



**City Council Work Session Agenda
Wednesday, August 17, 2022
6:00 p.m. – Work Session**

Welcome! The public is strongly encouraged to participate remotely but there is limited 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. Mask must be worn inside City buildings.

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

*You may join online via Zoom Meeting:
<https://mcminnvilleoregon.zoom.us/j/84681558190?pwd=Y0lGMURIS2qrWkszS3krNEd1V2JrZz09>
Zoom ID: 846 8155 8190
Zoom Password: 907303*

*Or you can call in and listen via zoom: 1-253- 215- 8782
ID: 846 8155 8190*

1. CALL TO ORDER
2. AMERICAN RESCUE PLAN ACT (ARPA) PROGRESS UPDATE
3. ADJOURNMENT

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

STAFF REPORT

DATE: August 17, 2022
TO: Jeff Towery, City Manager
FROM: Amanda Sharp, Federal Grants Manager; Jennifer Cuellar, Finance Director
SUBJECT: 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:

- Briefly review the status of the McMinnville ARPA Projects (5 mins)
- Summarize project organization including
 - Milestones, Tracking, Engagement, Statistics (10 mins)
- Review documents used for project tracking, attached (5 mins)
- Provide time for questions and describe next steps (10 mins)

Discussion:

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

Review currently approved project list, estimated budgets all of which fit into the three categories of projects. Councilmembers may refer to the document that shows the first 28 projects, initial budgets and project categories.

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

Summarize project tracking documents and the planned process for the initial 28 approved projects. Councilmembers may refer to the document provided which shows samples of outcomes, goals and timelines as well as budget estimates and project summaries.

Share information about updates to the McMinnville City website, development of an internal SharePoint site, and in-person community engagement and outreach. Councilmembers may refer to the handouts that show changes to the McMinnville ARPA page as well as a preview of the “under construction” intranet SharePoint.

Describe current project statistics and outcomes. Additionally, we request guidance on statistics the Council would like to have as well as preferred channels of communication and updates. Councilmembers may refer to the documents that show some initial statistics as a starting point for future reports on ARPA.

Next Steps:

Next steps include completion of the project set up in the accounting system, logging existing expenditures and training staff on compliance requirements and use of internal systems. Grant staff will complete communication tools and engage in community outreach for current projects and liaise with project leaders to ensure completion of projects.

Staff will also prepare more comprehensive project descriptions and budgets for decision making on phase 2 project investment options by Council-Budget Committee at an upcoming session as early as fall 2022.

Establish communication channels and update routine for Council and the public.

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. Sample project tracking packet (pdf)
2. ARPA 28-Project (pdf)
3. April 2022 SFLRF Report



City of McMinnville

AMERICAN RESCUE PLAN ACT

PROJECT NAME

Estimated Cost: \$XX0,000 - \$XXX,000

Description:

This project is to fund needed renovations to the XXX XXX. Constructed in XXXX, this XX feature is heavily visited and attracts XXXXXXXXX. The work would include XXXXXXXX and XXXXXXXXXXXXXXXX.

The XXXXXX operated seasonally each year XXXXXXXXXXXX. 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 XXXXXXXXXXXX is vital to a healthy community. The XXXXXXXXXXXX that can be offered to the public throughout the summer season and XXXXXXXXXXXXXXXXXXXX. 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 XXXXXXXX we offer. With the proposed renovations, staff time on demand responses and daily monitoring can be minimized, thus increasing the staff's XXXXXXXXXXXXXXXXXXXX.



ARPA Funds: \$ _____

Non-ARPA Funds: \$ _____

Department:

PROJECT TITLE

MACTOWN 2032 STRATEGIC PRIORITY(IES): Example: Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

PERFORMANCE INDICATOR: Describe the key targets you will track toward meeting your desired outcomes.

Information: PIs are the key targets you should track to make the most impact on your strategic outcomes. PIs support your strategy and help your teams focus on what's important. An example of a key performance indicator is, "increased monthly participation."

OUTCOME MEASURE: Input your anticipated outcome(s) (theory of change) here

Focus Area:	Innovative <input type="checkbox"/>	Community <input type="checkbox"/>	Efficiency <input type="checkbox"/>	
Customer Need	Service/Activity	Benchmarks or Milestones	Outcome	Method(s) of Measurement [Verification]
Input the customer need here. Input the customer need here. Input the customer need here. Input the customer need here. Input the customer need here.	Activity or service description	Benchmarks, Milestones, dates that	___ (#) Individuals/Families obtain emergency shelter and supportive services on a temporary basis. (SAMPLE)	Meeting Minutes
	Activity or service description	Benchmarks, Milestones, dates that are important. What will happen on those dates	___ (#) Individuals/Families obtain transitional housing and supportive services on a temporary basis.(SAMPLE)	Case Information
	Activity or service description		___ of ___ or ___% of Emergency Shelter Individuals/Families obtain independent, and affordable housing. (SAMPLE)	Quarterly Reports are generated for Executive Director and Program Planner
				Contract (SAMPLES)

for finance dept use	

Contact Name:	Amanda Sharp
Contact Phone:	555-555-5555
Department Head Name:	J. Cuellar Smith
Department:	Finance

Project Name:	Finance Software
Project Term:	2022-2023
Amendment (Y/N):	
Contact Email Address:	mandy.sharp@mcminnvilleoregon.gov

Section 1- Administrative Costs

Line Item		ARPA Funds (Round to nearest dollar)
1	Salaries and Wages (Autocalculates)	\$ -
2	Fringe Benefits (Autocalculates)	\$ -
3	Operating Expenses	\$ 2,600.00
4	Equipment	
5	Travel/Training	\$ 250.00
6	Contract/Consulting	\$ -
7	Other Costs	
Subtotal	Section 1 Subtotal (Administrative Overhead will be calculated)	\$ 2,850.00

Section 2- Project/Program Costs

Line Item		ARPA Funds (Round to nearest dollar)
1	Salaries and Wages (Autocalculates)	\$ -
2	Fringe Benefits (Autocalculates)	\$ -
3	Operating Expenses	\$ 500.00
4	Equipment	
5	Travel/Training	\$ 650.00
6	Contract/Consulting	\$ 25,000.00
7	Other Costs	
Subtotal	Section 2 Subtotal	\$ 26,150.00

Section 3	Total Budget Amount (Sum of Subtotal Sections 1 and 2)	\$ 29,000.00
Section 4	Autofill/Additional department funds supporting this project (see Section_4_Funds tab)	\$ -
Section 5	Total Budget (Sum of Section 3 total and Section 4 total)	\$ 29,000.00
Section 6	Autofill Administrative Overhead Rate (Autocalculates)	10%

SAMPLE- DRAFT


What is ARPA?

McMinnville received nearly \$8 million as part of the American Rescue Plan Act passed by Congress in March 2021 to combat the negative effects of the COVID-19 pandemic. In November 2021, McMinnville City Council approved 28 projects with spending authority. Community input was considered during the process to ensure projects would meet ARPA requirements, as well as the needs of the community.

Innovative High-Impact Projects

Immediate-Impact Community Projects

Internal Efficiency & Effectiveness Projects



Third Street Improvement Project
\$450,000-\$600,000



Innovation Center Feasibility Study
\$175,000-\$250,000



First Responders Mental Health Crises
\$15,000-\$25,000




Parks Maintenance Equipment/Fleet Upgrades
\$370,000-\$400,000



City Communications Translation Language and Culturally Specific
\$50,000-\$100,000




Information Systems Technology Virtual Meetings/Conferencing
\$77,000-\$105,000



Navigation Center Operating Funds
\$400,000-\$500,000



Library HVAC Replacement
\$80,000-\$150,000



Stormwater Capacity Projects
\$402,500-\$553,750



Municipal Court Case Backlog
\$58,100-\$67,100



Mobile Recreation Activity Van
\$61,500-\$82,000




Ambulance Replacement New Ambulance
\$230,000-\$250,000



Park Maintenance System-Wide Irrigation
\$240,000-\$263,000



Parks & Open Space Master Plan Updates
\$100,000-\$200,000



Stratus Village Workforce/Affordable Housing
\$200,000-\$300,000

American Rescue Plan Act


Innovative High-Impact Projects

Immediate-Impact Community Projects

Internal Efficiency & Effectiveness Projects



Broadband Access
Technology Training
\$362,500-\$612,500



Diversity, Equity & Inclusion
Implementation Project
\$55,000-\$225,000



Park Maintenance
Neighborhood Park Renovations
\$240,000-\$262,600



Park Renovation
Discovery Meadows Splashpad
\$240,000-\$263,900



Library Home Delivery
Electric Vehicle
\$30,000-\$70,000



Information Systems Datacenter
Move to WWS Building
\$52,000-\$105,000



McMinnville Residents' ARPA Survey

Results Show Support for:

- Businesses or the Local Economy
- Long-term or Land Use Projects
- Services/Programs for Disadvantaged Residents



Municipal Court
Accessibility Remodel
\$16,500-\$35,000



Covid Cost Reimbursement
City of McMinnville
\$125,000-\$250,000



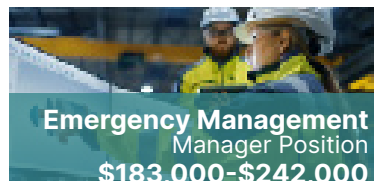
Financial Efficiency
Forecasting Software
\$17,000-\$26,000



Grant Manager
Federal/ARPA Grant Programs
\$290,000-\$397,000



ADA Transition
Planning for Improved Access
\$250,000-\$300,000



Emergency Management
Manager Position
\$183,000-\$242,000



Information Systems
Security/VPN
\$58,000-\$80,000

Potential Future Investments
Airport, Parks, Public Works & Library Planning Software, Renovations, Technology, Human Resources, Community Engagement Upgrades, Recordkeeping Software

More Information

Learn more about McMinnville's ARPA Projects:

<https://www.mcminnvilleoregon.gov/finance/page/american-rescue-plan-act>

ARPA - SLFRF Reimbursement #1

3.3.2021 to 3.31.2022

Priority Ranking	Category	Project Name	Low	High	Direct expenses	Payroll	Total Spent
1	Internal Efficiency Effectiveness	ARPA Grant Staffer	290,000	397,000			0
2	Innovative, High Impact Project	Third Street Improvement Project	450,000	600,000			0
3	Immediate Impact Community Project	Navigation Center - Operating Funds	400,000	500,000			0
4	Internal Efficiency Effectiveness	Financial Forecasting Software	17,000	26,000			0
5	Immediate Impact Community Project	Stratus Village: Affordable Housing Project	200,000	300,000			0
6	Immediate Impact Community Project	Park Maintenance Fleet and Equipment Upgrades	370,000	400,000			0
7	Immediate Impact Community Project	Ambulance Replacement	230,000	250,000			0
8	Innovative, High Impact Project	Innovation Center - Public Infrastructure Feasibility Analysis	175,000	250,000			0
9	Innovative, High Impact Project	First Responders for Mental Health Crises	15,000	25,000			0
10	Immediate Impact Community Project	Library HVAC Replacement	80,000	150,000			0
11	Internal Efficiency Effectiveness	IS - Replace Firewall / VPN system	58,000	80,000			0
12	Immediate Impact Community Project	Storm Water Capacity Projects	402,500	553,750			0
13	Immediate Impact Community Project	Update to Parks and Open Space Master Plan	100,000	200,000			0
15	Internal Efficiency Effectiveness	Emergency Manager	183,000	242,000			0
16	Immediate Impact Community Project	Park Maintenance: System Wide Irrigation Renovations	240,000	263,900			0
17	Internal Efficiency Effectiveness	ADA Transition Plan	250,000	300,000			0
18	Immediate Impact Community Project	Backlog in court cases	58,100	67,100		4,018	4,018
19	Immediate Impact Community Project	Mobile Rec Station	61,500	82,000			0
21	Immediate Impact Community Project	IS - Technology in Conference Rooms	77,000	105,000	33,264		33,264
22	Immediate Impact Community Project	Document Translation into Spanish	50,000	100,000			0
23	Innovative, High Impact Project	Broadband access and technology training	362,500	612,500			0
24	Immediate Impact Community Project	Park Maintenance: Neighborhood Park Renovations	240,000	262,600			0
25	Internal Efficiency Effectiveness	Electric vehicle for Library home delivery	30,000	70,000			0
26	Innovative, High Impact Project	HR - DEI Implementation	55,000	225,000			0
27	Immediate Impact Community Project	Park Maintenance: Discovery Meadows Splash Pad Renovation	240,000	263,900			0
28	Internal Efficiency Effectiveness	IS - Datacenter Move (CC to WWS)	52,000	105,000			0
29	Internal Efficiency Effectiveness	Remodel: Muni Court more accessible	16,500	35,000			0
30	Internal Efficiency Effectiveness	Covid Costs to City Organization	125,000	250,000	18,620	293,058	311,679
Total Expenses			4,828,100	6,715,750			348,961