller. Others may grow due to materials and service cost increases with time.

NOTE:	Projects may be in progress/Deadlines may be outside of possible completion dates Alternative projects may be accomplishing the same or partial goals
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DRAFT

RESOLUTION NO. 2023 - _____

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

RECITAL:

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

Whereas, a component of ARPA allocates Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to state and local governments which granted the City of McMinnville (City) a total of approximately \$7.7 million in SLFRF; and

Whereas, the City’s Budget Committee conducted work sessions to determine how the City may use the SLFRF and these discussions resulted in the Budget Committee recommending and the City approving use of funding, in Resolution No. 2021-54, for twenty-eight (28) phase one projects attached hereto as Exhibit 1; and

Whereas, the forecast for spending needs have changed due to unforeseen financial and external factors; and

Whereas, due to supply chain issues, availability of parts, cost increases, and, for some projects, allowable contract terms through December 2026 that maximize use of the SLFRF; and

Whereas, availability of alternate funding and new directives from the State of Oregon, City organizational needs, and scope changes that meet the original intent of the approved projects in phase one.

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

- 1. Adopt the following increases to spending authority for phase one projects:**
The Common Council of the City of McMinnville adopts the following changes to spending authority for phase one ARPA projects.

The approvals for additional ARPA SLFRF allocations to projects have no fiscal impact on the General Fund, Information Services Fund or Wastewater Services Fund.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the ___ day of MONTH , YEAR by the following votes:

Ayes:_____

Nayes:_____

Approved this ___day of Month Year.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

DRAFT Exhibit 1: Approved ARPA Project Adjustments

Approved Project	Max Budget	Budget Adjustment	Updated Max Budget
ADA Transition Plan	300,000		300,000
Ambulance replacement	250,000	20,000	270,000
ARPA Grant Manager	397,000	-3,000	394,000
Backlog for Municipal Court	67,100		67,100
Broadband access project	612,500	-412,500	200,000
Communications-translation	100,000		100,000
Conferencing/rm technology	105,000	43,895	148,895
DEI implementation	225,000		225,000
Discovery Splash Pad	263,900	311,100	575,000
Emergency Manager Staffer	242,000		242,000
Finance-forecasting software	26,000	17,854	43,854
Fleet equipment parks maintenance	400,000		400,000
General Covid Cost reimbursements	250,000	114,172	364,172
Innovation Center Study	250,000	43,464	293,464
Library - HVAC replacement	150,000	100,000	250,000
Library Electric Delivery Vehicle	53,000	196	53,196
Mental Health first responders	25,000		25,000
Mobile recreation programs vehicle	82,000		82,000
Move Datacenter	105,000		105,000
Navigation Center	500,000		500,000
Neighborhood park renovations	262,600		262,600
Recreation facilities plan	200,000		200,000
Remodel City Hall, Municipal Court	35,000	-5,395	29,605
Security and VPN	80,000	50,000	130,000
Stormwater- public works	553,750		553,750
Stratus Village	300,000		300,000
System irrigation renovation-parks	263,000		263,000
Third Street Study	600,000	21,935	621,935
Totals	\$ 6,697,850	\$ 301,721	\$ 6,999,571