Council Roundup for February 22, 2022

The Newberg City Council met on February 22, 2022 and took the following actions.

Appointed Robert Cross as the student representative to the City Budget Committee.

Approved Resolutions:

2022-3791, Body Worn Cameras grant.

2022-3792, Axon Body Worn cameras purchase.

2022-3794, Code amendment initiation for Middle Housing regulations

2022-3798, Code amendment initiation for portable and temporary signs

2022-3793, Rockwell programmable logic controller purchase

2022-3801, Adoption of revised City Manager position description

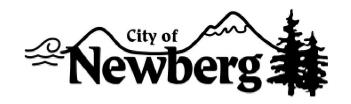
2022-3786, Adoption of Supplemental Budget for 2021-2022

In other business:

Heard report from the City Manager Pro Tem on December statistics narrative. Heard report from Taste Newberg. Heard presentation from Chehalem Parks and Recreation District on their childcare program.

Refined City Manager recruitment materials.

The Council discussed a request from the Newberg Dundee School District to return permit fees related to construction bond projects but did not approve it.



City Council Work Session February 22, 2022 - 6:00 PM Hybrid meeting

newberg public safety building 401 e. third street please click this url to join. https://us06web.zoom.us/j/89982457650 or join by phone:

1 253 215 8782 or 1 346 248 7799 or 1 669 900 6833 webinar id: 899 8245 7650

- 1. CALL MEETING TO ORDER
- 1.A Agenda en español
 Spanish Council Work Sxn Agenda 2022-0222.docx
- 2. ROLL CALL
- 3. REVIEW OF THE COUNCIL AGENDA AND MEETING
- 4. COUNCIL BUSINESS ITEMS
- 5. PRESENTATIONS
- 5.A City Manager discussion on revised position description

WS CM Recruitment staff report.docx

WS CM Recruitment attachment 1 revised job description.docx

WS CM Recruitment attachment 2 Position Description 2022 Tracked Changes.docx

WS Attachment 3 City Manager brochure 2022.pdf

ALISON Feb.22.pptx

- 5.B Chehalem Parks and Recreation District child care presentation WS CPRD care presentation 2022-0222.pdf
- 6. ADJOURNMENT



Sesión de Asuntos del Consejo Municipal febrero 22 de 2022 - 6:00 PM Sesión híbrida

Edificio de Seguridad Pública de Newberg 401 E Third Street o haga clic en el enlace para unirse: https://us06web.zoom.us/j/89982457650

o por teléfono:

1 253 215 8782 o 1 346 248 7799 o 1 669 900 6833 webinar id: 899 8245 7650

- 1. LLAMAR AL ORDEN LA SESIÓN
- PASAR LISTA DE ASISTENCIA
- REPASO DE LA AGENDA Y SESIÓN DEL CONSEJO
- ASUNTOS DEL CONSEJO
- PRESENTACIÓNES
- 5.A Discusión sobre la descripción revisada del puesto del Administrador de la Ciudad WS CM Recruitment staff report.docx WS CM Recruitment attachment 1 revised job description.docx WS CM Recruitment attachment 2 Position Description 2022 Tracked Changes.docx WS Attachment 3 City Manager brochure 2022.pdf
- 5.B Presentación sobre cuidado infantil del Distrito de Parques y Recreación de Chehalem WS CPRD care_presentation_2022-0222.pdf
- TERMINAR LA SESIÓN



MEMORANDUM

TO: Mayor Rogers and Newberg City Council

FROM: Alison Seiler, Project Specialist, Human Resources

DATE: February 22, 2022

SUBJECT: DRAFT CITY MANAGER JOB DESCRIPTION AND POSTING BROCHURE

As requested by City Council in its January 18, 2022, recruitment plan for a new City Manager, Step 1 is to submit a revised job description for Council review.

Attached to this memorandum are:

- Draft 2022 City Manager revised job description.
- 2015 City Manager job description, as adopted by Council, with redlined changes to show current suggested revisions.
- Draft posting brochure graphics and text consistency to be improved upon approval of language.

The goal was to capture the tenor of work ethic, knowledge, skills, and abilities expressed by Council in their December 6, 2021 work session. Since a job description defines and enumerates the scope and responsibilities of a position, defining the ideal candidate must be contained in the more descriptive posting brochure, where preferences can be better described. It is for this purpose that I attach it.

Steps taken to arrive at the attached drafts include the following:

Step 1

I reached out to Scott Dadson of the Willamette Valley Council of Governments. We talked for about 45 minutes during which time Scott gave me lots of good advice. After the conversation I sent Scott the recruitment plan.

Step 2

I reviewed the City Charter, Chapter VIII Section 34. This made me realize that per section (c) the city cannot require the manager to reside in the city or the state at the time of appointment, but I was able to describe preferences for the ideal candidate in the posting brochure.

Step 3 – I reviewed job descriptions and postings from Oregon cities. Sue Ryan was particularly instrumental in helping me gather these from cities of comparable sizes and I also found postings online. I looked at Monmouth, Roseburg, Sherwood, Redmond, Dundee, Beaverton, The Dalles, Keizer and Central Point.

Step 4 – I referred to recent salary comparisons for total compensation from cities of similar size, as well as a salary survey conducted by Gresham in November and December last year, which was for larger cities. It is my opinion that Newberg could justifiably stay in the \$150,000 - \$170,000 range, with some additional allowances.

Step 6 – I read lots of articles on the year of the Great Resignation and its effects on the job market. One important side-effect of this nationwide trend is the relaxation of educational requirements for some job vacancies. It is also the reason I did not limit experience to city government but opened it up to experience with equivalent complex corporate or non-profit entities.

Step 7 – I presented my initial drafts to Mayor Rogers, Council President Yarnell-Hollamon, City Attorney James Walker and City Recorder Sue Ryan on February 4, 2022.

Step 8 – I added some language revisions suggested by Mayor Rogers.

Step 9 – Attorney Walker provided legal guidance on the ability to financially incentivize living and working in Newberg, which is not recommended.

NEXT STEPS

- ➤ Council Discussion and suggestions for revised language for the job description.
- Finalized job description is adopted by Council Resolution. A Resolution has been added as a placeholder on the February 22, 2022, Consent Calendar but can be removed and deferred to the March 7, 2022, meeting.
- > Posting brochure is refined and polished with any revised language.
- Move to Step 2 of the approved recruitment plan.

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: City Manager **Salary Range:** \$150,000 - \$170,000

Department:AdministrationFLSA Status:ExemptLocation:City HallDate:February 2022

SUMMARY OF DUTIES & RESPONSIBILITES

The City Manager is appointed by, reports to, and serves at the pleasure of the City Council and provides administrative direction and leadership to all City departments. It is the role of the City Manager to propose and administer the City budget and ensure efficient and effective performance of City operations, in addition to assisting the City Council translate its vision and goals for Newberg into action plans. The City Manager works to implement the Council's priorities and directives, attends all Council meetings, makes reports and recommendations to the Council, and keeps the Council well-informed of matters affecting the City and its workforce. This is a high-level leadership position that demands creating and maintaining the best possible employment atmosphere at the City of Newberg.

The City Manager is an appointive officer of the City as provided for in Chapter VIII, Section 34 of the Charter. This excerpt follows:

Section 34. City Manager.

- (a) The office of City Manager is established as the administrative head of the City government. The City Manager is responsible to the Mayor and Councilors for the proper administration of all City business. The City Manager will assist the Mayor and Councilors in the development of City policies, and carry out policies established by ordinances, resolutions, and orders.
- (b) A majority of the Council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- (c) The manager need not reside in the City or the state at the time of appointment.
- (d) The manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
- (1) Attend all Council meetings unless excused by the Mayor or Council.
- (2) Make reports and recommendations to the Council about the needs of the City.
- (3) Administer and enforce all City ordinances, resolutions, orders, franchises, leases, contracts, permits, and other City decisions.
- (4) Appoint, supervise and remove City employees.
- (5) Organize City departments and administrative structure.
- (6) Prepare and administer the annual City budget.
- (7) Administer City utilities and property.
- (8) Encourage and support regional and intergovernmental cooperation.
- (9) Promote cooperation among the Council, staff and citizens in developing City policies, and building a sense of community.
- (10) Perform other duties as directed by the Council.
- (11) Delegate duties but remain responsible for acts of all subordinates.
- (f) The manager has no authority over the Council, City Attorney, or the judicial functions of the Municipal Judge.
- (g) The manager, the City Attorney, and other employees designated by the Council may sit at Council meetings but have no vote. The manager may take part in all Council discussions.
- (h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the Council must appoint manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with Council approval.
- (i) No Council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts.

Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Councilors may discuss or suggest anything with the manager relating to City business.

SUPERVISION RECEIVED

The City Manager works under the broad policy guidance of the City Council and is subject to its direction.

SUPERVISION EXERCISED

The City Manager shall exercise supervision over all municipal employees either directly or through department heads and supervisors, exclusive of the City Attorney, and Municipal Judge. This position must employ the highest level of honesty, integrity and ethics when supervising employees, while retaining continuing awareness that the position is in public service to residents of Newberg. The City Manager should personify the city's STRIVE principles outlined below.

TYPICAL EXAMPLES OF WORK

The City Manager may perform a combination of some or all the following duties that are a representative sample of the level of work appropriate to this position.

1. Management:

- a. Responsible for the management and supervision of all City departments, agencies, and offices to achieve goals within available resources by appropriately delegating duties.
- b. Oversees the administration of workloads and staff assignments by studying, standardizing, and determining work roles, responsibilities, and procedures to improve efficiency and effectiveness of operations; preparing work schedules to expedite workflow.
- c. Appoints and removes all department heads and employees of the City.

2. Planning Goals:

- a. Provides leadership and direction in the development of short and long-range plans with City staff and the City Council.
- b. Oversees the administration of plans, reviews progress, and directs changes as needed, based on new developments in technology, legislation, practices, and regulations.
- c. Investigates, integrates, and implements technology where administratively and fiscally feasible.
- d. Gathers, interprets, and prepares data for studies, reports, and policy recommendations.
- e. Coordinates department activities with other departments and agencies as needed.

3. Communications:

- a. Provides written and oral professional advice to the City Council and department heads in a timely, clear, thorough, and concise manner.
- b. Communicates official plans, policies, and procedures to staff, the media, and to the general public.
- c. Presents information to councils, boards, commissions, civic groups, and to the general public.
- d. Issues clearly written and concise oral instructions to assign duties.
- e. Provides guidance to staff on social media and community engagement.
- f. Promotes harmony among City staff and works to resolve grievances, in a consistent manner, including giving and accepting direction and instructions in a positive way.

4. Fiscal Agent/Budget Officer:

- a. Assures that assigned areas of responsibility are performed within budget and demonstrates effective and efficient use of budgeted funds, personnel, materials, facilities, and time in compliance with federal, state and local laws.
- b. As budget officer, performs cost control activities and monitors revenues and expenditures in all departments, to assure sound fiscal control and to encourage innovative practices.
- c. As budget officer, prepares annual budget requests and ensures that the budget addresses the City Council's goals and objectives.

5. Customer Service:

- a. Advises and assists City staff in performing duties to adjust errors and address complaints.
- b. Projects a positive public image and is courteous to the public at all times.
- c. Maintains effective relations with media representatives.
- d. Promotes cooperation among the City Council, staff, and residents in developing policies and to build a sense of community.
- e. Promotes the city's **STRIVE** values of Service, Teamwork, Responsibility, Integrity, Value and Equity.

6. Intergovernmental Relations:

- a. Maintains effective communication with local, regional, state, and federal government agencies.
- b. Actively pursues financial resources (grants) from other agencies.
- c. Contributes to good government through participation in local, regional, and state committees and organizations.
- d. Effectively represents City programs and projects with legislators and state agencies in coordination with the City Council and Mayor.
- e. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices, and regulations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the City Council and the employee and is subject to change by the Council as the needs of the City and requirements of the job change.

QUALIFICATIONS - EDUCATION, EXPERIENCE, AND CERTIFICATION

A minimum of ten (10) years of experience in government or an organization of comparable complexity and five (5) years of executive leadership experience are required. A proven track record of working effectively with an elected government body is essential. A bachelor's degree is required and master's degree, highly desirable, but the City will consider any combination of education and experience that allows for successful performance in this role. Must be bondable and possess a valid state driver's license.

KNOWLEDGE

- Extensive knowledge of modern policies and practices of municipal administration, economic development functions and services.
- Knowledge of principles and practices of municipal government budget preparation and administration.
- Knowledge of principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Pertinent knowledge of federal, state laws and local legislative processes.
- In-depth knowledge of principles of personnel management, supervision, training, and performance evaluation.

SKILLS

Excellent technical skills and the ability to help the City advance technologically;

- Skill in preparing and administering municipal budgets.
- Excellent oral and written communication skills.
- Sufficient understanding of social media, website, and communications platforms to give direction to City staff.

ABILITIES

- Ability to prepare and analyze comprehensive reports; ability to carry-out assigned projects to their completion; ability to effectively communicate verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, and the public.
- Ability to administer a municipal government efficiently and effectively.

- Ability to demonstrate effective personal traits such as initiative, creativity, judgment, fairness, and impartiality; demonstrate respect for individuals and for City equipment and resources.
- Ability to foster a work environment that supports and encourages the investigation and implementation of innovative applications.
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- Ability and willingness to travel as needed.

PHYSICAL DEMANDS

The City of Newberg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Newberg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Newberg's operations, or a safety risk to employee or coworkers, or removes an essential job function.

The duties of this job may require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting, and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.

Requires the ability to use hearing and speech to make presentations to large audiences and have conversations over the phone and in person. On occasion may have to work long hours in emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most functions will be performed in an indoor office setting with infrequent exposure to outside weather conditions.

TOOLS AND EQUIPMENT USED

Skilled in operating standard office equipment and a computer, database, and spreadsheet software, and the ability to operate a motor vehicle.

The City of Newberg is an equal opportunity employer and does not discriminate based on age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, or source of income in the admission or access to, or employment in, its programs or activities. The City complies with Oregon Veterans' Preference Law.

SELECTION GUIDELINES

The selection process will be set forth as determined by the City Council.

Approval by Resolution N	Vo on.
By:	
Mayor	

Signature attests that a motion was duly passed accepting this position description.

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- -
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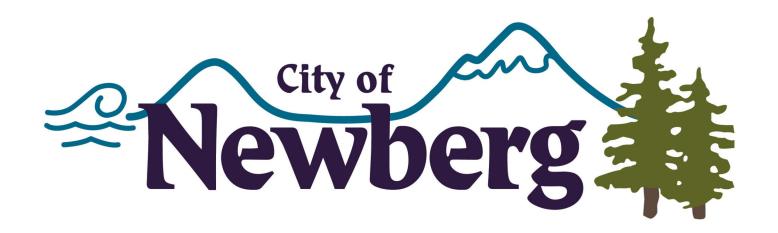
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SELECTION GUIDELINES

The selection process will be set forth as determined by the City Council.

Approval by Resolution No	on.
_	
By:	
Mayor	

Signature attests that a motion was duly passed accepting this position description.





NEWBERG CITY MANAGER RECRUITMENT \$150,000—\$170,000 RECRUITMENT THROUGH GOVERNMENTJOBS.COM POSTING OPEN APRIL 1—APRIL 30, 2022 Newberg is a steadily growing, caring and compassionate city with strong community engagement in local government. Its friendly, diverse and dynamic residents care passionately about preserving the prosperous, healthy and safe environment that makes the city so livable, where cultural assets can be preserved, while economic development thrives.

SERVICE TEAMWORK RESPONSIBILITY INTEGRITY VALUE **EQUITY**



The City is now seeking a talented and collaborative City Manager who is a servant leader with strong interpersonal skills, fiscal conservancy and a data driven philosophy. They should be trustworthy, respectful, ethical, with a good approachable character and utmost integrity. After many changes in city leadership in past years, the city is finally well placed for a fresh start, with established strong departmental directors and dedicated employees eager to move the city forward.



Newberg is a stable organization with a budget of \$147,223,415 that operates under a Council-Manager form of government.

The city is governed by the Mayor and a six-member City Council nominated from districts and elected from the City at large. It employs three officers to carry out the business of the city - the City Manager, City Attorney and the Municipal Judge.

2040 COMMUNITY VISION



Community **Engagement**



Community Leadership



Cultural **Assets**



Economic Development



For an update on



Click here

PROUD PAST, FLOURISHING FUTURE

IDEAL CANDIDATE

- Ready to make a commitment to the prosperity of Newberg residents and staff, by living and working in the city. The ideal candidate will be on site, inperson, at least 4 out of 5 days per week.
- A genuine and accessible people person who can listen to and navigate the varying viewpoints held by Newberg residents, while interpreting and advancing Council goals and city values.
- Newberg employees have been buffeted by the global pandemic, short staffing and multiple management changes and deserve empowerment and stability from a pro-active, honest, effective and transparent communicator.
- A forward-thinking manager who anticipates potential issues.
- The incoming City Manager will be expected to possess strong financial acumen and balance fiscal stewardship with the needs of the community, employing strategies that support the City's ability to continue delivery of high-quality municipal services.
- A leader who values business principles for management and operations, while also understanding how to successfully achieve in the public sector. They should know how to optimize the use of process improvements and technology to enable departments to advance best practices for the benefit of the organization and the residents of Newberg.
- The full job description for this position can be viewed here.
- To apply please click here
- Minimum Qualifications: BA, Master's preferred, 10 years experience in government or organization of comparable complexity, and 5 years of executive leadership. Proven track record of working effectively with an elected government body.



The City of Newberg (population 25,138) is located in the beautiful Chehalem Valley (Valley of the Flowers) on the Willamette River, about 25 miles southwest of Portland. It is situated on US Highway 99W, which is the major route between Portland and the Central Oregon Coast. Conveniently located near the many assets of the Portland metropolitan area, the community also retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests, rolling hills and agricultural lands.



"Newberg, a Great Place to Grow." The City enjoys a highly diverse economic base. Many of the City's "home-grown" businesses have become leaders within their respective industries, such as dental equipment, electronics and manufacturing. George Fox University, offering bachelor's degrees in more than 40 majors, adult degree programs, and 12 master's and doctoral degrees; a branch of Portland Commu-

nity College; and Providence Newberg Medical Center are located in the City.

With farmers markets, first Friday art walks, and festivals, Newberg is a lively community. Providing far more than just books, the Library is always a hub of activity. Newberg remains the safest city in Oregon.



CITY MANAGER JOB DESCRIPTION

COUNCIL MEETING FEBRUARY 22, 2022





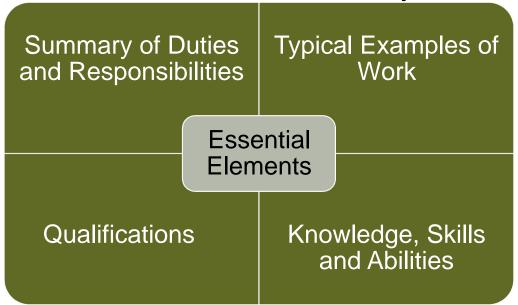
City Manager Recruitment Plan Step 1

- Review the revised job description, seek your feedback and note requested changes;
- Review draft posting language and ideal candidate profile;
- Review next steps on the recruitment timeline adopted by Council on January 18, 2022

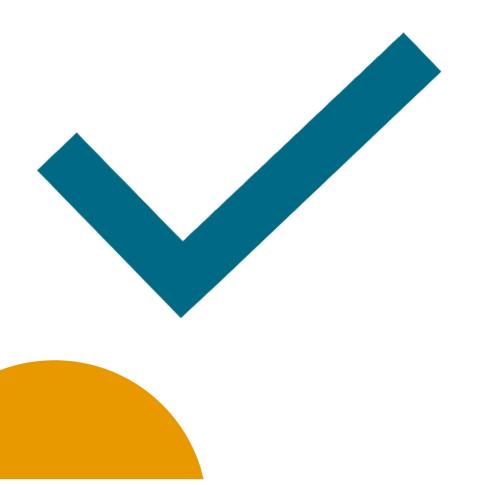


Essential Elements of the Description

I seek your feedback on 4 areas of the job description:



3



Draft Posting Language

- Description of Newberg
- Inclusion of Strive Values and 2040 Community Vision
- Ideal Candidate Profile
- Posted Salary Range

4

Timeline

- February 2022 Adopt Revised Job Description.
- March 2022 Each Councilor submits two questions to Alison and James:
 - Supplemental Question, which each candidate will answer as part of the application.
 - Interview Question for the Council Interview Panel in June.
- March 2022 Council forms sevenmember business community Interview panel to serve in early June.





Salary Comparisons

City Manager Cash Compensation Survey - Effective July 2021

City	Current Annual Base Salary	Deferred Compensatio n	PERS Pickup	Annual Car Allowance	Annual Cell Phone Allowance	Total Cash Compensatio n	Comments
Canby	\$168,300	\$0	\$10,098	\$0	\$900	\$179,298	
Forest Grove	\$155,028	\$1,990	\$9,302	\$3,188	\$780	\$170,288	AAA
Lake Oswego	\$186,646	\$9,932	\$11,199	\$8,000	\$600	\$214,377	
	200.000		****	*****		2422.444	
New berg	\$184,000	50	\$9,840	\$6,000	\$0	\$179,840	City Cell phone
Oregon City	\$168,888	\$15,858	\$10,133	\$4,200	\$900	\$199,777	
Olegal City	\$100,000	\$10,000	\$10,100	\$4,200	\$300	\$100,111	
Sherwood							Did Not Respond
Tualatin	\$134,701	\$38,453	\$8,082	\$4,200	\$660	\$184,096	
West Linn	\$145,000	\$7,250	\$8,700	\$8,000	\$0	\$188,950	City Cell phone
West Cital	\$140,000	φr,200	30,700	\$0,000	30	\$100,300	City Cell profile
Wilsonville	\$192,547	\$12,516	\$11,553	\$4,800	\$1,200	\$222,616	
Gladstone	\$184,814	\$500	\$9,877	\$4,500	\$0	\$179,491	City Cell phone
Milwaukie *	\$178,175	\$8,238	\$10,891	\$4,800	\$780	\$200,682	
			,,				
Average	\$165,790	\$9,366	\$9,865	\$4,319	\$560	\$189,900	



				I	Annual Base	Salary	(Cash Add-Ons	(Annual)			Annual	Vacation	
			Years in								Total Comp			Months of
Agency	Population	Title	Job	Min	Max	Actual	PERS Pick-Up (6%)	Def Comp	Allowances	VEBA		# Days	Сар	Severance

Smaller Agencies (<70,000 Population)

Albany	54,935	City Manager	4.5	N/A		\$	181,038	\$ 10,862	\$ 6,336	\$ 4,560	\$ 2,000	\$ 204,796	10.5	21	10
Lake Oswego	38,705	City Manager	1.5	\$153,530	\$186,645	\$	186,645	\$ 11,199	\$ 9,332	\$ 6,600	\$ 600	\$ 214,375	15	62	6
Milwaukie	21,014	City Manager	5.0	132,418	179,074	\$	173,157	\$ 10,389	\$ 4,329	\$ 5,580		\$ 193,455	22	44	7
Oregon City	36,360	City Manager	5.0	N/A		\$	168,888	\$ 10,133	\$ 15,656	\$ 5,100	\$ 1,688	\$ 201,465	25.5	58	6
Tigard	55,514	City Manager	0.7	N/A		\$	199,528		\$ 7,981	\$ 6,432	\$ 600	\$ 214,541	33	58	4
		Average	3.3	N	N/A		181,851	\$ 10,646	\$ 8,727	\$ 5,654	\$ 1,222	\$ 205,727	21.2	49	7

Chehalem Park & Recreation District



CARE PROGRAM



About our childcare

CARE

Children's (before- and)

Afterschool

Recreation &

Enrichment

When CPRD formed in 1966, its first activity program was a preschool; Bonnie Benedict Preschool became the first preschool in Newberg. Subsequently, we opened our childcare program in the late 1980s as



Children's (before- and)
Afterschool
Recreation &
Enrichment

We serve approximately 100 families at this time, and have nearly double that number of registrants. This increases during the summer months, when we provide full-time childcare.

CARE serves two groups

- Pre-K ages 3 to 5
- Grade school kindergarten through grade 5

Childcare worker-to-child ratio is 1 – 15.

Childcare is offered on schooldays Monday through Friday

- Before school 6:30 a.m. until school begins
- After school 2:30 p.m. until 6 p.m.
- All day 6:30 a.m. to 6:00 p.m. on holidays, seasonal breaks, and service days when "school is out."



- CARE began as an afterschool childcare program and expanded into before- due to need.
- CARE is the only morning childcare service in Newberg that is available to children in kindergarten through grade 5.
- CARE provides childcare inside all six elementary schools in the Newberg School District, so that working parents can keep working, and teachers can keep on teaching.

Responsiveness during Coronavirus pandemic

When Oregon's first of statewide closures began on March 13, 2020, CPRD immediately went into gear to retool. On March 30th, we launched Camp CARE Essentials, offering all-day childcare services to emergency responders and the entire community.

Commitment to affordability & accessibility

Internal Policy Commitment

CPRD will **never deny** a parent's access to childcare due to financial circumstances. CPRD **does not send families into collections** for failed payments.

State financial assistance

CARE is a registered program of ERDC, the DHS employment-related childcare program designed to help low-income parents pay for childcare so they can go to work.



CPRD financial assistance

- In an average year, CPRD typically administers roughly \$20,000 in scholarships and debt forgiveness.
- CPRD is also flexible in stretching out payment plans as needed, in order to make monthly payments achievable.
- CPRD provides houseless children childcare at no charge.

Partnering with Newberg School District





• NSD principals are able to sponsor children who have particularly difficult circumstances, in order to provide childcare at no cost.

Commitment to affordability & accessibility · cprdnewberg.org

Contacts



Erin Harrington

Oversees all grade school childcare sites | 503.550.5927 eharrington@cprdnewberg.org

Matt Compton

Recreation Coordinator | 503.519.5224 mcompton@cprdnewberg.org

For more information, visit cprdnewberg.org

Find us online!



Markets & Bazaars

Father Daughter Dance

Run/Walk

Next:

Old-Fashioned Festival 5k

Safety Town Summer Camp

Online Dundee Market Newberg Wednesday Market Fall Bazaar & Craft Fair

Program

Fitness

At the Aquatic & Fitness Center Other CPRD Fitness Classes

Childcare

School Year CARE Summer Camp CARE



Learn more about our childcare at cprdnewberg.org



City Council Business Session February 22, 2022 - 7:00 PM Hybrid meeting

newberg public safety building 401 e. third street please click this url to join. https://us06web.zoom.us/j/89982457650 or join by phone:

1 253 215 8782 or 1 346 248 7799 or 1 669 900 6833 webinar id: 899 8245 7650

- 1. CALL TO ORDER
- 1.A Agenda en español
 Spanish Council Biz Sxn Agenda 2022-0222.docx
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- 4. COUNCIL APPOINTMENTS
- 4.A Budget Committee Student Appointment
 RCA Appointment 2022-0222 Budget Committee Student Cross.docx
- 5. PRESENTATIONS
- 5.A Taste Newberg (Visit Newberg) Quarter 2 Report October 2021 December 2021

RCA Information - Taste Newberg Q2 Report.docx Attachment 1 - Taste Newberg Quarterly Report Oct-Dec 2021 FINAL.pdf

- 6. CITY MANAGER'S REPORT
- 7. PUBLIC COMMENTS
- 8. CONSENT CALENDAR
- 8.A Resolution 2022-3791, A resolution authorizing the City Manager Pro Tem to accept a grant in the amount of \$86,000 for the purchase of Body Worn Cameras Resolution 2022-3792, A Resolution authorizing the City Manager Pro Tem to purchase Axon equipment for the purpose of implementing a body worn camera

program.

RES 3791- doj grant acceptance.docx

RES 3792- BWC purchase.docx

8.B Resolution 2022-3794, A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.05.030 Definitions, 15.100 Land Use Processes and Procedures, 15.235 Land Divisions, and 15.240 Planned Unit Development Regulations related to SB 458 Middle Housing Land Division and ORS 197.360 Expedited Land Division RCA Reso 3794.docx

8.C Resolution 2022-3798, A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.435.030, 15.435.090, and 15.435.100 related to portable and temporary signs

RCA Reso 3798.docx

8.D Resolution 2022-3793, A resolution authorizing the City Manager Pro Tem to waive the competitive solicitation requirement for a Rockwell Programmable Logic Controller from North Coast Electric Co.

Res 2022-3793 PLC Exemption.pdf

8.E Resolution 2022-3801, A Resolution adopting a revised City Manager position description.

RCA - Res_2022-3801 City Manager Job Description.docx Exhibit A Resolution 2022-3801.docx

9. PUBLIC HEARINGS

9.A Res3786 Supplemental Budget #1 2021-2022 Fiscal Year

RCA Supplemental Budget #1
Supp Budget Council Presentation.pptx

10. NEW BUSINESS

10.A Newberg Dundee School District request for fee reimbursement and or waiver Newberg Dundee School District request.pdf 2022 Newberg Dundee School District request to refund and waive fees.doc

11. COUNCIL BUSINESS

12. ADJOURNMENT

ADA STATEMENT

Contact the City Recorder's Office for physical or language accommodations at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.



Sesión de Determinación del Consejo Municipal febrero 22 de 2022 - 7:00 PM Sesión híbrida

Edificio de Seguridad Pública de Newberg 401 E Third Street o haga clic en el enlace para unirse: https://us06web.zoom.us/j/89982457650 o por teléfono:

1 253 215 8782 o 1 346 248 7799 o 1 669 900 6833 webinar id: 899 8245 7650

- LLAMAR AL ORDEN
- PASAR LISTA DE ASISTENCIA
- PROMESA DE LEALTAD A LOS ESTADOS UNIDOS DE AMERICA
- 4. PRESENTACIÓNES
- 4.A Taste Newberg (Visit Newberg) Informe del segundo trimestre: octubre de 2021 diciembre de 2021

RCA Information - Taste Newberg Q2 Report.docx Attachment 1 - Taste Newberg_Quarterly Report_Oct-Dec 2021_FINAL.pdf

- INFORME DEL ADMINISTRADOR DE LA CIUDAD
- COMENTARIOS PÚBLICOS
- CALENDARIO DE CONSENTIMIENTO
- 7.A Resolución 2022-3791, Una resolución que autoriza al Administrador de la Ciudad Provisional a aceptar una subvención de \$86,000 para la compra de cámaras corporales.
 Resolución 2022-3792, Una resolución que autoriza al Administrador de la Ciudad Provisional a comprar equipo de Axon con el fin de implementar un programa de cámaras corporales.
 RES 3791- doj grant acceptance.docx
 RES 3792- BWC purchase.docx
- 7.B Resolución 2022-3794,Una resolución que inicia una enmienda al Código Municipal de Newberg, Título 15 del Código de Desarrollo, 15.05.030 Definiciones, 15.100 Procesos y Procedimientos de Uso de Terrenos, 15.235 Divisiones de Terrenos y 15.240 Regulaciones de Desarrollo de Unidades

Planificadas relacionadas con SB 458 División de Terrenos de Vivienda Intermedia y ORS 197.360 Acelerado División de Tierras

RCA Reso 3794.docx

7.C Resolución 2022-3798, Una resolución que inicia una enmienda al Código Municipal de Newberg, Título 15 del Código de Desarrollo, 15.435.030, 15.435.090 y 15.435.100 relacionada con letreros portátiles y temporales

RCA Reso 3798.docx

7.D Resolución 2022-3793, Una resolución que autoriza al Administrador de la Ciudad Provisional a renunciar al requisito de licitación competitiva para Rockwell Programmable Logic Controller from North Coast Electric Co.

Res_2022-3793 PLC Exemption.pdf

7.E Resolución 2022-3801, Una resolución que adopta una descripción revisada del puesto de Administrador de la Ciudad.

RCA - Res_2022-3801 City Manager Job Description.docx Exhibit A Resolution 2022-3801.docx

- 8. AUDIENCIAS PÚBLICAS
- 8.A Resolución 2022-3786, Presupuesto Suplementario #1 Año Fiscal 2021-2022 RCA Supplemental Budget #1 Supp Budget Council Presentation.pptx
- NUEVOS ASUNTOS
- 9.A Solicitud del Distrito Escolar de Newberg Dundee para un reembolso de la tarifa o exención Newberg Dundee School District request.pdf 2022 Newberg Dundee School District request to refund and waive fees.doc
- 10. ASUNTOS DEL CONSEJO
- 10.A Resolución 2022-3802, Inicio de la revisión de las Reglas del Consejo para publicar febrero 18
- 11. TERMINAR LA SESIÓN

DECLARACIÓN BAJO LA LEY ESTADOUNIDENSE DE DISCAPACIDADES

Contacta la oficina de la secretaría de la ciudad al menos 2 días hábiles antes de la sesión para obtener adaptaciones físicas o lingüísticas. Llame al (503) 537-1283 o envíe un correo electrónico a cityrecorder@newbergoregon.gov. Para servicios de TTY, marque 711.

REQUEST FOR COUNCIL ACTION



Date Action Requested: February 22, 2022

Order □ Ordinance □ Resolution □ Motion	Information □
Subject: Ratify the Mayor's selection for the student Budget Committee vacancy	Staff: Zaira Robles Muniz, Administrative Assistant (preparer) for Mayor Rick Rogers Department: Administration
	File No.
Business Session	Order On Agenda: Committee Appointments

Recommendation: To consent the Mayor's appointment of a new student to the Budget Committee, as listed below, for a term beginning February 23, 2022 to December 31, 2022.

1) Robert Cross is a student at Newberg High School interested in learning about his local city government.

Fiscal Impact: None.

Strategic Assessment: Student Commissioners are part of Newberg's goal to cherish diversity, equity and inclusion as a core value for the City. Resulting with the Council passing Resolution No. 2021-3727, a resolution to add more students to the City's Boards and Commissions for diverse representation.

REQUEST FOR COUNCIL ACTION



Date Action Requested: February 22, 2022

Order □ Ordinance □ Resolution □ Motion □	Information
Subject: Taste Newberg (Visit Newberg) Quarter 2	Staff: Doug Rux, Director; Leslie Caldwell, Executive
Report – October 2021 – December 2021	Director
· ·	Department: Community Development
	File No. G-16-008
Work Session □ Business Session □	Order On Agenda: Presentations

Recommendation:

Information only.

Executive Summary:

This is the second quarterly report for FY 21/22 from Taste Newberg (Visit Newberg) covering activities for October 1, 2021, through December 31, 2021 (Attachment 1). The report covers the 2021/22 Business Plan Goals of:

- Refine and expand the reach of Newberg's unique positioning as a vacation and wine country destination.
- ➤ Market Newberg as a four-seasons destination known for wine touring, culinary experiences, spa visits, culture and outdoor recreation.
- Maximize and showcase the economic impact of tourism.
- > Grow leisure visitor volume and spend.
- ➤ Develop group market (e.g. meetings, weddings, tours, sports) through media and travel trade promotion, direct outreach.
- > Increase overnight stays.
- Nurture and support the community through partnership and collaboration.
- > Promote the importance of business and government investment in tourism.
- ➤ Increase visitor volume, spending and overnights to increase TLT funds.
- > Create a vibrant hospitality economy.
- ➤ Build brand identity as a premier destination for wine, leisure, and recreational travel.
- ➤ Inspire non-hospitality businesses and organizations to get involved in focused programs that improve our region's economic vitality.
- ➤ Promote our region for historical, recreational, and "adventure" travel, which has long co-existed with wine, food, and hospitality.
- > Promote our region's cultural assets.
- Engage all local shareholders and make sure they are involved and informed tourism/hospitality is a major industry segment that affects our entire community.
- ➤ Partner with other cities and Destination Marketing Organizations (DMOs) to make the northern Willamette Valley a notable wine and food destination on the West Coast.

The report additionally includes year to date financial information for FY 2021/22. Leslie Caldwell,

Executive Director, will be attending to present the report.

Fiscal Impact:

Funds for Taste Newberg (Visit Newberg) were budgeted in Fund 19: Transient Lodging Tax Fund in the amount of \$216,524 for FY 2021/22.

Strategic Assessment:

2020 Council Goals:

1. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes.

Visit Newberg operates as a Destination Marketing Organization providing customer service to individuals visiting Newberg and its various tourism attraction amenities. The Quarterly Report outlines those activities.

2. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

The Visit Newberg organization works to attract all individuals who desire visit Newberg's tourism amenities which in turn promotes Diversity, Equity, and Inclusion.

3. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

Not applicable.

4. Create and support an Urban Renewal Plan and Authority.

Not applicable.

5. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Not applicable.

Attachments: 1 Q2 Quarterly Report

OCTOBER 2021 - DECEMBER 2021

QUARTERLY REPORT

Quarterly Performance and Assessment



TASTE NEWBERG

OREGON



WEBSITE ANALYTICS

Website Visitors | + 655% YTD

October 6,382

November 12,264

December 7,128

161% of Annual Growth Obtained



Total Page Views | +541% YTD

October 9,571

November 17,030

December 10,643

87% of Annual Growth Obtained



Avg. Time Per Session | +6% YTD

October 0.42 min.

November 0.20 min.

December 0.37 min.

68% of Annual Growth Obtained



Outbound Referrals

October 1,010

November 536

December 517

188% of Annual Growth Obtained



WEBSITE & SOCIAL MEDIA CONTENT



- Produced twelve 30-second videos for *12 Tastes of Christmas* campaign
- Ran social media contest giveaway for 12 Tastes of Christmas
- Wrote/published three blog articles
 - About Taste Newberg
 - 12 Tastes of Christmas
 - Newberg Truffle Month
- Wrote/published three Instagram Stories guides
 - o Pizza & Beer
 - 12 Tastes of Christmas
 - Newberg Truffle Month
- December snowstorm photo content captured



FACEBOOK

FOLLOWERS: 859 | +105% YTD YOY

REACH: 235,002 | 233% YTD YOY

ENGAGEMENTS: 22,237 | +70% YTD YOY

POSTS: 49

INSTAGRAM

FOLLOWERS: 1,804 | +80% YTD YOY

REACH: 22,174 | +1,408% YTD YOY

ENGAGEMENTS: 3,302 | +43% YTD YOY

POSTS: 53

IMPRESSIONS: 85,717



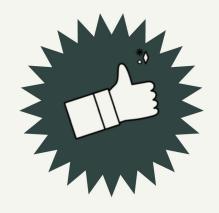
FOLLOWERS

October 797

November 810

December 859

93% of Annual Goal Obtained



ENGAGEMENT

October 8,937

November 10,970

December 2,330

57% of Annual Goal Obtained

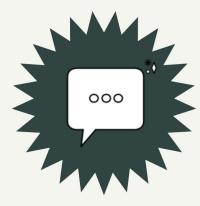
REACH

October 84,600

November 97,960

December 52,442

148% of Annual Goal Obtained





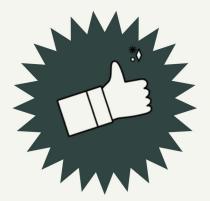
FOLLOWERS

October 1,691

November 1,763

December 1,804

121% of Annual Goal Obtained



ENGAGEMENTS

October 1,244

November 1,313

December 745

75% of Annual Goal Obtained

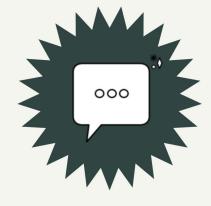
REACH

October 11,047

November 2,088

December 9,039

416% of Annual Goal Obtained



TASTE NEWBERG | QUARTERLY REPORT

Facebook | TOP FIVE POSTS



Caption: "10. A TASTE OF CRAFT BEER. If your tastes prefer a fresh hopped IPA, or a funky fresh farmhouse ale, then you should highly consider joining the beer club at Social Goods."

Date Posted:

10/20/21

Likes, Comments: 8

<u>Reach</u>: 13,952

Post Clicks: 47
Shares: 3



Caption: "8. A TASTE OF SPIRITS.

It's that special time of year for hot toddies and festive craft cocktails!

Thank you, Father Winter, for making spirits bright again. "

Date Posted:

12/15/21

Likes, Comments: 14

Reach: 1,520

Post Clicks: 163

Shares: 4



<u>Caption</u>: "5. A TASTE OF FASHION I Your taste in fashion can

most definitely be found at one of our charming Newberg boutiques!"

Date Posted:

12/8/21

Likes, Comments: 12

Reach: 909

Post Clicks: 39

Shares: 3



Caption: "Taste Newberg is the official travel resource for Newberg, Oregon, offering a consumer-facing website for visitors to the destination, providing timely information and itinerary ideas

for local travel."

Date Posted:

11/9/21

Likes, Comments: 35

Reach: 639

Post Clicks: 111

Shares: 3



Caption: "Don't Forget to Vote for Newberg – Best Small Town Food Scene in USA Today 10Best Readers' Choice 2021 @usatoday"

Date Posted:

10/20/21

Likes, Comments: 14

Reach: 463

Post Clicks: 22

Shares: 2

Instagram | TOP FIVE POSTS



<u>Caption:</u> "We're kicking off the holiday season with a very special GIVEAWAY from our local Taste Newberg partners!"

Date: 11/19/21

<u>Likes</u>: 116 <u>Impressions</u>: 6,106

Comments: 29
Saves: 22



<u>Caption</u>: "If you are an early riser, make your designated first stop of the day at one of our fantastic downtown

Newberg coffee shops."

Date: 10/21/21

<u>Likes</u>: 109 <u>Impressions</u>: 1,060

Comments: 2

Saves: 5



Caption: "The Cameo Theatre has new movies! Come see Newberg's most historically intact business designed by the prominent architect Day Walter Hilborn in 1937."

<u>Date</u>: 10/25/21

Likes: 108

Impressions: 1,207

Comments: 7

Saves: 3



<u>Caption</u>: "Are you enjoying these snow days in Newberg as much as we are?"

Date: 12/27/21

Likes: 101

Impressions: 913

Comments: 3

Saves: 1



Caption: "Taste Newberg is the official travel resource for Newberg, Oregon, offering a consumer-facing website for visitors to the destination, providing timely information and itinerary ideas

for local travel."

Date: 11/9/21

<u>Likes</u>: 87

Impressions: 649

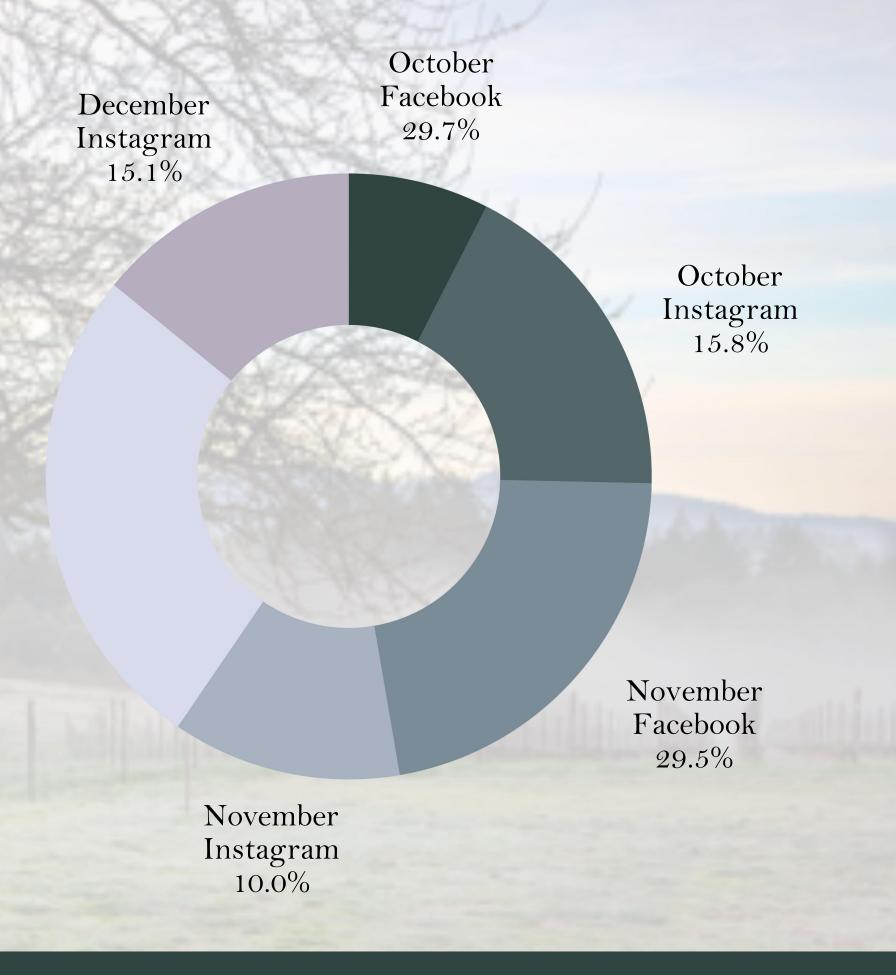
Comments: 2

Saves: 1

SOCIAL MEDIA AUDIENCE

Out of Area





EMAIL MARKETING

October

Consumer Newsletter: 50.70% Open Rate | 15.0% Click Rate | 148 Subscribers

Industry Newsletter: 25,20% Open Rate | 3.50% Click Rate | 319 Subscribers

November

Consumer Newsletter: 44.80% Open Rate | 11.0% Click Rate | 164 Subscribers

Industry Newsletter: 26.30% Open Rate | 2.80% Click Rate | 319 Subscribers

December

Consumer Newsletter: 60.0%% Open Rate | 10.50% Click Rate | 195 Subscribers

Industry Newsletter: 31.5% Open Rate | 4.70% Click Rate | 320 Subscribers

FYTD Progress to Goal

Consumer Newsletter: +144% Open Rate | +251% Click Rate | +89% Subscribers

Top 5 Links Clicked: Travel Oregon blog - Tasty Day Trip to Newberg; Portland Monthly article - Wineries with Warm,

Outdoor Seating; Taste Newberg - Truffle Month blog; Taste Newberg - 12 Tastes of Christmas blog; Willamette Valley

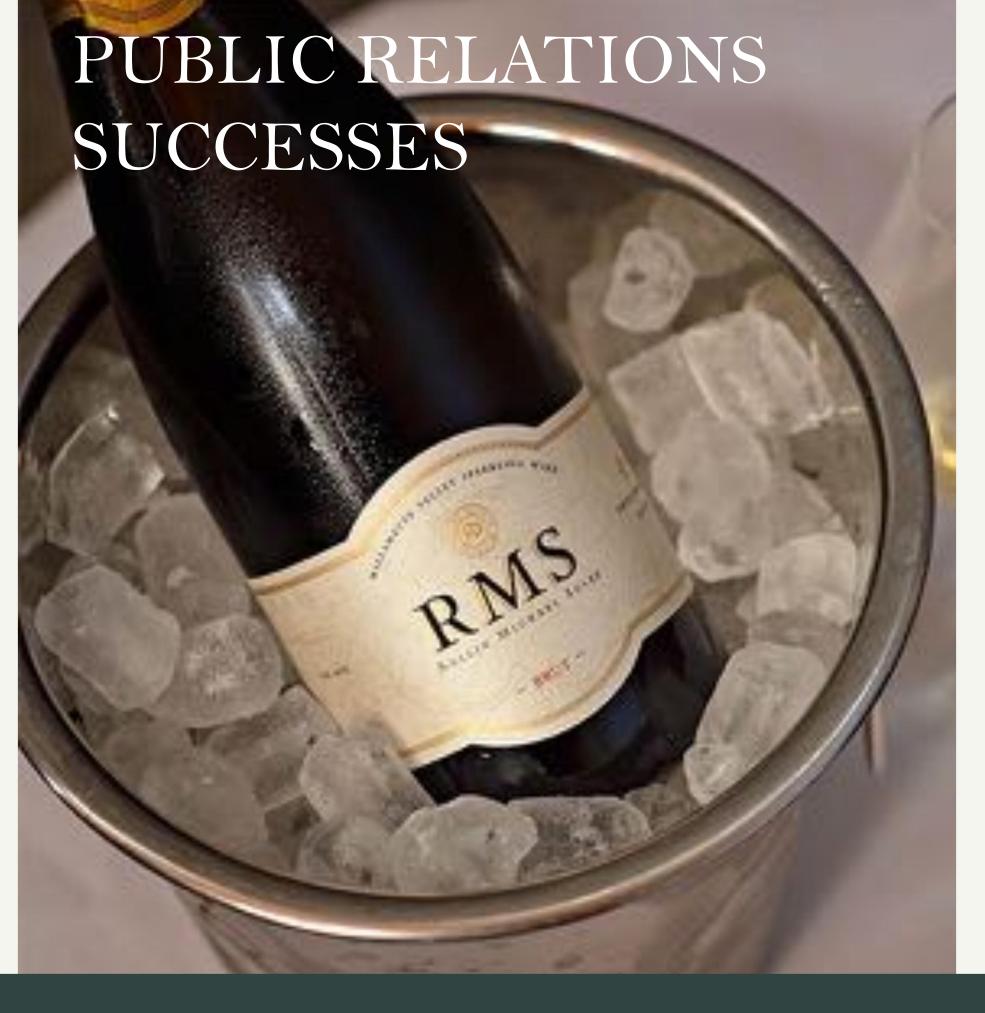
Wineries Association - The Giving Season

Industry Newsletter: +89% Open Rate | +118% Click Rate | +64% Subscribers

Top 5 Links Clicked: NDC - Berg Bucks gift card program; ORLA - Guest Service Training; Taste Newberg - Newberg

Truffle Month blog; City of Newberg – ARPA funds available; Taste Newberg – 12 Tastes of Christmas blog





METRICS

TASTE NEWBERG PR TEAM

of Articles – 12 (4 national, 4 regional, 4 local)

of Newberg businesses mentioned - 114

Impressions – 110,399,400m

Social shares – 10,249

WILLAMETTE VALLEY VISITOR'S ASSOCIATION PR TEAM

of Articles – 6 (3 national, 2 regional, 1 local)

of Newberg businesses mentioned – 20

Impressions – 156,710,380m



October

Focus was on holiday promotion campaign planning, Newberg Truffle Month work session, three successful hosted media visits.

Results:

- 12 Tastes of Christmas promotion was developed and in pre-planning stages.
- Outreach to tourism industry partners soliciting their participation in Newberg Truffle Month for February 2022.
- 3 articles in the queue from journalists who visited this month.

November

Work centered on finalizing Newberg Truffle Month lodging packages, sent out press releases re: Newberg as USA Today #6 Best Small Town Food Scene and *12 Tastes of Christmas*. Pitched story ideas to media about truffle and winter activities.

Results:

- Produced one 30-second intro video and twelve 15-second videos for *12 Tastes of Christmas*, 8 Instagram reels.
- Secured coverage in Willamette Valley Visitors Association e-newsletter and blog about our holiday campaign.

December

Produced month-long campaign 12 Tastes of Christmas featuring local merchants and products, centered around different themes or tastes in Newberg. Created lodging offer tie-in at Yamhill Flats. Results:

Positive Social Media metrics – Likes – 409; Views – 3,145; Reach – 9,739; Impressions – 11,768;
 Shares – 27; New Followers – 16

Finalized Newberg Truffle Month participants. Wrote/published blog article. Pitched to national media.

MEDIA MENTIONS – HIGHLIGHTS

- 10/1 travelandleisure.com, The Next Big Sparkling Wine Destination Isn't Where You'd Expect Mentions ROCO, The Painted Lady, Painted Lady Guest House, Allison Inn & Spa
- 10/1 Thrillist.com, Hit the Road To These LGBTQIA-Friendly Wine Destinations Mentions Penner-Ash, ROCO, Allison Inn and Spa, JORY
- 10/22 pdx.eater.com, A Guide to Walk-In Wine Tasting in the Willamette Valley Mentions Patricia Green Cellars, Adelsheim, Penner-Ash, Bergstrom, Trisaetum, Vidon
- 11/4 Travel Awaits, My 7 Favorite Experiences in Oregon Wine Country Mentions Wine de Roads, Domaine Divio, Arlyn, Eminent Domaine, Willamette Water Trail, Allison Spa, REX Hill, JORY, SubTerra, Vista Balloon Adventures, Taste Newberg
- 11/8 USA Today 10Best.com, Best Small Town Food Scene 2021 Mentions The Painted Lady, JORY, SubTerra
- 11/10 1859oregonmagazine.com, The 2021 PNW Holiday Gift Guide Mentions Black Tie Tours' Truffle Hunting Tours
- 11/11 writtenpalette.com, Utopia Vineyards: The Best of Ribbon Ridge AVA Mentions Utopia Winery, Ribbon Ridge AVA, Chehalem Mountains AVA
- 11/17 Newberg Graphic Online and Print, Newberg Officially A Food Destination Mentions The Painted Lady, JORY, SubTerra, Taste Newberg
- November/December 1859 Oregon's Magazine Print, Romantic Getaways Mentions The Allison, The Setting Inn
- 12/15 Travel Oregon, <u>Tasty Day Trip to Oregon</u> Mentions Taste Newberg, See See Motor Coffee, Caravan Coffee, Chehalem Mountains AVA, Colene Clemens, Longplay Wine, Vidon Vineyard, Et Fille Wines, Valley Wine Merchants, Wolves & People, Dos Mundos, <u>Bite96 of Newberg</u>, Hunny Beez, Bangkok Noi Thai, G&W Smoked Caribbean BBQ, Storrs, Rosmarino, Miss Hannah's Popcorn, Chapters, Cream NW, Honey Pie, Barley & Vine, Good Company Cheese, The Painted Lady, Recipe, SubTerra, The Newbergundian, The Allison, The Setting Inn, Chehalem Ridge B&B, Yamhill Flats, Black Tie Tours, Ruddick/Wood.
- 12/15 Newberg Graphic, 12 Tastes of Newberg Kicks Off in Newberg Mentions Taste Newberg, Cream NW, Teeter Totter, Luckee Dutch, Sprinkles of Joy, Miss Hannah's Popcorn, Good Company Cheese, NW Fresh Seafood, Chapters, Adelsheim, ROCO, Et Fille, Raptor Ridge, Potter's Vineyard, Styring, Killdeer Distilling, Ewing Young Distillery, Coffee Cottage, Caravan Coffee, See See Motor Coffee, Coffee Cat, Vista Balloon Adventures, Black Tie Tours, Wine de Roads, The Allison, Resonate Health Spa, Luminous Spa, Social Goods, Chehalem Valley Brewing, Wolves & People, ART Elements, Art with Elegance, Blue Trout Gallery, JORY, The Painted Lady, Rosmarino, SubTerra.
- 12/30 Forbes, All The Delicious Ways To Experience Truffle Month In Oregon's Willamette Valley Mentions Black Tie Tours, Alexana Winery, Native Flora winery, Hazelfern Cellars, The Painted Lady, Wolves & People, Ruddick/Wood, SubTerra, REX HILL, Newbergundian, Good Company Cheese, Honey Pie, Chapters, The Allison, Chehalem Ridge B&B, Lifestyle Properties, The Setting Inn, Taste Newberg.

PARTNERSHIPS, COLLABORATIONS & MARKETING SUPPORT (Pt.1)



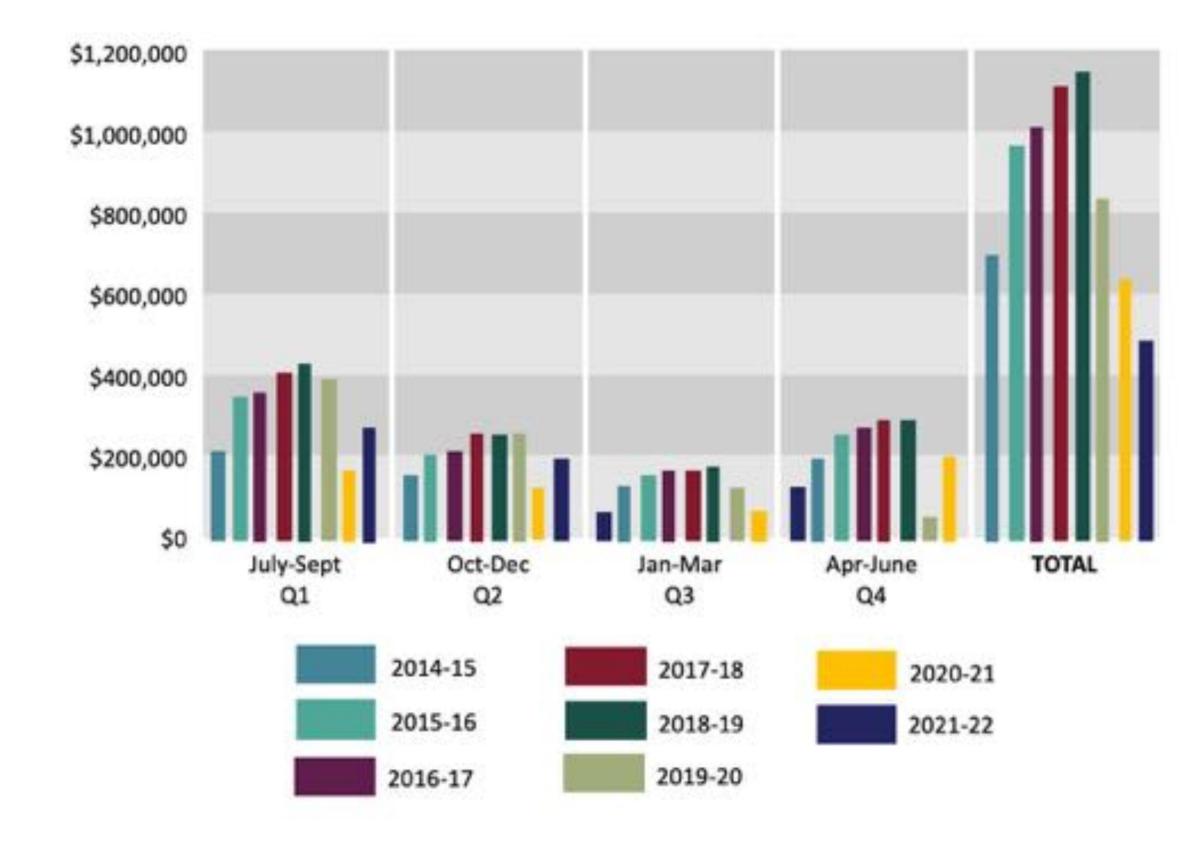
- Travel Oregon
 - Attended Oregon Tourism Commission quarterly meeting
- Willamette Valley Visitors Association (WVVA)
 - Coordinated WVVA staff familiarization visit to Newberg in January
 - Attended planning meeting World Athletics Championships Oregon 22
 - Attended
 - Monthly Board meetings
 - Monthly Public Relations-Marketing Committee meetings
 - Race, Diversity, Equity & Inclusion task force meetings
 - Re-opening Willamette Valley task force meeting
- Willamette Valley Wineries Association (WVWA)
 - Collaborated with WVWA and Oregon Wine Board on joint equity statement that could be shared on their web sites, including WVVA, TN and Visit McMinnville logos in support
 - Taste Newberg supported their Giving Season campaign events and special offers, thru various marketing messaging
- Chehalem Valley Chamber of Commerce
 - Coordinated itinerary for Tourism Day and presented Tourism 101 to Leadership Chehalem
 Valley cohort

PARTNERSHIPS, COLLABORATIONS & MARKETING SUPPORT (Pt.2)



- Newberg Downtown Coalition/Chehalem Valley Chamber of Commerce/Taste Newberg
 - Met to discuss shared goals and collaborative ideas, with focus on economic development and business community support
 - Collaborated on developing/writing/submitting joint ARPA fund request to City of Newberg, specific to local business support and marketing tools
- City of Newberg
 - Presented Taste Newberg's annual audit results to City Council in October
 - Presented July-September 2021 quarterly report to City Council in November
 - Submitted annual recap of TN's Community Visioning Program activities and accomplishments to Doug Rux
- Visit McMinnville
 - Participation as a supporting partner for Travel Oregon-awarded Destination Ready assessment for Yamhill County, specific to evaluating outdoor recreation gaps with a strong focus on cycling and mountain biking.

TRANSIENT LODGING TAX REVENUE RECAP



The Allison operated at reduced lodging capacity, due to continued labor shortages.

FISCAL YEAR 2021-2022 BUDGET ROLL-UP FOR Q2

	FY 2020 - 2021		FY 2021 - 2022		
	JAN- MAR	APR - JUN	JUL - SEP	OCT - DEC	ANNUAL BUDGET
BEGINNING BALANCE	\$426,117	\$426,298	\$409,038**	\$425,978	\$278,918
REVENUE					
TLT REVENUE	\$25,665	\$19,597	\$51,299	\$93,013	\$186,524
OTHER REVENUE	\$26,436	\$462	\$30,116*	\$241	\$750
TOTAL REVENUE	\$52,101	\$20,059	\$81,415	\$93,254	\$187,274
EXPENSE					
PERSONNEL	\$33,053	\$33,608	\$27,906	\$22,897	\$141,231
OFFICE OVERHEAD	\$1,443	\$3,155	\$7,833	\$1,703	\$22,300
RESERVES	\$0	\$0	\$0	\$0	\$40,883
MARKETING	\$17,424	\$26,681	\$28,737	\$38,764	\$261,635
TOTAL EXPENSE	\$51,920	\$63,444	\$64,475	\$63,364	\$466,048
NET INCOME	\$181	\$-17,260	\$16,939	\$29,890	\$-278,774
END OF FISCAL YEAR BALANCE		\$409,038**			\$144

^{*}Other revenue includes \$30,000 grant funds from City of Newberg.

^{**}Jul-Sep 2021 Beginning Balance and Apr-Jun 2021 End-Of-Fiscal-Year Balance are based on FY 2020-21 year-end actuals, not what was reflected in the Annual budget, which was approved prior to fiscal year end.

THANK YOU

Leslie Caldwell leslie@tastenewberg.com 503.530.0780



TASTE NEWBERG

OREGON



REQUEST FOR COUNCIL ACTION



Date Action Requested: (February 22, 2022)

Order \square Ordinance \square Resolution Motion \square No. 2022-3791	Information □	
Subject: Resolution 2022-3791, A resolution authorizing the City Manager Pro Tem to accept a grant in the amount of \$86,000 for the purchase of Body Worn Cameras	Staff: Jeff Kosmicki Department: Police File No.	
Business Session	Order On Agenda:	
Hearing Type: Administrative		

Recommendation:

Adopt resolution 2022-3791

Executive Summary:

Law enforcement agencies across the United States and throughout the world are using BWCs as a promising tool to improve evidentiary outcomes and enhance the safety of and improve interactions between officers and the public. BWCs are also proving to be an important tool to assist broader law enforcement, problem-solving and community engagement strategies within jurisdictions. Most encounters between police and residents will be captured on video providing an accurate account of the interaction. The department also expects a reduction in false claims and litigation payouts; assistance in resolving citizen complaints since there will be a video of what took place; improved evidence gathering; and encouragement for all parties involved in the recording to maintain a higher standard of behavior during an incident.

Proven benefits of body-worn camera technology include transparency and agency accountability; increased officer safety; opportunity for incident review that can be used for, training, complaint resolution and more successful prosecution and conviction rates, reduction in citizen complaints and use of force incidents; and improved officer performance and professionalism. According to the Implementing a Body-Worn Camera Program report from the Police Executive Research Forum and Community Oriented Policing Services office of the US Department of Justice, the two primary benefits for a law enforcement officer wearing a body-worn camera are that it reduces complaints and aids in resolving officer-involved incidents and it assists in identifying and correcting internal agency problems. Furthermore, according to a report from the Office of Justice Program's Diagnostic Center in 2014 the benefits for a law enforcement officer wearing a body-worn camera are that:

• Body-worn cameras increase transparency and citizen views of police legitimacy.

- Body-worn cameras have a civilizing effect, resulting in improved behavior among both police officers and citizens.
- The presence of BWC video has also been shown to improve the collection of evidence and the recollection of statements which both strengthen a criminal case sent for prosecution.
- Body-worn camera footage is a valuable training tool. Video of real events can be critiqued, analyzed and discussed amongst the officers.

Fiscal Impact:

This grant is a 50% matching grant with the option to re-apply in future years.

Strategic Assessment:

2020 Council goals:

- 1: Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes
- 2: Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Body worn cameras are proven to be a valuable tool to enhance the safety of the public and improve interactions between law enforcement and the public. BWC's are an important tool to provide transparency, assist with problem solving, and community engagement.

Body worn cameras will provide an accurate video documentation of law enforcement contacts with residents. The department expects a reduction in false claims and litigation payouts; assistance in resolving complaints; improved evidence gathering; and encouragement for all parties involved in the recording to maintain a higher standard of behavior.



RESOLUTION NO. 2022-3791

 ${f A}$ Resolution authorizing the City Manager Pro Tem to accept a grant in the amount of \$86,000 for the

purchase of Body Worn Cameras

Recitals:

- I. Body worn cameras are proven to be a valuable tool to enhance the safety of the public and improve interactions between law enforcement and the public. BWC's are an important tool to provide transparency, assist with problem solving, and community engagement.
 Body worn cameras will provide an accurate video documentation of law enforcement contacts.
- with residents. The department expects a reduction in false claims and litigation payouts; assistance in resolving complaints; improved evidence gathering; and encouragement for all parties involved in the recording to maintain a higher standard of behavior.

Resolves as Follows:	of Newberg	The City
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2. The City authorizes the City Manager Pro Tem to execute all documents related to this gra

1. The City accepts the grant from the US Department of Justice in the amount of \$86,000

2. The City authorizes the City Manager Pro Tem to execute all documents related to this grant award.

Effective Date of this resolution is the day after the adoption date, which is:, 2022. Adopted by the City Council of Newberg, Oregon, this day of, 2022.

		Rick Rogers, Mayor
. 2022.	to yab	Attest by the Mayor this
		sue Kyan, City Recorder

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REQUEST FOR COUNCIL ACTION



Date Action Requested: (February 22, 2022)

Order \square Ordinance \square Resolution Motion \square No. 2022-3792	Information □	
Subject: Resolution 2022-3792, A resolution authorizing the City Manager Pro Tem to purchase Axon equipment for the purpose of implementing a body worn camera program.	Staff: Jeff Kosmicki Department: Police File No.	
Business Session	Order On Agenda:	
Hearing Type: Administrative		

Recommendation:

Adopt resolution 2022-3792

Executive Summary:

The Newberg-Dundee Police department is requesting approval to purchase Axon equipment to implement a Body Worn Camera (BWC) program to meet our goals of transparency and accountability.

Law enforcement agencies across the United States and throughout the world are using BWCs as a promising tool to improve evidentiary outcomes and enhance the safety of and improve interactions between officers and the public. BWCs are also proving to be an important tool to assist broader law enforcement, problem-solving and community engagement strategies within jurisdictions. Most encounters between police and residents will be captured on video providing an accurate account of the interaction. The department also expects a reduction in false claims and litigation payouts; assistance in resolving citizen complaints since there will be a video of what took place; improved evidence gathering; and encouragement for all parties involved in the recording to maintain a higher standard of behavior during an incident.

Proven benefits of body-worn camera technology include transparency and agency accountability; increased officer safety; opportunity for incident review that can be used for, training, complaint resolution and more successful prosecution and conviction rates, reduction in citizen complaints and use of force incidents; and improved officer performance and professionalism. According to the Implementing a Body-Worn Camera Program report from the Police Executive Research Forum and Community Oriented Policing Services office of the US Department of Justice, the two primary benefits for a law enforcement officer wearing a body-worn camera are that it reduces complaints and aids in resolving officer-involved incidents and it assists in identifying and correcting internal agency problems.

Furthermore, according to a report from the Office of Justice Program's Diagnostic Center in 2014 the benefits for a law enforcement officer wearing a body-worn camera are that:

- Body-worn cameras increase transparency and citizen views of police legitimacy.
- Body-worn cameras have a civilizing effect, resulting in improved behavior among both police officers and citizens.
- The presence of BWC video has also been shown to improve the collection of evidence and the recollection of statements which both strengthen a criminal case sent for prosecution.
- Body-worn camera footage is a valuable training tool. Video of real events can be critiqued, analyzed and discussed amongst the officers.

The department has been planning for a successful implementation over the last year. The department has consulted with agencies who have already implemented BWC's, attended trainings, established policies, and field tested 3 brands of BWC's.

For each trial, three officers field tested the cameras and records technicians tested the software used to manage the video.

Axon emerged as the department's choice of the three tested. Officer's wearing the cameras reported no issues and records technicians reported Axon's software was the most efficient and required the least amount of time to process video evidence.

Getac was tested and officers reported the battery would only last part of a shift. Records technicians reported the software worked, but required more time to process than Axon or Watchguard.

Watchguard had mixed reviews from the officers field testing it, and records technicians reported the software worked, but required more time to process than Axon.

Fiscal Impact:

The 5 year contract for this purchase is \$414,900.08, billed annually at \$82,980 the first year, then \$82,980.01 in years 2-5. This cost is offset by a US department of Justice 50% matching grant that has provided the City with \$86,000. The City intends to re-apply for this grant in future years to offset the costs of the program.

Strategic Assessment:

2020 Council goals:

- 1: Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes
- 2: Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Body worn cameras are proven to be a valuable tool to enhance the safety of the public and improve interactions between law enforcement and the public. BWC's are an important tool to provide transparency, assist with problem solving, and community engagement.

Body worn cameras will provide an accurate video documentation of law enforcement contacts with residents. The department expects a reduction in false claims and litigation payouts; assistance in resolving complaints; improved evidence gathering; and encouragement for all parties involved in the recording to maintain a higher standard of behavior.



RESOLUTION NO. 2022-3792

A Resolution authorizing the City Manager Pro Tem to purchase Axon equipment for the purpose of implementing a body worn camera program.

Recitals:

- Body worn cameras are proven to be a valuable tool to enhance the safety of the public and improve interactions between law enforcement and the public. BWC's are an important tool to provide transparency, assist with problem solving, and community engagement.
 Body worn cameras will provide an accurate video documentation of law enforcement contacts.
- with residents. The department expects a reduction in false claims and litigation payouts; assistance in resolving complaints; improved evidence gathering; and encouragement for all parties involved in the recording to maintain a higher standard of behavior.

The City of Newberg Resolves as Follows:

The City Council acting as the Contract Review Board for the City does hereby authorize the City
 Manager Pro Tem to approve the purchase of Axon equipment for the amount of \$414,900.08

Attest by the Mayor this	ło yab	. 2022.	
Sue Ryan, City Recorder			

REQUEST FOR COUNCIL ACTION



Date Action Requested: February 22, 2022

Order \square Ordinance \square Resolution Motion \square No. 2022-3794	Information □
Subject: A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.05.030 Definitions, 15.100 Land Use Processes and Procedures, 15.235 Land Divisions, and 15.240 Planned Unit Development Regulations related to SB 458 Middle Housing Land Division and ORS 197.360 Expedited Land Division	Staff: Doug Rux, Director Department: Community Development File No. DCA22-0002
Business Session	Order On Agenda: Consent
Hearing Type:	

Recommendation:

Adopt Resolution No. 2022-3794.

Executive Summary:

The Oregon Legislature adopted SB458 during the 2021 legislative session. The Bill requires cities for Middle Housing development to allow a partition or subdivision of land for Middle Housing. There are also provisions that tie to ORS 197.360 related to Expedited Land Division. The City of Newberg has not amended its Development Code to integrate the Expedited Land Division statutory provisions into the Development Code and will need to do so for compliance with SB458.

New language will need to be added to 15.05.030 Definitions, 15.100 Land Use Processes and Procedures, 15.235 Land Divisions, and 15.240 Planned Unit Development Regulations to address land divisions for Middle Housing projects. There may be other chapters in the Development Code that need to be amended as well and will be determined as a proposal is researched and evaluated. The new regulations need to be adopted by June 30, 2022, as the effective date of SB 458 is July 1, 2022.

The City Council is not asked to make a decision on these proposed changes at this time; only to initiate the amendment so that the proposed changes can be studied through the public hearing process. If the Council initiates the amendment staff will then schedule the item for a Planning Commission public hearing to develop a recommendation. The Planning Commission recommendation would then be brought to the City Council for a public hearing and final decision.

Fiscal Impact:

No fiscal impact is anticipated with the proposal. Staff time will be allocated to process the request.

Strategic Assessment:

2020 Council Goals:

1. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes.

Not applicable.

2. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Not applicable.

3. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

This proposal will create a new system for division of land related to Middle Housing to encourage Middle Housing development through either ownership or rental opportunities.

4. Create and support an Urban Renewal Plan and Authority.

Not applicable.

5. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Not applicable.



RESOLUTION NO. 2022-3794

A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.05.030 Definitions, 15.100 Land Use Processes and Procedures, 15.235 Land Divisions, and 15.240 Planned Unit Development Regulations related to SB 458 Middle Housing Land Division and ORS 197.360 Expedited Land Division

Recitals:

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- I. The Oregon Legislature adopted SB 458 Middle Housing Land Division during the 2021 legislative session.
- 2. The request is to consider initiating an amendment to the Newberg Municipal Code Title 15 Development Code (NDC), and 15.235 Land Divisions and 15.240 Planned Unit Development Regulations to address land divisions for Middle Housing projects.

The City of Newberg Resolves as Follows:

- The City Council initiates an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.05.030 Definitions, 15.100 Land Use Processes and Procedures, 15.235 Land Divisions, and 15.240 Planned Unit Development Regulations to address land divisions for Middle Housing projects to implement SB 458 and ORS 197.360. This starts the public process to study the proposed amendments.
- By initiating this amendment, the City Council does not commit to taking any specific action on the proposal. It only wishes to give the amendment full consideration by the Planning Commission and City Council in public hearings.

Effective Date of this resolution is the day after the adoption date, which is: February 23, 2022. Adopted by the City Council of Newberg, Oregon, this 22nd day of February, 2022

Rick Rogers, Mayor	-
Attest by the Mayor this 24th day o	у оf February 2022.
Sue Ryan, City Recorder	

REQUEST FOR COUNCIL ACTION



Date Action Requested: February 22, 2022

Order \square Ordinance \square Resolution Motion \square No. 2022-3798	Information □
Subject: A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.435.030, 15.435.090, and 15.435.100 related to portable and temporary signs	Staff: Doug Rux, Director Department: Community Development File No. DCA22-0001
Business Session	Order On Agenda: Consent
Hearing Type:	

Recommendation:

Adopt Resolution No. 2022-3798.

Executive Summary:

The City of Newberg last updated its development code regarding temporary and portable signs on September 8, 2015, with Ordinance No. 2015-2782.

Following many complaints in November and December of 2021 from residents about the positioning or validity of political signs the City of Newberg's Code Enforcement Officer reported to the City Manager Pro Tem that these complaints were becoming a hinderance to normal safety related code enforcement operations.

The proposed Development Code Amendment would modernize the sign code to more closely match the ways residents desire to use signs today. The concepts for the changes would include:

- 1. Increase the total number of flags a person can fly from 1 to 2 to allow for the flying of a personal flag along with old glory, for example a state flag and old glory, or the flag of a person's nation of birth and old glory.
- 2. Increase the total number of signs a person can display from 1 to 2 to allow for a wide range of purposes like marketing home business or supporting two civic causes.
- 3. Remove political considerations from our sign code and allow us to enforce the code free of any suggestions of political bias. The sign code will respect peoples first amendment rights and be based on form and quantity not content.

4. Add a section to allow for extra flags to be flown when the U.S. Flag is flown at half-staff to allow for the celebration of the life of exceptional Americans.

There may be other chapters in the Development Code that need to be amended as well and will be determined as a proposal is researched and evaluated.

The City Council is not asked to make a decision on these proposed changes at this time; only to initiate the amendment so that the proposed changes can be studied through the public hearing process. If the Council initiates the amendment staff will then schedule the item for a Planning Commission public hearing to develop a recommendation. The Planning Commission recommendation would then be brought to the City Council for a public hearing and final decision.

Fiscal Impact:

No fiscal impact is anticipated with the proposal. Staff time will be allocated to process the request.

Strategic Assessment:

2020 Council Goals:

1. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes.

Keeping the city out of local party politics furthers the council goal of avoiding legal disputes.

2. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Furthering City Council goal in the equity area by avoiding taking any positions that could be seen to infringe on a residents first amendment right.

3. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

Not applicable.

4. Create and support an Urban Renewal Plan and Authority.

Not applicable.

5. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Not applicable.



RESOLUTION NO. 2022-3798

A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.435.030, 15.435.090, and 15.435.100 related to portable and temporary signs

Recitals:

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- 1. The City of Newberg last updated its development code regarding temporary and portable signs on September 8, 2015, with Ordinance No. 2015-2782.
- 2. Following many complaints in November and December of 2021 from residents about the positioning or validity of political signs the City of Newberg's Code Enforcement Officer reported to the City Manager Pro Tem that these complaints were becoming a hinderance to normal safety related code enforcement operations
- The request is to consider initiating an amendment to the Newberg Municipal Code Title 15 Development Code (NDC), 15.435.030, 15.435.090, and 15.435.100.

The City of Newberg Resolves as Follows:

- 1. The City Council initiates an amendment to the Newberg Municipal Code, Title 15 Development Code, 15.435.030, 15.435.090, and 15.435.100. This starts the public process to study the proposed amendments.
- By initiating this amendment, the City Council does not commit to taking any specific action on the proposal. It only wishes to give the amendment full consideration by the Planning Commission and City Council in public hearings.

Effective Date of this resolution is the day after the adoption date, which is: February 23, 2022. Adopted by the City Council of Newberg, Oregon, this 22nd day of February, 2022

ttest by the Mayor this 24^{th} day of February 2022.	V
ue Ryan, City Recorder	S

Rick Rogers, Mayor



REQUEST FOR COUNCIL ACTION

Date Action Requested: February 22, 2022

Hearing Type: AA	
Business Session	Order On Agenda: Consent
Subject: A resolution authorizing the City Manager Pro Tem to waive the competitive solicitation requirement for a Rockwell Programmable Logic Controller from North Coast Electric Co.	Staff: Kaaren Hofmann, City Engineer Department: Public Works Department - Engineering File North
	needieral 14:0 macrahell neuce V 32:42
Order Or	☐ noitsmrofnI

Recommendation:

Adopt Resolution No. 2022-3793.

Executive Summary:

The Programmable Logic Controller (PLC) is the system which provides the ability to run the treatment plant in an automatic mode. The current Programmable Logic Controllers (PLCs) are part of the Siemens SIMATIC 505 family of process controllers. This is an unsupported platform that was discontinued in January 2016. Because they are no longer supported by the manufacturer, the City may have difficulty finding replacement parts. Currently, the City has been getting replacement parts from a third party, Control Technology, Inc. It is unclear if or when this will cease to be an option. Additionally, there is a single PLC controlling the entire plant. This presents a single point of failure for the plant. It has been recommended that a redundant pair of processors or dividing the functional responsibility for plant operation between multiple processors be added. The current programming platform is provided from a third party and is not supported by Siemens. As it sits now, the City is dependent on a single resource for their system support.

If this system failed, the operators of the treatment plant would no longer be able to control/manage the treatment processes, and lift stations remotely. This would require that the operators must start each piece of equipment in manual mode and then all controls have to be run manually. This relates to at least one operator staffing the facility 24/7 with another on standby, significantly increasing the cost of service to the residents of the City. Our staffing levels are not established to staff the plant on a 24/7 basis, and therefore when covering the additional shifts we do not have enough staff available to staff our normal daytime operational needs. It may also increase the likelihood of a permit violation.

This project will replace the existing PLC with a supported process controller and provide for additional security and redundancy in the system. This is a project that has been in the City's Capital Improvement Program for several years. An assessment of the system and a next steps plan has been completed.

Assessment & Recommendations

The City consulted with a technical expert in SCADA systems to provide an assessment of the existing system and recommendations for moving forward in implementing a new controller system. As with any

commodity, there are many manufacturers that offer PLCs with a few that stand out as having a large market share. In their report they evaluated five (5) different manufacturers of PLCs: Rockwell, Siemens, GE/Emerson, Schneider and Automation Direct, and they provided pros & cons for each system.

City Staff reviewed the information provided and chose Rockwell as the best manufacturer for the new PLC. The factors that led to this decision include: the scalability of the system, support and training are excellent, they are used extensively throughout the water and wastewater industry, and the City has several components of this system already in place. The system that we choose will be used at both the wastewater treatment plant and in the future at the water treatment plant.

The Newberg Municipal Code and ORS 279B address purchasing and contracting requirements including the use of special solicitation methods and exemptions from competitive bidding for special procurements. The City Council per ORS 279B.080 may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts upon receiving a written request under ORS 279B.080 that demonstrates that the use of a special procurement as described in the request:

- 1. Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- 2. Is reasonably expected to result in substantial cost savings to the City or to the public; or otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

Requested Contracting Procedure

The proposed contracting method to be employed by approval of the exemption from competitive solicitation is to be a direct award for the Rockwell equipment to North Coast Electric Company. The contract will be reviewed by the City Attorney prior to award. It is estimated that the contract will need to be awarded and signed by May 31, 2022.

Criteria for Approval of Requested Contracting Procedure

A direct award for the Rockwell equipment will meet the requirements of ORS 279B.085:

1. It is unlikely that such exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts

The Rockwell ControlLogix system is the proposed brand name for the logic controller. The factors that led to this decision include: the scalability of the system, support and training are excellent, they are used extensively throughout the water and wastewater industry, and the City has several components of this system already in place. The system that we choose will be used at both the wastewater treatment plant and in the future at the water treatment plant.

Approval of the exemption from competitive solicitation for this specific procurement is unlikely to encourage favoritism or diminish competition for this public contract because North Coast Electric Company is the only authorized distributer of the Rockwell system.

2. It is reasonably expected to result in substantial cost savings to the City or to the public; or otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

To utilize the Rockwell system would promote the public interest by standardizing to a single type of PLC and the wide variety of support and programmer options. Furthermore, exceptional customer support and training that is provided with the system, which will help to ensure efficient utilization of the system. The savings of cost and time and the promoting of the public interest by choosing the Rockwell system and having North Coast Electric Company be the equipment vendor are unlikely to be realized by the informal solicitation for quotes.

Notification Required for Approval of Special Procurement

Under ORS 279B.085(5) and OAR 137-047-0285, public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055 (4). The City must give affected persons at least seven days from the date of the notice of approval of the special procurement to protest the special procurement in accordance with ORS 279B.400 and OAR 137-047-0700.

Based on the above findings, staff requests that the competitive solicitation requirement be waived for the procurement of the Rockwell PLC system purchased from North Coast Electric Company.

Fiscal Impact:

Approval of this resolution will provide a cost savings to the city resulting from more efficiency in the solicitation for, and installation of, the PLC. The budget for this project including equipment and installation is \$1,000,000. The City received a grant from Yamhill County for half of the project costs up to \$518,500.

Strategic Assessment:

This project will allow for installation of an updated PLC for the Wastewater Treatment Plant with a supported process controller and provide for additional security and redundancy in the system.

RESOLUTION No. 2022-3793



A Resolution authorizing the City Manager Pro Tem to waive the competitive solicitation requirement for a Programmable Logic Controller from Rockwell

Recitals:

- 1. The Programmable Logic Controller (PLC) is the system which provides the ability to run the treatment plant in an automatic mode.
- 2. The current programming platform is provided from a third party and is not supported by Siemens. As it sits now, the City is dependent on a single resource for their system support.
- 3. If this system failed, the operators of the treatment plant would no longer be able to control/manage the treatment processes, and lift stations remotely.
- 4. This project will replace the existing PLC with a supported process controller and provide for additional security and redundancy in the system. This is a project that has been in the City's Capital Improvement Program for several years.
- 5. City Staff reviewed the information provided and chose Rockwell as the best manufacturer for the new PLC. The factors that led to this decision include: the scalability of the system, support and training are excellent, they are used extensively throughout the water and wastewater industry, and the City has several components of this system already in place. The system that we choose will be used at both the wastewater treatment plant and in the future at the water treatment plant.
- 6. The Newberg Municipal Code and ORS 279B addresses purchasing and contracting requirements including the use of special solicitation methods and exemptions from competitive bidding for special procurements., exemptions for public improvement projects and the use of brand name specifications. The City Council per NMC 3.25 and ORS 279B.080 may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts upon receiving a written request under ORS 279B.080 that demonstrates that the use of a special procurement as described in the request:.
 - a. Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
 - b. Is reasonably expected to result in substantial cost savings to the City or to the public; or otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.
- 7. A direct award of contract to North Coast Electric Company is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts. The Rockwell ControlLogix system is the proposed brand name for the logic controller. The factors that led to this

Rockwell system. system already in place. North Coast Electric Company is the only authorized distributer of the extensively throughout the water and wastewater industry, and the City has several components of this decision include: the scalability of the system, support and training are excellent, they are used

- ∞ support and training that is provided with the system, which will help to ensure efficient utilization of applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted A direct award of contract to North Coast Electric Company is reasonably expected to result in realized by an informal solicitation for quotes or proposals. Rockwell system and having North Coast Electric Company be the equipment vendor are unlikely to be the system. The savings of cost and time and the promoting of the public interest by choosing the PLC and the wide variety of support and programmer options. Furthermore, exceptional customer To utilize the Rockwell system would promote the public interest by standardizing to a single type of thereunder. North Coast Electric Company is the only authorized distributer of the Rockwell system. substantial cost savings to the City or to the public; or otherwise substantially promotes the public
- 9. Notice of the approval of a special procurement will be given in the same manner as provided in ORS 279B.400 and OAR 137-047-0700. approval of the special procurement to protest the special procurement in accordance with ORS 279B.055 (4). The City will give affected persons at least seven days from the date of the notice of

The City of Newberg Resolves as Follows:

- The Council makes and adopts the findings set forth in the above recitals
- 5 City Council hereby approves the special procurement for the Rockwell system and authorizes the City the Rockwell system. Manager Pro Tem to make a direct award of contract to North Coast Electric Company for purchase of
- $\dot{\omega}$ The City Attorney will review and approve all contract documents as to form and content

Adopted by the City Council of Newberg, Oregon, this 22nd day of February, 2022 Effective Date of this resolution is the day after the adoption date, which is: February 23, 2022

Sue Ryan, City Recorder

Attest by the Mayor this 24th day of February, 2022.

Rick Rogers, Mayor

City of Newberg • RESOLUTION NO. 2022-3793 • Page | 5

REQUEST FOR COUNCIL ACTION



Date Action Requested: February 22, 2022

Order \square Ordinance \square Resolution Motion \square No. 2022-3801	Information
Subject: A resolution adopting a revised position description for the City Manager.	Staff: Alison Seiler, Project Specialist Department: Human Resources File No.
Business Session	Order On Agenda: Consent
Hearing Type: Administrative	

Recommendation:

Adopt Resolution No. 2022-3801 revising the position description for the class title, City Manager.

Executive Summary:

The position descriptions for the class title, City Manager was last updated in November 2015 through Resolution 2015-3240.

The plan for the 2022 recruitment of a new City Manager passed by the City Council on January 18, 2022, called for the creation of a revised City Manager job description.

Fiscal Impact:

None

Strategic Assessment:

A current and relevant position description is the cornerstone document which succinctly defines and enumerates the scope and responsibility of a position within an organization and outlines the required qualifications and inherent knowledge, skills and abilities required for the position.

This document will assist in the establishment of performance evaluation goals and standards.



RESOLUTION NO. 2022-3801

A Resolution adopting a revised City Manager position description.

Recitals:

- The City has a position titled City Manager, who is a contract employee established by the City

 Charter.
- 2. The position description for the City Manager was last reviewed and revised in 2015 and formally adopted by the City Council through Resolution No. 2015-3240.
- 3. The position description has been reviewed and revised to accurately reflect the current duties, responsibilities, and qualifications for the position.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

- 1. The position description of City Manager is attached as Exhibit "A" and by this reference is hereby adopted.
- 2. Resolution 2015-3240 is hereby repealed.

Effective Date of this resolution is the day after the adoption date, which is: February 23, 2022.

Adopted by the City Council of Newberg, Oregon, this 22nd day of February 2022

ay of February 2022.	Attest by the Mayor this 24th d
_	Sue Ryan, City Recorder

Rick Rogers, Mayor

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: City Manager **Salary Range:** \$150,000 - \$170,000

Department: Administration **FLSA Status**: Exempt

Location: City Hall **Date:** February 2022

SUMMARY OF DUTIES & RESPONSIBILITES

The City Manager is appointed by, reports to, and serves at the pleasure of the City Council and provides administrative direction and leadership to all City departments. It is the role of the City Manager to propose and administer the City budget and ensure efficient and effective performance of City operations, in addition to assisting the City Council translate its vision and goals for Newberg into action plans. The City Manager works to implement the Council's priorities and directives, attends all Council meetings, makes reports and recommendations to the Council, and keeps the Council well-informed of matters affecting the City and its workforce.

The City Manager is an appointive officer of the City as provided for in Chapter VIII, Section 34 of the Charter. This excerpt follows:

Section 34. City Manager.

- (a) The office of City Manager is established as the administrative head of the City government. The City Manager is responsible to the Mayor and Councilors for the proper administration of all City business. The City Manager will assist the Mayor and Councilors in the development of City policies, and carry out policies established by ordinances, resolutions, and orders.
- (b) A majority of the Council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- (c) The manager need not reside in the City or the state at the time of appointment.
- (d) The manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
- (1) Attend all Council meetings unless excused by the Mayor or Council.
- (2) Make reports and recommendations to the Council about the needs of the City.
- (3) Administer and enforce all City ordinances, resolutions, orders, franchises, leases, contracts, permits, and other City decisions.
- (4) Appoint, supervise and remove City employees.
- (5) Organize City departments and administrative structure.
- (6) Prepare and administer the annual City budget.
- (7) Administer City utilities and property.
- (8) Encourage and support regional and intergovernmental cooperation.
- (9) Promote cooperation among the Council, staff and citizens in developing City policies, and building a sense of community.
- (10) Perform other duties as directed by the Council.
- (11) Delegate duties but remain responsible for acts of all subordinates.
- (f) The manager has no authority over the Council, City Attorney, or the judicial functions of the Municipal Judge.
- (g) The manager, the City Attorney, and other employees designated by the Council may sit at Council meetings but have no vote. The manager may take part in all Council discussions.
- (h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the Council must appoint manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with Council approval.
- (i) No Council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts.

Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Councilors may discuss or suggest anything with the manager relating to City business.

SUPERVISION RECEIVED

The City Manager works under the broad policy guidance of the City Council and is subject to its direction.

SUPERVISION EXERCISED

The City Manager shall exercise supervision over all municipal employees either directly or through department heads and supervisors, exclusive of the City Attorney, and Municipal Judge,

TYPICAL EXAMPLES OF WORK

The City Manager may perform a combination of some or all the following duties that are a representative sample of the level of work appropriate to this position.

1. Management:

- a. Responsible for the management and supervision of all City departments, agencies, and offices to achieve goals within available resources by appropriately delegating duties.
- b. Oversees the administration of workloads and staff assignments by studying, standardizing, and determining work roles, responsibilities, and procedures to improve efficiency and effectiveness of operations; preparing work schedules to expedite workflow.
- c. Appoints and removes all department heads and employees of the City.

2. Planning Goals:

- a. Provides leadership and direction in the development of short and long-range plans with City staff and the City Council.
- b. Oversees the administration of plans, reviews progress, and directs changes as needed, based on new developments in technology, legislation, practices, and regulations.
- c. Investigates, integrates, and implements technology where administratively and fiscally feasible.
- d. Gathers, interprets, and prepares data for studies, reports, and policy recommendations.
- e. Coordinates department activities with other departments and agencies as needed.

3. Communications:

- a. Provides written and oral professional advice to the City Council and department heads in a timely, clear, thorough, and concise manner.
- b. Communicates official plans, policies, and procedures to staff, the media, and to the general public.
- c. Presents information to councils, boards, commissions, civic groups, and to the general public.
- d. Issues clearly written and concise oral instructions to assign duties.
- e. Provides guidance to staff on social media and community engagement.
- f. Promotes harmony among City staff and works to resolve grievances, in a consistent manner, including giving and accepting direction and instructions in a positive way.

4. Fiscal Agent/Budget Officer:

- a. Assures that assigned areas of responsibility are performed within budget and demonstrates effective and efficient use of budgeted funds, personnel, materials, facilities, and time in compliance with federal, state and local laws.
- b. As budget officer, performs cost control activities and monitors revenues and expenditures in all departments, to assure sound fiscal control and to encourage innovative practices.
- c. As budget officer, prepares annual budget requests and ensures that the budget addresses the City Council's goals and objectives.

5. Customer Service:

- a. Advises and assists City staff in performing duties to adjust errors and address complaints.
- b. Projects a positive public image and is always courteous to the public.
- c. Maintains effective relations with media representatives.

- d. Promotes cooperation among the City Council, staff, and residents in developing policies and to build a sense of community.
- e. Promotes the city's **STRIVE** values of Service, Teamwork, Responsibility, Integrity, Value and Equity.

6. Intergovernmental Relations:

- a. Maintains effective communication with local, regional, state, and federal government agencies.
- b. Actively pursues financial resources (grants) from other agencies.
- c. Contributes to good government through participation in local, regional, and state committees and organizations.
- d. Effectively represents City programs and projects with legislators and state agencies in coordination with the City Council and Mayor.
- e. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices, and regulations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the City Council and the employee and is subject to change by the Council as the needs of the City and requirements of the job change.

QUALIFICATIONS - EDUCATION, EXPERIENCE, AND CERTIFICATION

A minimum of ten (10) years of experience in government or an organization of comparable complexity and five (5) years of executive leadership experience are required. A proven track record of working effectively with an elected government body is essential. A bachelor's degree is required and master's degree, highly desirable, but the City will consider any combination of education and experience that allows for successful performance in this role. Must be bondable and possess a valid state driver's license.

KNOWLEDGE

- Extensive knowledge of modern policies and practices of municipal administration, economic development functions and services.
- Knowledge of principles and practices of municipal government budget preparation and administration.
- Knowledge of principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Pertinent knowledge of federal, state laws and local legislative processes.
- In-depth knowledge of principles of personnel management, supervision, training, and performance evaluation.

SKILLS

Excellent technical skills and the ability to help the City advance technologically;

- Skill in preparing and administering municipal budgets.
- Excellent oral and written communication skills.
- Sufficient understanding of social media, website, and communications platforms to give direction to City staff.

ABILITIES

- Ability to prepare and analyze comprehensive reports; ability to carry-out assigned projects to their completion; ability to effectively communicate verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, and the public.
- Ability to administer a municipal government efficiently and effectively.
- Ability to demonstrate effective personal traits such as initiative, creativity, judgment, fairness, and impartiality; demonstrate respect for individuals and for City equipment and resources.
- Ability to foster a work environment that supports and encourages the investigation and implementation of innovative applications.
- Ability to deal with distraught or difficult individuals.
- Ability to attend meetings and activities outside of normal working hours.
- Ability and willingness to travel as needed.

PHYSICAL DEMANDS

The City of Newberg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Newberg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Newberg's operations, or a safety risk to employee or coworkers, or removes an essential job function.

The duties of this job may require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting, and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.

Requires the ability to use hearing and speech to make presentations to large audiences and have conversations over the phone and in person. On occasion may have to work long hours in emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most functions will be performed in an indoor office setting with infrequent exposure to outside weather conditions.

TOOLS AND EQUIPMENT USED

Skilled in operating standard office equipment and a computer, database, and spreadsheet software, and the ability to operate a motor vehicle.

The City of Newberg is an equal opportunity employer and does not discriminate based on age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, or source of income in the admission or access to, or employment in, its programs or activities. The City complies with Oregon Veterans' Preference Law.

SELECTION GUIDELINES

The selection process will be set forth as determined by the City Council.

Approval by Resolution No202	2-3801 on February 22, 2022.
By:	
Mayor	

Signature attests that a motion was duly passed accepting this position description.

Effective Date: February 23, 2022, per Resolution No. 2022-3801

REQUEST FOR COUNCIL ACTION



Date Action Requested: February 22, 2022

Order \square Ordinance \square Resolution Motion \square No. 2022-3786	Information □
Subject: Public hearing and approval of Supplemental Budget #1 for fiscal year 2021-2022 as described in Exhibit "A".	Staff: Kady Strode Department: Finance File No.
Business Session	Order On Agenda: Public Hearing
Hearing Type: Administrative	

Recommendation: Adopt Resolution No. 2022-3786 for approval of Supplemental Budget #1 for fiscal year 2021-2022.

Executive Summary: The changes presented in the Supplemental Budget #1 covers 22 funds. A brief description of the reasons for these changes is provided below. Notice of the supplemental budget public hearing was published in the Newberg Graphic on February 9th, 2022.

Fiscal Impact: The Supplemental Budget #1 results in a net increase in total appropriations of \$13,378,790, bringing total appropriations to \$146,794,101, unappropriated ending fund balances of \$1,326, and reserves of \$427,988 for a total amount of \$147,223,415. The main reason for increase of appropriations was truing up beginning fund balances to match the actual ending fund balances from the prior year. Many of these numbers came in significantly higher than budgeted due to staffing vacancies and projects which were not completed during the prior year. Additionally, the City also received ARPA funds in the amount of \$2,651,227 as well as other unanticipated grant revenue.

Strategic Assessment: The Supplemental Budget #1 allows for better transparency to the public and Council for truing up the budget to actual beginning fund balances and to reflect current expected spending throughout the fiscal year.



RESOLUTION NO. 2022-3786

A Resolution to approve the Supplemental Budget #1 for fiscal year 2021-2022 as described in

Exhibit A.

Recitals:

1. The 2021-2022 Budget was adopted by Resolution 2021-3735 on June 7, 2021.

2. Increase in appropriations can be characterized into three categories – 1) beginning fund balance adjustments to match actual ending fund balance from prior fiscal year, 2) carryover expenditures from prior fiscal year offset by contingency or higher beginning fund balance, and 3) ARPA funds and other unanticipated grant revenue received.

3.Two new funds were added to the Supplemental Budget #1 – ARPA Fund and the Governmental Capital Projects Fund. The ARPA Fund records the receipt of the ARPA grant and the associated expenditures based on the Budget Committee's determination, and the Governmental Capital Projects Fund was an existing fund that was dormant until the CAD project was finalized this fiscal year.

4. In accordance with Oregon Budget Law, notice of this Council public hearing was published in the Newberg Graphic on February 9th, 2022.

The City of Newberg Resolves as Follows:

1. The Council adopts the above recitals.

2. The Council adopts the Supplemental Budget #1 as reflected in the attached Exhibit A which is incorporated in full by this reference. The Council further authorizes the supplemental appropriations reflected in Exhibit A.

Effective Date of this resolution is the day after the adoption date, which is: February 23, 2022. Adopted by the City Council of Newberg, Oregon, this 22nd day of February, 2022

Rick Rogers, Mayor		
Attest by the Mayor this	,——— ło ysb <u>——</u>	., 2022.
Sue Ryan, City Recorder		

City of Newberg Supplemental Budget #1 Fiscal Year 2021-2022

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		789'926'91 789'926'91	}	Revised Total Resources Revised Total Requirements
3,625,145	818,010,1	726,418,2	lncrease	Contingency
۲۱9'608'۲	000,64	Z19,887,7	lncrease	Police
189,359,31	818,650,1	998'106'91	lncrease	Resources
BE√ISED	CHYNGE	BUDGET		-UND 01 - GENEKAL FUND

Resources include truing up beginning that balance to actual numbers from the 2021-22 audit as well as a portion of the body camera grant revenue received by the City. Police expenditures increased due to the body camera program. Contingency increased due to the truing up of beginning fund balance which came in higher than budgeted due to staffing vacancies in the planning department and police department, as well as additional license and permit revenue from projects that were completed sooner than expected.

		SE1,898,83 SE1,898,8	3	Revised Total Resources Revised Total Requirements	
933,230	(1,253,408)	869,881,2	Decrease		Contingency
027,808,1	191,822	699'649'l	Increase		Public Works
ZE1,E9E,8	(1,027,247)	67£,0S4,7	Decrease		Resonrces
KEVISED	CHANGE	BUDGET			FUND 02 - STREETS

Resources and Contingency decreased due to the true up of the closure of Fund 32. Beginning fund balance was trued up to actual which subsequently increased Public Works expenditures due to a contractual service

anticipated to go over budget.

		888	onices	seA lstoT besiveA
888	388	200	lucrease	Police
888	388	200	Increase	Resources
BEVISED	CHANGE	BNDGET		FUND 03 - CIVIL FORFEITURE

888

Resources and Police expenditures increased due to the true up of beginning fund balance to actual.

Revised Total Requirements

		26,337,180 26,337,180		Revised Total Resoum Revised Total Requirem
081,755,32	000,878	52,462,180	lucrease	Capital Projects
081,755,62	000,878	25,462,180	Increase	Resonices
KENIZED	CHANGE	BNDGET		FUND 04 - CAPITAL PROJECTS

Resources are transfers in from various utility funds (Water, Wastewater, and Stormwater) toward projects

carried over from last year.

City of Newberg \bullet Resolution No. 2022-3786 \bullet Page | 4

	o actual.	g dn pənıt pəsueleq	punj bujuujbe	od ot aub bassarsab yonagnitnoc	Resources and (
		572,573 578,573		Revised Total Resources Revised Total Requirements	
£78,2 <u>4</u>	(179,1)		Decrease		Contingency
752,573	(179,1)	ንያት ነ	Decrease		Resources
REVISED	CHYNGE	BUDGET		SAFETY FEE	-UND 16 - PUBLIC
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		71 7 '196'1		Revised Total Requirements	
		214,12e,1		Revised Total Resources	
600,014	218,685	191,32 4	Increase		Contingency
214,139,1	218,685	1,732,727	Increase		Resources
BEVISED	CHANGE	BUDGET		MIC DEVELOPMENT	:NND 14 - ECONC
	actual.	oj qu bəuri əənsled	bnuì gninnig	ontingency increased due to be	Resources and C
		£69'8 11		Revised Total Requirements	
		£69'8 77		Revised Total Resources	
138,505	188,201	32'85 4	Increase		Confingency
£69'8 77	188,201	346,012	Increase		Resonces
REVISED	CHANGE	BUDGET		ERGENCY	-UND 13 - 911 EM
a an			a in de nois o		closure of Fund
əyt se llə	w se leutae ot a a		q jo an ənut ə	rangency increased due to th) pue sasinosag
		3,083,550 3,083,550		Revised Total Resources Revised Total Requirements	
		033 680 6		ecomicood letel begind	
782,172,2	281,8TT	904,864,1	Increase		Contingency
3,083,550	281,877	2,307,368	Increase		Resonices
KENIZED	CHYNGE	BUDGET			:NND 08 - BNIFDIN
				Contingency increased due to be o to actual. Public Works expend ar instead of next year.	qu bəuri S£ bru∃
		22,053,141 22,053,141		Revised Total Resources Revised Total Requirements	
909'497'7	199'667'7	296,731,2	lncrease		Contingency
269,469,4	000,001	Z69'769'7	, Increase		Public Works
25,053,141	139,695,5	19,653,590	Increase		Resonces
BENIZED	CHYNGE	BUDGET			HELL STEEN
		oi qu bəuri əənsled		Contingency increased due to be	
		22,585,911 119,585,522		Revised Total Resources Revised Total Requirements	
Z69'99E'9	1,654,325	3,701,372	Increase		Contingency
9,111,025	250,000	8,861,025	Increase		Transfers
22,585,911	1,904,325	20,681,586	Increase		Resources
REVISED	CHANGE	BUDGET		MATER FUND	TSAW - 00 DNU

		357,553,4 357,553,4		BA IstoT bə <i>si</i> vəЯ Requiri Requir
77 3 ,548	601,737	891,,98	Increase	Contingency
284,180,2	47,500	286,850,2	lucrease	Transfers
9E7,EE9,4	609Ԡ08	721,628,5	lucrease	Resonices
BEVISED	CHYNGE	BUDGET		A3TAWMAOT2 - 71 DNU3

last year. Fund 32 trued up. Transfer out to Capital Projects funds due to carryover of stormwater projects not completed Resources and Contingency increased due to beginning fund balance trued up to actual as well as the closure of

		812,114,8 812,114,8	-	Revised Total Resourd Revised Total Requiremen
<i>†</i> 9†'∠66'∠	000'001	7 97'269'2	lncrease	Capital Projects
812,114,8	400,000	812,110,8	Increase	Resonices
KEVISED	CHANGE	BUDGET		FUND 18 - STREET CAPITAL PROJECTS

Resources and Capital Projects increased due to the City receiving a federal grant for installation of ADA ramps.

		Z92'879	-	Revised Total Resourd Revised Total Requireme
660'l	(193)	Z6Z'l	Decrease	Contingency
295,8 1 8	(193)	997,848	Decrease	Resonices
REVISED	CHANGE	BUDGET		FUND 19 - TRANSIENT LODGING TAX

Resources and Contingency decreased due to the true up of beginning fund balance to actual.

		382 ⁹ 646	-	Revised Total Revised Total Re
949'988	382,646	-	lucrease	Capital Projects
949,385	382,646	-	lucrease	Resources
KENISED	CHANGE	BUDGET	L PROJECTS	FUND 21 - GOVERNMENTAL CAPITA

Capital project related to the CAD was previously on hold and is now in the final stages of payment and

completion.

		099,84	3	Revised Total Resources Revised Total Requirements
308,11	7£6,S	89£,8	lncrease	Contingency
099'8 1	756,2	£17,34	เมсเษาย	Resonices
KEVISED	CHANGE	BUDGET		FUND 22 - LIBRARY GIFT, MEMORIAL & GRANT

Resources and Contingecy increased due to the true up of beginning fund balance to actual.

		794,871,8	str	Revised Total Requiremen
		۲9 ۲ ,9۲۲,8	Səs	Revised Total Resourc
326,528	(864,634)	996'98Ł	Decrease	Contingency
318,81T	4,250	299' 1 77	lucrease	regal
₹3£,63£,1	172,061	980,691,1	lncrease	City Manager's Office
49 ۲ ,9۲۱,6	(T16,43S)	441,38 4	Decrease	Resources
KENIZED	CHANGE	BUDGET		EUND 31 - ADMIN SUPPORT SERVICES

Resources decreased due to the true up of beginning fund balance to actual and the true up of the closure of Fund 32 (which also reduced Contingency). City Manager's Office expenditures increased due to the departure of the City Manager (which reduced Contingency). Legal expenditures increased to account for the code compliance

budget being underfunded.

		365,190,E	sal Resources Requirements	toT bəsivəЯ I IstoT bəsivəЯ
3,061,596	(20,405)	3,091,000	Decrease	Transfers
3,061,595	(204,62)	3,091,000	Decrease	Resources
BEVISED	CHYNGE	BUDGET	REPLACEMENT	FUND 32 - VEHICLES/EQUIPMENT

Resources and Transfers decreased due to the true up of the closure of Fund 32. This is the final year for Fund 32 as all resources and requirements will be transferred out of the fund.

		977,868,7 877,868,7	-1	səcurces Total DesiveR Reduirements Total Requirements
4,252,494	744,264	3,508,230	lncrease	Contingency
944,868,7	744,264	213,128,8	lncrease	Resonices
BEVISED	CHANGE	BUDGET		FUND 42 - STREET SYSTEM DEVELOPMENT

Resources and Contingency increased due to the true up of beginning fund balance to actual.

		320,440 320,440	-	l lstoT bəsivəЯ PəSI lstoT bəsivəЯ
559,133	882,88	9 1/ 8'06↓	lncrease	Contingency
£70,74	2,500	£73,44	Juciease	Transfers
350,440	887,07	Z49,652	aseəıou	Resources
KEVISED	CHANGE	BUDGET	EVELOPMENT	FUND 43 - STORMWATER SYSTEM D

Resources and Contingency increased due to the true up of beginning fund balance to actual. Transfer out to Capital Projects funds due to carryover of stormwater projects not completed last year.

		819,449,01 818,449,01		Revised Total Reinsed Total Redui
960'9ZS'8	1,603,072	6,923,024	Increase	Contingency
874,702,2	000'949	874,2E3,1	Increase	Transfers
819' 11 6'01	2,178,072	9 7 9'994'8	Increase	Resources
KENI ZED	CHANGE	BUDGET	VELOPMENT	FUND 46 - WASTEWATER SYSTEM DE

Resources and Contingency increased due to the true up of beginning fund balance to actual. Transfer out to Capital Projects funds due to carryover of wastewater projects not completed last year.

FUND 47 - WATER SYSTEM DEVELOPM	IENT	BUDGET	CHANGE	REVISED
Resources	 Increase	837,634	134,050	971,684
Contingency	Increase	35,805	134,050	169,855
		,	- ,	,
Revised Total Revised Total	sources	971,684		
Revised Total Requir	rements	971,684		
·	_			
Resources and Contingency increased of	due to the true up of beg	ginning fund balan	ce to actual.	
TIND OO ADDA		DUDOET	CHANCE	DEVICES
FUND 99 - ARPA	luanaaa	BUDGET	CHANGE	REVISED
Resources	Increase	-	2,651,227	2,651,227
General Government	Increase	-	380,000	380,000
Finance	Increase	-	400,000	400,000
Information Technology	Increase	-	216,754	216,754
Economic Development	Increase	-	1,373,530	1,373,530
Public Works	Increase	-	280,943	280,943
Davis ad Tatal Dav	-	0.054.007		
Revised Total Res Revised Total Requir		2,651,227 2,651,227		
·	<u>-</u>			
This recognizes the creation of Fund 99			-	
related expenditures. The City has received	ved the first 50% of the	revenue recognize	ed here, and the	appropriation
categories represent projects approved l	by the Budget Committe	e.		
Total Inc	rease in appropriations	for all funds: \$	13,378,790	
Total inc	rease in appropriations	ioi ali ialias.	10,070,730	
Total Appropriated Budget			133,844,625	
Total Appropriated Budget			133,844,625	
Plus: Increase in appropriations				
Plus: Increase in appropriations Supplemental Budget #1			13,378,790	
Plus: Increase in appropriations		\$		
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget	70.5	\$	13,378,790	
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change	ges		13,378,790	
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations	_		13,378,790 147,223,415	
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change	_	<u>\$</u>	13,378,790 147,223,415	\$ 133,415,31
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations	_		13,378,790 147,223,415	\$ 133,415,31°
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopted	ed Budget (June 7, 2021		13,378,790 147,223,415	
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22)	ed Budget (June 7, 2021 2, 2022)	<u>\$</u>	13,378,790 147,223,415	13,378,79
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations	ed Budget (June 7, 2021 2, 2022)	\$	13,378,790 147,223,415	13,378,79
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental	ed Budget (June 7, 2021 , 2022) ental Budgets		13,378,790 147,223,415	\$ 133,415,31° 13,378,790 \$ 146,794,10°
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental Appropriations Supplemental Budget #1 (February 22) Total Appropriated Ending Fund Balance	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB)	<u>\$</u>	13,378,790 147,223,415	13,378,790 \$ 146,794,10
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental Appropriated Ending Fund Balance Unappropriated Ending Fund Balance - Ending Fund Bala	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund	\$	13,378,790 147,223,415	13,378,790 \$ 146,794,10
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental Appropriations Supplemental Budget #1 (February 22) Total Appropriated Ending Fund Balance	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund	<u>\$</u>	13,378,790 147,223,415	13,378,790 \$ 146,794,10
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Suppleme Unappropriated Ending Fund Balanc Unappropriated Ending Fund Balance - I Total Unappropriated Ending Fund Balance Total Unappropriated Ending Fund Balance	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund		13,378,790 147,223,415	13,378,79 \$ 146,794,10 1,32
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental Appropriations including Supplemental Punappropriated Ending Fund Balance Unappropriated Ending Fund Balance Total Unappropriated Ending Fund Balance Total Unappropriated Ending Fund Balance Reserves	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund	<u>\$</u>	13,378,790 147,223,415	13,378,790 \$ 146,794,10 1,320 \$1,320
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental Appropriated Ending Fund Balance Unappropriated Ending Fund Balance Total Unappropriated Ending Fund Balance Reserves Reserves - Streets Capital Project Fund	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund	\$	13,378,790 147,223,415	13,378,790 \$ 146,794,10 1,320 \$1,320 413,75
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Suppleme Unappropriated Ending Fund Balanc Unappropriated Ending Fund Balanc Total Unappropriated Ending Fund Balanc Reserves Reserves - Streets Capital Project Fund Reserves - Stormwater SDC	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund	\$	13,378,790 147,223,415	13,378,790 \$ 146,794,10 1,320 \$1,320 413,754 14,234
Plus: Increase in appropriations Supplemental Budget #1 Revised Appropriated Budget Reconciliation of 2020-21 Budget Change Appropriations Total Appropriations from original Adopte Changes in appropriations Supplemental Budget #1 (February 22 Total Appropriations including Supplemental Appropriated Ending Fund Balance Unappropriated Ending Fund Balance Total Unappropriated Ending Fund Balance Reserves Reserves - Streets Capital Project Fund	ed Budget (June 7, 2021 2, 2022) ental Budgets re (UEFB) Debt Service Fund		13,378,790 147,223,415	13,378,790 \$ 146,794,10°

Supplemental Budget









Summary of Changes

- Total adjustments \$13,378,790
- Total revenue/requirements now totals \$147,223,415
- Beginning fund balances increased by \$9,439,426
- 2 new funds added
 - ARPA Fund (99)
 - Governmental Capital Projects Fund (21)



Changes in Beginning Fund Balance

BEGINNING FUND BALANCE ANALYSIS FOR 2021-22

			Ending Fund Balance 06/30/2021	Adopted Fund Balance FY 22-23	Adjustment to Fund in Supp Budget #1
Fund	Number	Fund Description			
	01	General Fund	\$ 4,267,948	\$ 3,343,530	\$ 924,418
	02	Streets Fund	2,712,164	2,486,003	226,161
	03	Civil Forefeiture Fund	813	425	388
	04	Capital Projects Fund	-	-	
	06	Wastewater Fund	12,482,909	10,989,117	1,493,792
	07	Water Fund	14,939,755	12,967,656	1,972,099
	08	Building Inspection Fund	2,434,702	1,661,391	773,311
	09	Debt Service Fund	726	726	
	13	911 Emergency	147,705	45,024	102,681
	14	Economic Development Fund	960,912	742,227	218,685
	16	Public Safety Fee	77,150	78,821	(1,671)
	17	Stormwater Fund	2,085,630	1,690,437	395,193
	18	Street Capital Projects Fund	213,212	212,754	458
	19	Transient Lodging Tax	30,849	31,042	(193)
	21	Governmental Capital Projects Fund	385,646	-	385,646
	22	Library Gift, Memorial Fund	11,005	8,068	2,937
	31	Admin Support Services Fund	501,697	653,945	(152,248)
	32	Vehicle/Equipment Replacement Fund	3,061,595	3,091,000	(29,405)
	42	Street System Development Fund	6,050,176	5,305,912	744,264
	43	Stormwater System Development Fund	254,440	183,652	70,788
	46	Wastewater System Development Fund	9,409,618	7,231,546	2,178,072
	47	Water System Development Fund	170,084	36,034	134,050
	99	ARPA Fund	-	-	-
		TOTAL	\$ 60,198,736	\$ 50,759,310	\$ 9,439,426

3



Summary of Changes – General Fund

- Beginning Fund Balance Increased \$924,418 from Adopted Budget
 - This is largely due to staffing vacancies in the planning and police departments
 - City had an Interim Police Chief and Interim Police Captain, yet we budgeted for fulltime positions instead of working-out of class compensations
 - City also received \$708,247 in excess of the budget in license and permit revenues due to projects that were originally projected to be completed in 1-2 years, which ended up being completed last fiscal year instead.
- Transfers In Increased by \$86,400
 - Related to the closure of Fund 32
- Other Rev. Sources and Police Expenditures Increased by \$43,000
 - Related to the City receiving the Body Worn Camera grant
- Contingency Increased by \$1,010,818
 - Offset the increase in beginning fund balance
 - Increase related to the closure of Fund 32



Summary of Changes – Admin Services Fund

- Beginning Fund Balance Decreased \$152,248 from Adopted Budget
 - Mainly due to overexpending the Legal budget in the prior fiscal year
- Transfers In Decreased \$112,669
 - Due to the closure of Fund 32
- City Manager's Office Expenditures Increased \$190,271
 - To offset costs associated with previous CM's contract payout
- Legal Expenditures Increase \$4,250
 - To increase Code Compliance budget to cover actual cost incurred
- Contingency Decreased \$459,438
 - Related to the increase in City Manager's Office expenditures and the closure of Fund 32



Summary of Changes – Admin Services Fund

- Beginning Fund Balance Decreased \$152,248 from Adopted Budget
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- Transfers In Decreased \$112,669
 - Due to the closure of Fund 32
- City Manager's Office Expenditures Increased \$190,271
 - To offset costs associated with previous CM's contract payout
- Legal Expenditures Increase \$4,250
 - To increase Code Compliance budget to cover actual cost incurred
- Contingency Decreased \$459,438
 - Related to the increase in City Manager's Office expenditures and the closure of Fund 32



Summary of Changes – Street Fund

- Beginning Fund Balance Increased \$226,161 from Adopted Budget
 - Related to several projects that began in the prior fiscal year that were not complete (such as the GIS system database assessment and the ADA Transition Plan)
- Transfers In and Contingency Decreased \$1,253,408
 - Due to the closure of Fund 32
- Public Works Expenditures Increased \$226,161
 - Associated with the beginning fund balance increase and related projects



Summary of Changes – Wastewater Fund

- Beginning Fund Balance Increased \$1,493,792
 - All nonessential work and projects were put on hold due to COVID
 - Several vacancies during the prior fiscal year as well
- Transfers In Increased \$410,533
 - Related to the closure of Fund 32
- Transfers Out Increased \$250,000
 - Transferred to Fund 04 Proprietary Capital Projects Fund for projects that were completed this fiscal year
- Contingency Increased \$1,654,325
 - Related to the increase of beginning fund balance and increased transfers out



Summary of Changes – Water Fund

- Beginning Fund Balance Increased \$1,972,099
 - All nonessential work and projects were put on hold due to COVID
 - Several vacancies during the prior fiscal year as well
- Transfers In Increased \$427,452
 - Related to the closure of Fund 32
- Public Works Expenditures Increased \$100,000
 - Related to several projects beginning in the prior year and completing in the current fiscal year
- Contingency Increased \$2,299,551
 - Related to the increase in beginning fund balance and closure of Fund
 32



Summary of Changes – Stormwater Fund

- Beginning Fund Balance Increased \$395,193
 - All nonessential work and projects were put on hold due to COVID
- Transfers In Increased \$409,416
 - Related to the closure of Fund 32
- Transfers Out Increased \$47,500
 - Transferred to Fund 04 Proprietary Capital Projects Fund for projects which began last year but carried over to this fiscal year
- Contingency Increased \$757,109
 - Related to the increase in beginning fund balance and the closure of Fund 32



Summary of Changes – Street Capital Project Fund

- Resources (Grants) and Capital Projects Expenditures Increased \$400,000
 - City received a federal grant for installing the Meridian Street ADA ramps



Summary of Changes – Gov't Capital Projects Fund (NEW)

- Beginning Fund Balance and Capital Outlay Expenditures Increased \$385,646
 - Public Safety Communications upgrade was on hold and the end of the fiscal year and the project will be completed in this fiscal year. This fund previously existed but was not in the 21-22 Adopted Budget.



Summary of Changes – Vehicle/Equipment Replacement Fund

- Beginning Fund Balance and Transfers Out Decreased \$29,405
 - FY 2021-22 began the closure of Fund 32 and disbursed the vehicle and equipment replacement funds to each respective department. Many of those numbers were unknown at the time of budgeting and had to be "trued up" once the prior fiscal year was closed out.



Summary of Changes – ARPA Fund (NEW)

- Resources (Federal Grant Revenue) Increased \$2,651,227
 - Represents the 1st installment of ARPA funds received by the City. Expenditures were allocated based on projects passed in the first round during the December 15th budget committee meeting. The rest of the allotment was placed into Economic Development Expenditures and can be changed during the June supplemental budget if needed.
- General Government Expenditures Increased \$380,000
- Finance Expenditures Increased \$400,000
- Information Technology Expenditures Increased \$216,754
- Economic Development Expenditures Increased \$1,376,530
- Public Works Expenditures Increased \$280,943



QUESTIONS?







INSPIRE, INNOVATE, SUCCEED.

December 16, 2021

Newberg City Council C/O Doug Rux, AICP - Community Development Director 414 E. First Street Newberg, OR 97132

RE: Land Use and Building Related Fees

Honorable Mayor Rogers and City Council Members,

As you already know, the City Newberg voters passed a \$141 million Construction Bond for Newberg Public Schools in November of 2020. Over the past year and a half, the District has been working with its consultants to redesign and renovate many of the existing facilities within the District to modernize our schools with safety, security, and technology for the benefit of our students and staff. In fact, the District is only replacing one elementary school located in Dundee.

You have probably heard that the cost of construction and materials are very high due to supply and labor shortages. In fact, the Consumer Price Index has increased by 6.8% over the past several months. These issues have put the District at a severe disadvantage during this period of severely needed upgrades. We are having to reduce the scope of the improvements to respond to this crisis and are reaching out to you for help.

We realize that there is a cost associated with processing and reviewing our land use applications and building permits but they are significant and directly affect our ability to deliver the bond improvements within budget as we had not anticipated such high fees.

For example, we have recently filed two applications with the City for improvements to Catalyst High School and Newberg High School. The application fees were \$38,613 for Catalyst High School and \$143,939.88 for the Newberg High School project. Our consultants are planning to submit a land use application fee for improvements to the Edwards Elementary School soon. The cost for that permit is \$107,932.11. The project description for each school is as follows:

Catalyst High School – Ultimate improvements were proposed to be a 29,000 square foot increase in floor area for classrooms, offices, and common areas, reconfiguration of the parking lot to accommodate 47 new parking spaces and required lighting and landscape improvements. Scope is being reduced to account for costs.



INSPIRE, INNOVATE, SUCCEED.

Newberg High School – Ultimate improvements include demolition of 45,990 SF including three, storage buildings, a greenhouse structure, and the existing CTE buildings; those buildings will be replaced within 51,235 SF of new buildings including new storage structures, a new trash enclosure, a single classroom building, an outdoor covered vocational classroom and an outdoor fabrication yard surrounded by a high fence. Scope is being reduced to account for high costs.

Edwards Elementary School – A classroom additions totaling 10,150 square feet, improvements to parking (addition of 22 parking spaces), student drop-off areas, site circulation along 6th Street, and required landscaping and lighting associated with the parking and circulation improvements.

These fees are just for the land use review and do not include the review fees we will be required to pay for the building permits and engineering reviews once we receive the preliminary land use decision. In every case, we are modifying an existing site plan and our applications are being reviewed as administrative type II land use cases. The Newberg land use fees associated with the three applications discussed above are based on the value of the improvements which is common within many jurisdictions, but not nearly as high.

Sherwood charges a flat fee of \$6,843.14 for a type III or IV site plan review plus \$102 for every 10,000 SF or portion thereof over the first 15,000 SF of building area. This is based on the square footage of the improvements.

The City of Wilsonville also charges a flat fee of Base fee \$2,283, plus \$1,631 per occupied building subject to review, plus \$1,631 per 5 acres, or portion thereof, of net site area.

The City of Tualatin bases their fees on the estimated project value but only charges \$2,675 for an architectural review of any project greater than \$500,000.

The City of Beaverton charges \$6,115.82 for their highest class of design review.

The City of Salem charges a base fee of \$5,435 for the first \$3M of valuation plus \$0.90 for each additional \$1,000 or fraction of valuation. For a \$21,000,000 project, that amounts to only \$21,635.

Finally, the City of Hillsboro also charges fees for development review based on the project value, but they only charge \$5,775 for projects over \$5,000,000 in value.

As you can see, the fees in Newberg are very high by comparison. In discussing the fees with our consultant, he indicated that land use fees were required by law to be based upon the cost of processing and that some Cities would have lower fees because they choose to subsidize the costs in favor of development.



INSPIRE, INNOVATE, SUCCEED.

The bond money comes from our constituents who are also the citizens of Newberg. They trusted us with their money in approving our request for additional monies and expect that we will spend it frugally and wisely to deliver on the projects we asked for in the bond. No one could have anticipated the shortage of materials and rise in costs associated with the pandemic. Given the information we have shared above, the District is respectfully requesting that the Council consider significantly reducing or waiving the land use fees for our projects. In the interest of time, we have continued to move forward in our land use applications and would request that you authorize your staff to refund the fees accordingly if you choose to honor our request.

Respectfully,
Nihl Z Fow

Nikki L. Fowler

Director of Finance & Human Resources

REQUEST FOR COUNCIL ACTION DATE ACTION REQUESTED: February, 21, 2022 Order **Ordinance** Resolution Motion **Information XX** No. No. No. Staff: CM P/T **SUBJECT: Newberg School District request to Department: CM** refund or reduce planning application fees for several large and complex projects. Order on Agenda: **Work Session Business Session x**

RECOMMENDATION:

Staff recommend that council vote no to this request to waive or refund the listed fees.

EXECUTIVE SUMMARY:

The Newberg Dundee School District is asking the City of Newberg to backfill fees for their construction cost overruns. All government agencies are facing increased costs at this time.

The School District must learn to live within its means, we too must live within our means. The listed fees are the cost of doing business, and the increases in costs cited by Ms. Fowler are being faced by the city of Newberg in all of its operations.

Our planning department fully explained the cost of these projects to school staff over several pre-planning sessions and we should not be held to account for their failure to plan for macro-economic factors beyond our control or cost over runs they could have mitigated in other areas.

Newberg Dundee School District received the following emergency funds from the state and federal government during the last year:

ESSER I: \$601,831.52
ESSER II: \$2,366,709.82
ESSER III: 5.319.022.00

• SIA dollars for 21-23 biennium: \$7,267,231.18

The petitioner lists reasons why our fee structures are too high versus other cities with no regard to the other income streams the listed cities have at their disposal or our overall budget. This is akin to the city questioning the School Districts managerial overhead or other costs (and we would never do so).

Staff recommend that we decline this suggestion and encourage the school district to look to its own ample resources to fix their construction cost overages.

FISCAL IMPACT:

Voting yes to this proposal would directly hurt the cities bottom line in the general fund (ledger line 01-0000-341003) as these development charges are deposited there. This would be a severe blow at a time when we are facing our own inflationary pressures in the general fund for labor and materials including the upcoming pay compensation study that will impact the general fund.

${\bf STRATEGIC\ ASSESSMENT:\ (Relate\ to\ Council\ Goals\ if\ applicable)}$

2020 Council Goals:

This request does not relate to council goals except in the sense that by reducing city revenue at this time we are negatively impacting all city goals; we would be adding additional pressure to our staff and budgets in all areas.

2022 NEWBERG CITY COUNCIL MEETING INFORMATION

Start: Stop: 8:01 p.m. **Meeting Date:** 2/22/22 6:05 p.m.

Councilors	Roll Call	BCM appointment Robert Cross	Consent Res 3791 Res 3798 Res 3792 Res 3793 Res 3794 Res 3801	Res 3786 Supplemental Budget	Reduce permit fees for School District construction project by 30 %	
MCBRIDE	X	Yes	Yes	Yes	Yes	
District 4 vacant	Vacant	Vacant	Vacant	Vacant	Vacant	
YARNELL HOLLAMON	X	Yes	Yes	Yes	Yes	
MARTINEZ PLANCARTE	X	Yes	Yes	Yes	No	
ROGERS	X	Yes	Yes	Yes	No	
BACON	X	Yes	Yes	Yes	Yes	
FINDLEY	X	Yes	Yes	Yes	No	
ROLL CALL VOTES		Yes: 6 No: 0 Absent: 1	Yes: 6 No: 0 Absent: 1	Yes: 6 No: 0 Absent: 1	Yes: 3 No: 3 Absent: 1	
MOTION (1 st /2 nd):		Bacon/Yarnell Hollamon	McBride/Bacon	McBride/ Bacon	Yarnell Hollamon/ McBride	
Department/ Staff:		CR	Multiple	Finance	CM	
Changes:						
Tabled:						

City Recorder
[X] Scheduling on Forward Looking Calendar
[X] Council Timesheets
[2 hours] Workmen's Compensation hours