

Council Roundup for March 7, 2022

The Newberg City Council met on March 7, 2022 and took the following actions.

Appointed Jefferson Mildenberger to the City Council for the District 4 position.

Appointed Ted Ebor and Steph St. Cyr to the City Budget Committee.

Approved Resolutions:

2022-3812, ARPA projects.

2022-3811, Appointment of Alan McKeel as GIS Engineering Technician.

In other business:

Heard report on February events from the City Manager Pro Tem. Heard presentation on Library operations.

Proclaimed March as Women's History month.

Held hearing on and tabled Order 2022-041, Public Safety Fee to March 21st.

Discussed updating Councilor Compensation, referred to Budget Committee for discussion.



City Council Work Session

March 7, 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/85472886742>

or join by phone:

1 669 900 6833 or 1 253 215 8782 or 1 346 248 7799

webinar id: 854 7288 6742

- 1. CALL MEETING TO ORDER**
- 1.A Agenda en español
[Spanish Council Work Sxn Agenda 2022-0307.docx](#)
- 2. ROLL CALL**
- 3. REVIEW OF THE COUNCIL AGENDA AND MEETING**
- 4. COUNCIL BUSINESS ITEMS**
- 5. PRESENTATIONS**
- 5.A Interviews for District 4 Candidate
[RCA Council District 4 interviews 2022-0307.pdf](#)
- 6. ADJOURNMENT**



Sesión de Asuntos del Consejo Municipal

marzo 7 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/85472886742>

o por teléfono:

1 669 900 6833 o 1 253 215 8782 o 1 346 248 7799

webinar id: 854 7288 6742

1. LLAMAR AL ORDEN LA SESIÓN
2. PASAR LISTA DE ASISTENCIA
3. REPASO DE LA AGENDA Y SESIÓN DEL CONSEJO
4. ASUNTOS DEL CONSEJO
5. PRESENTACIONES
 - 5.A Entrevistas para el candidato del Distrito 4: materiales para publicar el 4 de marzo
6. TERMINAR LA SESIÓN

REQUEST FOR COUNCIL ACTION



Date Action Requested: (March 7, 2022)

Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
Subject: Interview materials for City Council District 4 candidates			Staff: City Recorder Sue Ryan Department: City Council File No.	
Work Session <input checked="" type="checkbox"/> Business Session <input type="checkbox"/>			Order On Agenda: Presentations	

Recommendation:

Conduct interviews of Council District 4 Candidates. An agenda item later in the meeting provides the opportunity for Council to decide on appointing someone to the vacant position if they so choose.

Executive Summary:

The Council declared a vacancy for the position of District 4 on February 7, 2022 through Resolution 2022-3797 due to the resignation of Councilor Bryce Coefield.

Applications were accepted during an open recruitment process from February 9, 2022 to March 2, 2022.

One person applied and was found to be qualified for the position: Jefferson Mildenerger.

His application materials are attached to this RCA for the Council's Work Session on March 7, 2022.

Fiscal Impact: N/A

Strategic Assessment:

The council sets policy and direction for the City. It is critical for the city council to have a full complement of its membership in order to carry on the business of the City. The selecting the most qualified candidate to fulfill the District No. 4 vacant position is important to ensure the citizens within its boundaries are fairly represented.

**District 4 Vacancy
Interview Questions
March 7, 2022**

- 1) Tell us about yourself and why you are interested in serving as a counselor?
- 2) What is your understanding of the role of a counselor and the time commitment?
Given this, what has prepared you to be a councilor?
- 3) Council adopted five goals for 2020:
 - a. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes.
 - b. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.
 - c. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.
 - d. Create and support an Urban Renewal Plan and Authority.
 - e. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Explain how you will promote these goals?

- 4) Describe one thing in relation to these goals that you see going well in Newberg and one thing you would like to see improved.



Application for City Council Vacancies

APPLICANT INFORMATION

Name: Jefferson Mildenerger

Address: 3896 N Chase Street

City/State: Newberg Oregon

Zip: 97132

Phone: 503-332-9010

Email: Jefferson.Mildenerger@gmail.com

Occupation/Profession: Healthcare Consultant, Kaiser Permanente

Years living in Newberg: 2 Live in City limits? Yes Are you a registered voter? Yes

How would you currently rate City's performance? Finance: A (YE2020), Livability: B, Public Health C, Safety Net B

Public Safety: A+, Transportation: C, Environment: C, Economy: B.

What ideas do you have for improving the City's performance? Implement a city report card similar to the city of Tigard.

A report card would engage Newberg's citizens and drive performance improvement in areas of public concern such as accessibility, equity, health and walk-ability. Also implement a structured system of community feedback through random and scheduled surveys.

Why are you interested in serving on the City Council? I was raised in Newberg, I am a GFU alumni and a current student,

I also own two properties in Newberg. I am excited about exploring a city government opportunity to help Newberg continue

its journey to becoming the safe diverse and inclusive community I know it can be.

What qualifications, skills, or experiences would you bring to the City Council? 25+ years of experience working

on issues of health equity, racial disparities and associated traumas and improving social determinants of health, i.e., housing

poverty, food insecurity, personal violence, access to education, and safe environmental conditions.

What contributions do you feel you can make to the City Council? I feel that I can bring a balanced and accessible

representation of my community and peers, strong political and financial acumen, and a matured emotional intelligence.

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

Signature: Jefferson Mildeberger

Digitally signed by Jefferson Mildeberger
Date: 2022.02.17 17:02:58 -0800

Date: 2/25/22

City Council • Email: cityrecorder@newbergoregon.gov • Phone: (503) 537-1283



Application for City Council Vacancies

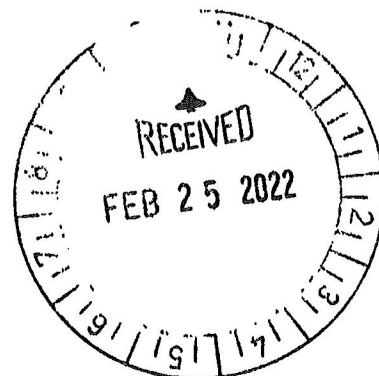
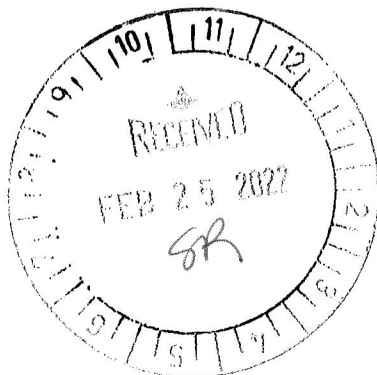
FOR OFFICE USE ONLY:

Council District Reside In: 4

Registered Voter: Y ☒ N ☐ Since: 10/2020

Utility Customer Y ☐ N ☐ Since: ☐

Other: ☐



SUMMARY:

- Experienced transformational leader that understands change within complex systems. Able to navigate new systems and direct and motivate individuals through transition with clear goals, innovative ideas, and positive energy and results
- Proven results using evidence-based practices with fiscal viability, community stewardship, political advocacy, and performance outcomes
- Instigator of collaborative relationships and agreements, both internal and external. Excellent team-building skills and highly developed interpersonal skills

EDUCATION:

Master of Business Administration, George Fox University, Newberg, OR (*in process*) *Fall 2022*
B.A. Management & Organizational Leadership, George Fox University, Newberg, OR 1999

Certified Workers' Compensation Claims Examiner, State of Oregon 1997-2000
Nationally Registered Emergency Medical Technician 1994-1996

PROFESSIONAL AFFILIATIONS:

Familias en Acción Board Member	2018- present
Project Access NOW Board Member	2018- 2021
Incite Inc. Mid-Valley Workforce Board Member	2014- 2016
SEDCOR Salem Economic Development Board Member	2014- 2016
Coalition of Community Health Clinics	2007- 2011
• Board Chair & Executive Committee Member	
• FQHC Committee member	
• Disaster Planner	
Member-Christie Care Advisory Committee, Cedar Bough Project	2008-2011
Community Health Advocates of Oregon	2007-2012
Community Organizations Active in Disaster, Multnomah County	2007-2010
Member-Multi-Ethnic Action Committee, Multnomah County	2007-2011
Oregon Primary Care Association	

PROFESSIONAL EXPERIENCE:

Business Consultant, National Medicaid/Special Populations October 2017 – Present
Kaiser Foundation Health Plan
Portland, Oregon

In my current role I provide:

- Skilled in a broad application of principles, theories, and concepts in care delivery, plus a working knowledge of health plan operations focusing on government programs and special needs populations
- Apply professional concepts by company objectives to solve complex problems in creative and effective ways
- Direct the analysis of enterprise-wide or complex client needs in project areas such as new/existing business operating model provide innovative solutions, support solutions, market research of emerging or available product functionality, and operational readiness assessments.
- Direct the development of comprehensive and strategic business cases with cost/benefit dimensions of proposed projects used at management and executive levels for funding and scope decisions
- Accountable for tracking, monitoring, and reporting senior management to actualize project benefits
- Direct/analyze current business processes and functional requirements
- Prepare the appropriate documentation to communicate and validate the information
- Develop project plans and business cases
- Manage resource demands
- Provide ongoing project management and status reporting at all levels
- Provide advice and input into project plans

Senior Director Care Delivery Strategy, Government Programs

December 2015 – September 2017

Kaiser Permanente

Portland, Oregon

Accomplishments include:

- Developed and oversaw the care strategy, including goals, accountabilities, and timelines in partnership with operational leaders. Led the KPNW development of a rolling multi-year care delivery strategy that aligned with membership needs and community benefit guidelines. Partnered with the delivery system and medical group to identify and execute strategies for transforming how we provide care and managed populations to achieve the cost savings (Medicare Top 7 and Care without Delay). Provided Care Delivery perspective in the development of Kaiser Permanente points of services on legislation, regulations. Partnered with business leaders to influence value-based insurance design
- Coordinated activities with health plan and medical group partners to meet plan requirements and provide members with an exceptional, compliant, and culturally sensitive care and service experience. Served as a liaison to translate plan requirements to operations and evaluated the performance related to the triple aim
- Partner with NW Leadership to build and improve the exceptional population infrastructures by establishing a strong Permanente and Care Delivery alignment to enable essential work to move forward. Establish utilization metrics with routine reporting and specific target areas for process improvement. Aligned with Resource Stewardship leadership and appropriate medical care delivery areas within KPNW to develop program changes to achieve financial goals. (ED Navigation, Social, Economic and Behavioral Needs Assessment, Community Health Workers)
- Served as an advocate to ensure that the region meets regulatory requirements and promotes a culture of compliance, proactively responding to new development and needs by CMS and other regulatory agencies. Oversaw the implementation of new CMS requirements, including program, metrics, and benefits to ensure compliance. In partnership with national, participated in the development of operational metrics and targets to meet business and regulatory objectives and administration of benefits to ensure compliance

Senior Administrator, Ambulatory Care, Mid Valley Service Area

February 2014 – December 2015

Kaiser Permanente

Salem, Oregon

Accomplishments include:

- Mid Valley Service Area led all other Primary care service areas with a combined PC Press Ganey score 77% overall top box satisfaction with the lowest scoring clinic at 75%, Mid Valley operated 5.2% ahead of budget in 2015
- Worked extensively to manage the regional Medicaid growth within primary care to limit current operations and reduce the PMPM for this population. Projects included Medicaid education for teams, Saturday onboarding clinics, hyper-local needs assessment, and integrating community health workers into team-based care
- Further integrated Kaiser Permanente into the Mid Valley community, participating any many local events and fundraisers, board positions Salem Economic Development Corporation, Incite Inc. (Mid-Valley Workforce Board), member of Salem and Keizer Chambers of Commerce
- Process owner of the Mid Valley Strategic Plan. and key leader the opening of Keizer Station Medical Office Building.
- Developed collaboration with Oregon Community Health Workers Association and Northwest Family Services on a demonstration grant to show better health outcomes with community health workers as community extenders of our clinic. 9-month opportunity. Also, developed with Familias en Acción with a grant from the Collins Foundation a model that provides a cost-effective or cost-neutral approach to an embedded community health worker into the Rockwood Latino module
- Representing ambulatory care on the Safety Net Partnership Committee. The committee works to recommend and coordinate the allocation of Kaiser Permanente resources (both monetary and non-monetary), based on the needs of communities we serve, to expand access to primary care, oral health, mental health, and specialty care services and improve health outcomes for low-income and uninsured people

Specialty Care Department Administrator, Kaiser Permanente

September 2011 – February 2014

Salem, Oregon

Accomplishments include:

- Internalization of Oncology Hematology and Infusion and Transfusion services within the Mid Valley Service Area.
- Redistribution of clinic providers and staff to gain a 95% total clinical (exam room) space usage preventing additional leases or remodels
- Initiated and led several critical projects centered around culture change within the Mid Valley Service Area, including new employee orientation, referral reduction, service action teams, Mid Valley Awards Celebration

Health Director, NARA Northwest Inc.

April 2007 – August 2011

Portland, Oregon

Operations/Account Manager, Per-se Technologies Vancouver, Washington	June 2006 - March 2007
Director of Clinic Operations/ Clinic Manager, Newberg/Sherwood Providence Medical Group Beaverton, Oregon	June 2000 - May 2006
Operations Manager, Physicians' Billing Service Portland, Oregon	November 1998 - April 2000
Medical Services Coordinator, Oregon Health Systems Portland, Oregon	March 1997 - October 1998
Business Office Coordinator/Medical Assistant, HealthFirst Medical Group Portland, Oregon	March 1995- February 1997
Hospital Corpsman, United States Navy	February 1991 - February 1995



City Council Business Session

March 7, 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/85472886742>

or join by phone:

1 669 900 6833 or 1 253 215 8782 or 1 346 248 7799

webinar id: 854 7288 6742

1. CALL TO ORDER

- 1.A Agenda en español
[Spanish Council Biz Sxn Agenda 2022-0307.docx](#)

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. COUNCIL APPOINTMENTS

- 4.A Appointment of District 4 candidate to Newberg City Council
[RCA Council District 4 appointment 2022-0307.docx](#)

- 4.B Budget Committee Appointments
[RCA_Appointment_2022-0307_Budget_Committeerev.docx](#)

5. PRESENTATIONS

- 5.A Women's History Month proclamation
[2022 Women's History Month Proclamation.docx](#)

6. CITY MANAGER'S REPORT

- 6.A CM report February events
[CM_narrative_February_events rev.pptx](#)

7. PUBLIC COMMENTS

8. CONSENT CALENDAR

- 8.A RCA_Resolution_2022-3812_to_initiate_ARPA_projects
[RCA_Resolution_2022-3812_to_initiate_ARPA_projects.docx](#)
- 8.B Resolution 2022-3811, Appointment of Engineering GIS Technician
[Resolution 2022-3811 Appointment of Engineering GIS Technician rev.docx](#)

9. PUBLIC HEARINGS

- 9.A Order 2022-041, An Order Amending the Public Safety Fee beginning July 1, 2022, and adding an escalation clause equivalent to the current year West Region CPI-U.
[Order 2022-041 Amending Public Safety Fee.pdf](#)
[PSF Presentation to Council_.pptx](#)

10. NEW BUSINESS

- 10.A Library Update
[CityCouncil. Library Update 3.7.22.pptx](#)

11. COUNCIL BUSINESS

- 11.A Council Compensation discussion
[RCA Motion to initiate change to Council Compensation 2022-0307.docx](#)
[Banks Council Stipend Comparison.xlsx](#)

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

marzo 7 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/85472886742>

o por teléfono:

1 669 900 6833 o 1 253 215 8782 o 1 346 248 7799

webinar id: 854 7288 6742

1. LLAMAR AL ORDEN
2. PASAR LISTA DE ASISTENCIA
3. PROMESA DE LEALTAD A LOS ESTADOS UNIDOS DE AMERICA
4. PRESENTACIONES
 - 4.A Proclamación del Mes de la Historia de la Mujer
[2022 Women's History Month Proclamation.docx](#)
5. INFORME DEL ADMINISTRADOR DE LA CIUDAD
6. NOMBRAMIENTOS DEL CONSEJO
 - 6.A Nombramiento del candidato del Distrito 4 al Concejo Municipal de Newberg
[RCA Council District 4 appointment 2022-0307.docx](#)
7. COMENTARIOS PÚBLICOS
8. CALENDARIO DE CONSENTIMIENTO
9. AUDIENCIAS PÚBLICAS
 - 9.A Orden 2022-041, Una orden que modifica la Tarifa de Seguridad Pública a partir del primer de julio de 2022 y agrega una cláusula de aumento equivalente del año actual de la West Region CPI-U.

[Order 2022-041 Amending Public Safety Fee.pdf](#)

[PSF Presentation to Council_.pptx](#)

10. NUEVOS ASUNTOS

10.A Actualización de la Biblioteca

11. ASUNTOS DEL CONSEJO

11.A Discusión sobre el Compensación del Consejo

[RCA Motion to initiate change to Council Compensation 2022-0307.docx](#)

[Banks Council Stipend Comparison.xlsx](#)

12. 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 <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion	Information <input type="checkbox"/>
Subject: District 4 City Council appointment				Staff: City Recorder Sue Ryan Department: Council File No.
Business Session				Order On Agenda: Committee Appointments

Recommendation:

Motion: To appoint _____ to fill the District 4 seat on the Newberg City Council for a term ending December 31, 2022 and to be sworn into office at the March 21st, 2022 Council meeting.

Interviews of candidates were held during the Work Session to fill the vacancy in the District 4 City Council position.

Strategic Assessment:

The council sets policy and direction for the City. It is critical for the City Council to have a full complement of its membership in order to carry on the business of the City. The selection of the most qualified candidate to fulfill the vacant position is important to ensure the citizens within its boundaries are fairly represented.

REQUEST FOR COUNCIL ACTION



Date Action Requested: March 07, 2022

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
Subject: Ratify the Mayor's selection for the Budget Committee vacancies.	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 to the Mayor's appointments to the Budget Committee, as listed below, for a term beginning March 08, 2022 to December 31, 2024.

The new committee members will take the place of the members whom resigned: Timothy Carpenter and Kathryn Menninger.

- 1) Theodore Eborá has a background in finance with experience in putting budgets together.
- 2) Steph St. Cyr is wanting to make a difference in the community. A goal is to allow every voice to be heard during decisions that impact lives of the people in Newberg.

REQUEST FOR COUNCIL ACTION



Date Action Requested: March 07, 2022

Order ☐ Ordinance ☐ Resolution ☐ Motion ☐ Information ☐

Subject: Women's History Month Proclamation

Staff: Zaira Robles Muniz for Mayor Rogers
Department: Administration
File No.

Business Session

Order On Agenda: Presentations

Recommendation: Proclaim Women's History Month in Newberg.

PROCLAMATION



WHEREAS, Women’s History Month is a celebration of women’s contributions to history, culture and society. It has been observed annually in the month of March in the United States since 1987; and

WHEREAS, the National Women’s History Alliance designates a yearly theme. The theme for this year is “Women Providing Healing, Promoting Hope”; and

WHEREAS, according to the National Women’s History Alliance, this theme is both a tribute to the ceaseless work of caregivers and frontline workers during this ongoing pandemic. It is also a recognition of the thousands of ways that women of all cultures have provided both healing and hope throughout history; and

WHEREAS, despite these contributions, the role of women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history; and

WHEREAS, the month of March offers an important opportunity to recognize the often overlooked accomplishments women have made past and present; and

NOW, THEREFORE, I, Rick Rogers, Mayor of the City of Newberg, Oregon, do hereby proclaim March 2022 as

WOMEN’S HISTORY MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Newberg to be affixed on this 7th of March, 2022.

Space below is for city seal

Rick Rogers, Mayor

Newberg CM report

Monthly Events for February 2022



Well met.

First, I would like to just mention that I and finance are very busy working on MOU agreements with our ARPA recipients and on building this year's budget documents based upon the inputs from staff work last month. We continue to be ahead of the power curve on this work.

Now let's look at the world of Public Works.

Over the past six months the PW department has been facing impacts caused by supply chain delays, inflationary costs, and staff recruiting issues, that have affected the entire state and country.

Staff has shifted to longer-range planning on maintenance and operation issues. They have been closely monitoring and reviewing the increasing material and supplies costs, changing or modifying activities, so we will still meet our regulatory requirements, and community expectations to the best of our abilities.

Staff has also taken on additional workloads due to staffing shortages caused by Covid protocols, staff turnover and extended vacancies as recruitments have taken significantly longer to fill vacant positions. With the help, guidance, and continual support of the city's Human Resources staff, the department has been able to recently fill several of the currently vacant positions, and recruitment efforts are continuing to bring the department staffing levels back to normal.

Currently PW is approximately 4 FTE short from a 50 FTE maximum.

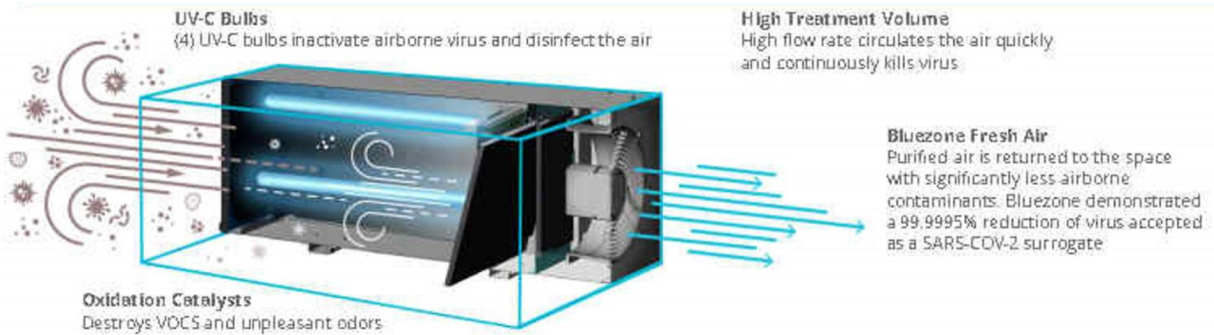
To help reduce the impact of Covid on city staff and visitors, 16 Bluezone air treatment systems have been installed in city buildings, including City Hall, the Library, the Public Safety Building, the Wastewater and Water treatment plants, and the Public Works Maintenance facilities.

The Bluezone units reduce airborne viruses, bacteria, and mold by 99.997% by circulating the air through the tower units, exposing it to UV-C light within the unit. The UV-C lights are fully enclosed preventing any possible exposure to people. It is therefore completely safe.

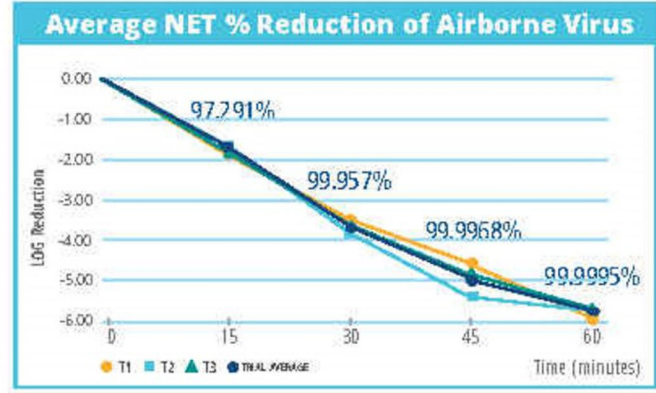
These units will not only help combat the possibility of airborne Covid exposure but will also provide a significant reduction in the potential of illnesses caused by other airborne agents. The purchase of these units was made possible through the approval of the City's Budget committee, using city funds provided through the American Recovery Act Plan (ARPA).

Scan Me to find out more about
Bluezone Air Purification





Award-Winning, U.S. Military Developed Air Purification Technology

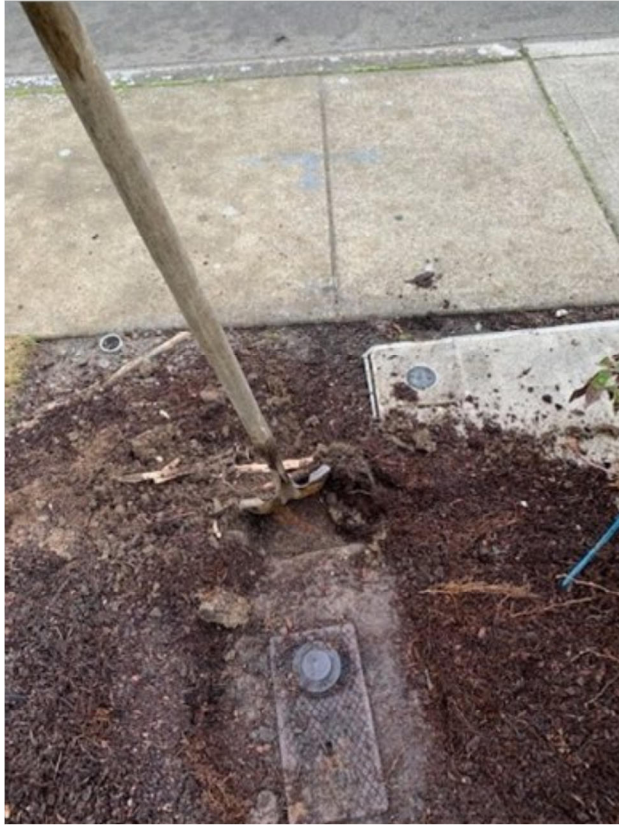




I wanted to focus particularly on maintenance in PW for this presentation.

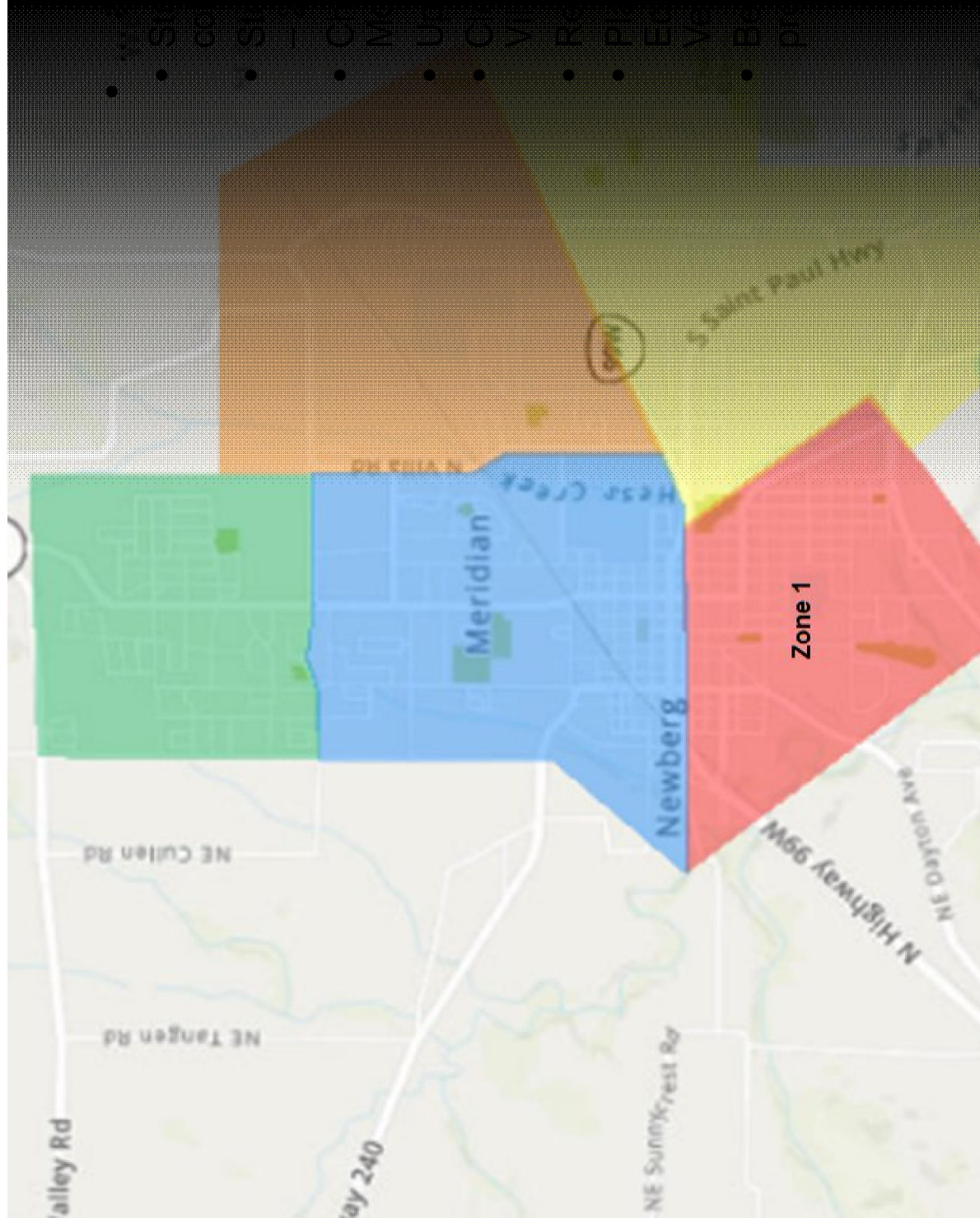
Here is the run down on some of our activities in the last month:

- Maintenance Fire Hydrants - 32
- Exercised water distribution valves – 36
- Water Mains Flushed 6,140 - ft
- Service connections – 72
- Service disconnections - 37
- Leak Checks conducted - 76
- Water Meter Radios (MXU's) Replaced - 118
- Water meter maintenance – 42
- Water meters replaced – 9
- New water meters installed – 28
- City wide search for buried mainline valves.
- Exercised located valves.
- Repaired water lateral – Quail and Center



BURIED
MAINLINE
VALVES







TREE TRIMMING PROGRAM



EMERGENCY
WATER POD
DEMONSTRATION

By the time you have read this all five emergency water pods will be in place and ready to go at the following locations (lets hope we never need them):

1. First Presbyterian church @501 E Mission Drive
2. NW Christian Church @ 2315 N Villa Road
3. TVFR 3100 @ Middlebrook Drive
4. Newberg School District Maintenance office @ 703 S Blaine Street
5. Public Works Yard @ 500 w 3rd



Collections System Activities during the past month included:

- Sewer line cleaned – 10,295 feet
- Sewer line CCTV Inspection – 10,915 feet
- FOG (Fats, Oils, & Grease)
 - Inspections – 13
 - Grease traps cleaned – 23
- Sewer Manholes Inspected – 2
- Completed Chapters sewer repair



**Ed Thomas Senior Mechanics retirement
BBQ**



Now operational,
Is this just the
first of a series of
money saving
solar projects
that the city will
deploy ??

In the world of finance, we were very busy meeting with departments going over budgets for next year. I and Kady implemented a new process this year using Budget Change Request forms (BCRs) for departments to fill out requesting for more or less money in certain account code line items. This has helped Finance a great deal with anticipated costs in certain areas (such as professional services or for construction projects).

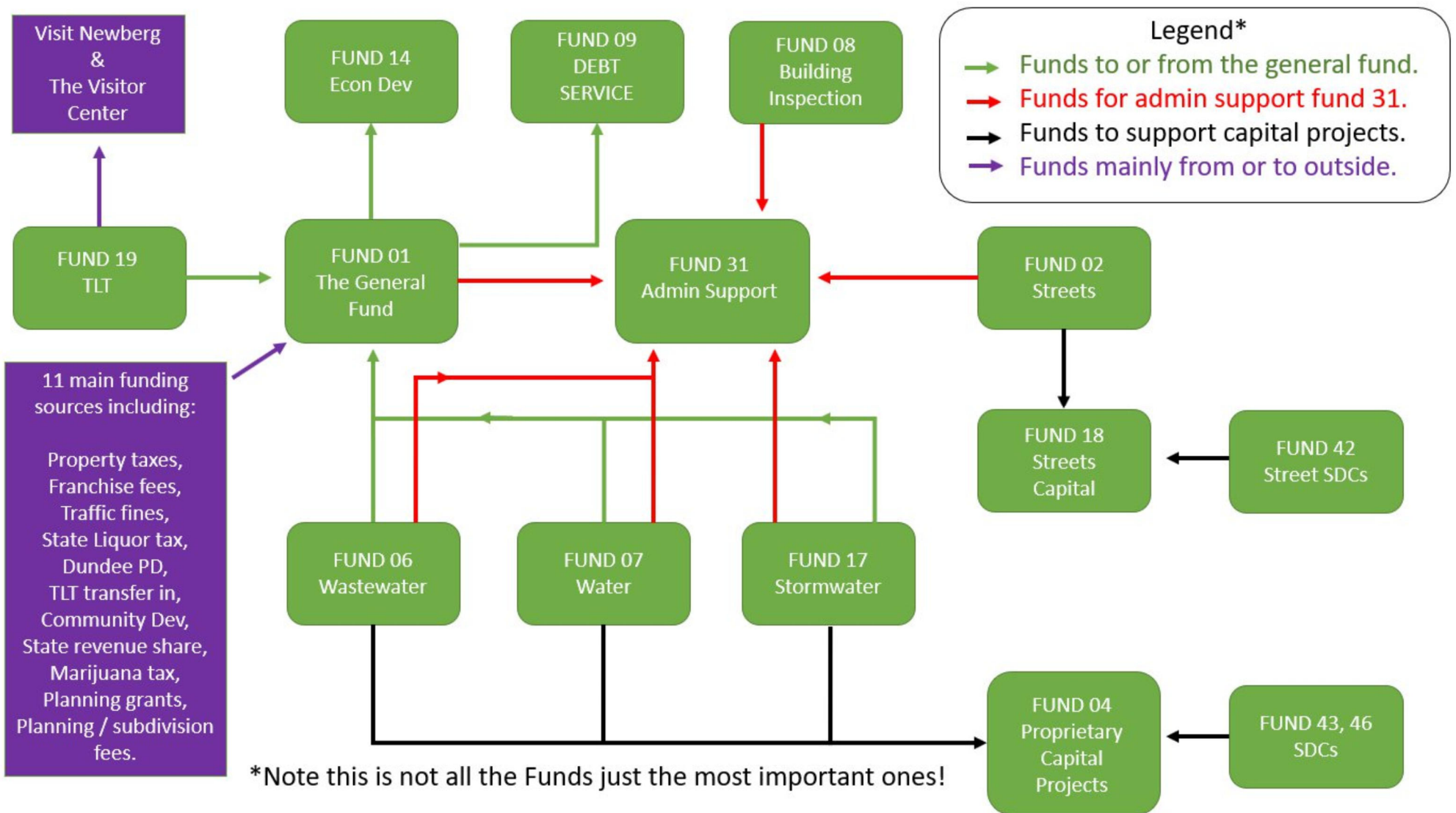
The Community Court Program started back up in February for the first time in 8 months. There were lots of hurdles and a few cancellations to endure but we have had our first round of successful graduates from the program.

6 total participants have successfully completed the program and have had their fines/fees waived and/or charges dismissed.



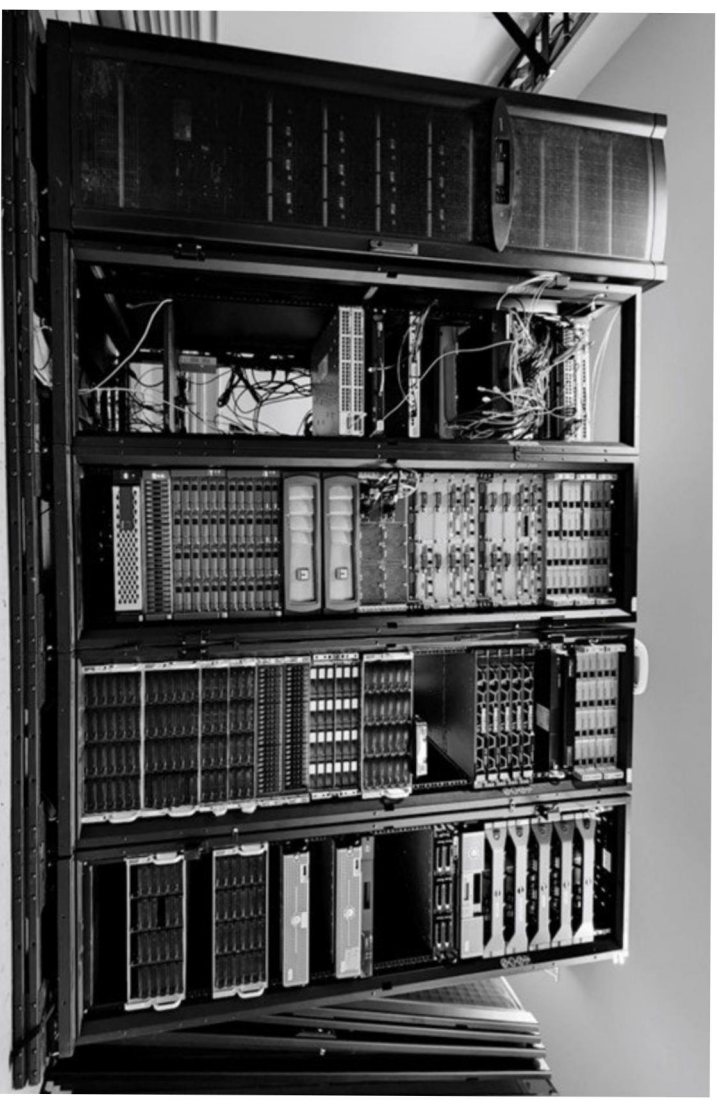
Sign currently posted on
Kady's door.

As part of this year's budget process, we have taken a deep dive into some training elements that we will be presenting to new budget committee members. The next slide is from one of the new training elements a presentation called "where do funds flow".



This month the IT Department performed a replacement of some older networking gear in the city as part of a larger network redesign project.

We went through the vendor bid and selection process for an intranet replacement project and have the kickoff and implementation for that now scheduled. We also started the process of migrating infrastructure and application servers to new hardware, decommissioning old storage in the process.



SERVERS!

The Planning Commission received an update on the status of the Housing Production Strategy and Code Audit projects. 3J Consulting is our new identified consultant and contract negotiations are underway. The HB 2006 annual report was submitted to the State. Staff met with the Finance Department on the various grants being received.

Staff participated in the Associate Engineer interviews and the ADA team meeting. Pre-application meetings were held for a cottage cluster at North Valley Friends Church, expansion of Family Pet Clinic, and a partition at 3509 N College Street. The City held its annual Economic Development meeting with PGE.

Staff continues to coordinate with CPRD on the Bypass trail project. Design reviews were issued for the Water Emergency PODs (that you saw earlier) and Catalyst High School. The Edwards Elementary expansion design review was submitted. The appeal on the Elliot Road Right-of-way determination is being processed.

The Building Division continues to be busy with Crestview Crossing and King's Landing for residential permits. Activities in Lafayette continue with a new subdivision on plan reviews.

A single day record of inspections occurred for one inspector on February 22 with 103 all told!



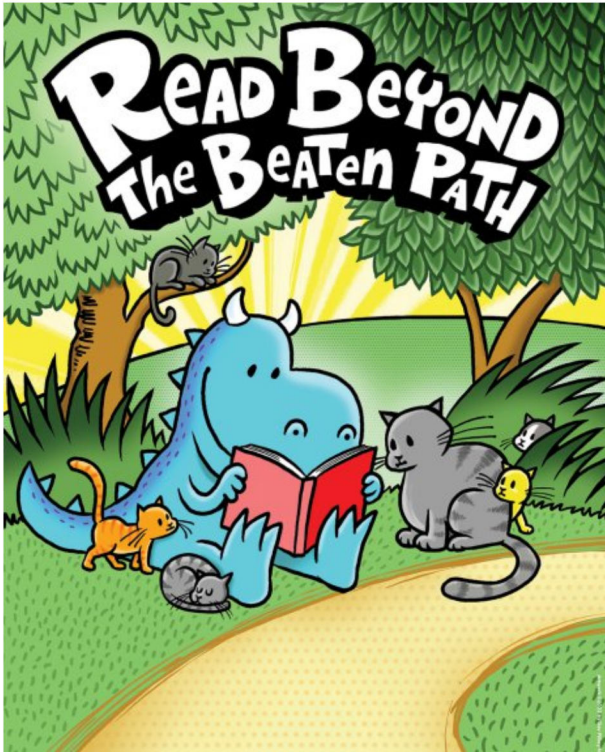
February saw the celebration of Black History Month at the library with displays around the library, and a walking history program in the Children's Library, with over 70 child participants throughout the month. Regular in-person programming returns to the library on March 1st.

This month Latino Services Librarian Bobbye Hernandez joined the Newberg Library team. Bobbye is an experienced librarian who has already started cultivating community connections with plans for a Bilingual storytime beginning in April.

This month library staff have worked together to finalize plans, performers, and activities for Summer Reading 2022! We are excited to bring back a full normal Summer program for kids, teens, and adults, and especially excited to partner again with the Public Works Department for Public Works Day at the end of June.

In February Circulation volunteer program continued to get back up to speed after the Covid closures with volunteers pulling daily items for holds and shelving, allowing library staff more time to work on the collection and data integrity, processing of new materials, and saving money by repairing well-loved library materials.

Library staff have largely spent February as a planning month for in-person programming starting back in March, Spring events, and the Summer Reading Program “Read beyond the beaten path”.



HR has found February continue to be very challenging due to the hyper competitive recruitment environment with low response to open vacancies, despite robust advertising efforts.

This is adding extra work and overtime to many departments and employees, who are not only holding on to the status quo but moving forward with innovation and progress in many departments.

We are grateful from the retention perspective that we were able to reward our essential staff with the Council-approved stimulus funds and an additional holiday this year. We must continue to provide every option for development and retention to our dedicated employees since it is exceptionally hard to replace skilled staff at this time.

At public safety, the peer support team has completed the mandatory training for the program. We now have 5 employees that are certified. We will be looking to add a few more to the team as the training becomes available. This is a very important component to our officer wellness program.

Sgt. Simmons was promoted to Captain, Cpl. Eubanks was promoted to Sergeant. Our purchase order for body worn cameras has been sent to the finance department. We should be getting them within the next 90 days.

PD is also making progress with their lateral police hires. Officer Slack has been moved to solo status and Officer Cromwell has moved to the final stages in her field training as well.

Sgt. Eric Ronning was recognized as the employee of the year for the police department in 2021. NDPD is working with the city engineering to look at the concept of getting redlight camera's reinstalled at Springbrook and Portland Road.

I am very proud to let you know that 99% of 911 calls were answered within 15 seconds!

So that's it for February events.

As I always like to say, tax dollars hard at work.

Questions?

REQUEST FOR COUNCIL ACTION



Date Action Requested: (Month Day, 2022)

Order ☐ Ordinance ☐ Resolution ☐ Motion ☐ Information ☐

No. 2022-3812

Subject: Resolution authorizing the City Manager Pro Tem to initiate several large scale ARPA projects that already gained a majority approval from council members present at the Budget Committee meeting of February 23, 2022.

Staff: CM P/T Will Worthey
Department: CM's office
File No.

Business Session

Order On Agenda: Consent agenda

Hearing Type: Administrative

Recommendation:

Adopt **Resolution No. 2022-3812** authorizing the City Manager Pro Tem to initiate several ARPA projects at the dollar amounts listed below, for projects in excess of \$100,000 that have already been approved by council by digital voting at the Budget Committee session of February 23, 2022.

Executive Summary:

The City Finance Manager Kady Strobe has reviewed the voting record for the Budget Committee session from Wednesday February 23, 2022. Finance Manager Strobe has noted that all of the following projects have passed the Budget Committee process with a majority approval vote of the City Council:

Project 2.2 Chehalem Cultural Center: Cultural Center Performing Arts Wing \$250,000

Project 2.5 Lutheran Community Services: A Family Place Expansion \$400,000

Project 2.10 City of Newberg: Water Rights Purchase \$1,500,000

Project 2.12 Newberg Harvest House: Harvest House Shelter Stabilization \$350,000

Fiscal Impact:

This action will have a positive impact on the city budget since it will save funds that would have come from city water funds for redundant water rights. In addition, many of the listed projects will stimulate the local economy to the long-term betterment of the city.

Strategic Assessment:

ARPA projects will accelerate the recovery of the city, its businesses, and residents from the harmful effects of the Covid-19 pandemic. The projects listed here will make the city more agile and responsive to residents needs and will increase customer service to our residents in line with our council goals.



A Resolution

Recitals:

1. Reason for Request: Several ARPA funded projects have the potential for savings in time and money if enacted in an expedient manner.
2. Spending Authority: Pursuant to NMC 3.25.050, the authorization of the City Manager to approve solicitation and award contracts is set at a not to exceed \$100,000 limit.
3. Manager Pro Tem: Will Worthey, City Manager Pro Tem has reviewed the recommendation from Finance Manager Kady Strode that the city move ahead with several large scale ARPA projects previously approved by Council at the February 23, 2022 Budget Committee meeting after the careful creation of the relevant memorandum of understanding.

The City of Newberg Resolves as Follows:

1. The City Council approves the initiation of the listed ARPA funded projects in line with the voting record recorded for the honorable Mayor and Councilors at the February 23, 2022 Budget Committee Meeting.

Effective Date of this resolution is the day after the adoption date, which is: March 8, 2022.
Adopted by the City Council of Newberg, Oregon, this 7th day of March, 2022.

Sue Ryan, City Recorder

Attest by the Mayor this 8th day of March, 2022.

Rick Rogers, Mayor

REQUEST FOR COUNCIL ACTION



Date Action Requested: (March 7, 2022)

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2022-3811	
Subject: New Hire GIS Technician	
Staff: Human Resources Department: Engineering	Order On Agenda: Consent Calendar
Business Session:	
Hearing Type: Administrative	

Recommendation:

Adopt **Resolution 2022-3811** authorizing the City Manager Pro Tem to appoint the recommended candidate to the position as listed below.

Executive Summary:

The City Charter, Chapter VIII, Section 34(h) provides the City Manager Pro Tem “has the authority and duties of manager, except that a Manager Pro Tem may appoint or remove employees only with council approval”.

The City Manager Pro Tem Will Worthy and Human Resources Alison Seiler have reviewed the scoring and recommendations for hire submitted by the position’s supervisors and recommend the hiring of said candidate to the council for their approval, pursuant to the city charter as stated above.

The City of Newberg has successfully recruited for the vacant position listed below. The recommended candidate has been vetted through the appropriate hiring procedure.

Alan McKeel – Engineering GIS Technician – full-time.

Fiscal Impact: This position is funded within the FY2021-2022 budget and is indicated by the applicable departmental personnel service line item.

Strategic Assessment: This regular, full-time position has been under recruitment for more than one year while responsibilities on the GIS team were re-designed to cover updated and necessary service provision. This hire solves many of these ongoing issues.



RESOLUTION NO. 2022-3811

A Resolution

Recitals:

1. Reason for Vacancy: This regular, full-time position has been under recruitment for more than one year, while responsibilities on the GIS team were re-designed to cover updated and necessary service provision.

2. Recommendation: Human Resources recommends the appointment of Alan McKeel who is the successfully scored top applicant after this robust recruitment.

3. Funding: Position funding is within the FY 2021-2022 budget and is indicated by the applicable personnel service line item.

4. Manager Pro Tem: Will Worthy, City Manager Pro Tem has reviewed the recommendation for hire submitted by the supervisor of this position and recommends the hiring of said candidate to the vacant position. The City Charter, Chapter VIII, Section 34(h) provides the manager pro tem "has the authority and duties of manager, except that a manager pro tem may appoint or remove employees only with council approval".

The City of Newberg Resolves as Follows:

1. The City Council approves the appointment by the City Manager Pro Tem of Alan McKeel to the position of Engineering GIS Technician.

Effective Date of this resolution is the day after the adoption date, which is: March 8, 2022.
Adopted by the City Council of Newberg, Oregon, this 7 day of March, 2022

Sue Ryan, City Recorder

Attest by the Mayor this _____ day of _____, 2022.

Rick Rogers, Mayor

REQUEST FOR COUNCIL ACTION



Date Action Requested: March 7, 2022

Order ☒ Ordinance ☐ Resolution ☐ Motion ☐ Information ☐

No. 2022-041

Subject: An Order Amending the Public Safety Fee beginning July 1, 2022, and adding an escalation clause equivalent to the current year West Region CPI-U.

Staff: **Kady Strode**
Department: **Finance**
File No.

Business Session

Order On Agenda: **Public Hearing**

Hearing Type: Legislative ☐ Quasi-Judicial ☒ Not Applicable ☐

Recommendation:

Approve Order 2022-041

Executive Summary:

In 2009, City Council approved Order 2009-0021 establishing a Police Officer Public Safety Fee (POPSF) in the amount of three dollars (\$3.00) per equivalency dwelling unit per month for the purpose of funding three police officers. The original order does not allow for inflationary costs. This proposed order is meant to remedy that as the cost of salaries and benefits plus inflation has risen consistently since 2009.

In 2016, the City Council approved Ordinance 2016-2800 establishing a process for the Council to adjust an existing public safety fee. The process allows an adjustment to an enacted PSF by an amended order. The amended order shall only address a change in the fee amount. Further, any adjustment must be based on the following criteria.

1. Identification of the financial circumstances that have changed since the original enactment of the PSF.
2. The amount of revenue needed to support the resources to provide the services identified in the PSF.
3. Any other criteria that should be reasonably considered that would be likely to assist in establishing an equitable adjustment to the PSF.
4. The report proposing the PSF adjustment will address the criteria to be considered.

See Exhibit A for proposed rate changes for each dwelling unit per month.

Fiscal Impact:

When the fee was established in 2009, it was not set up to index rates. Cost of living increases and inflation have caused the Public Safety Fee Fund (Fund 16) to be unable to afford the full cost of three police officers, putting a strain on the General Fund. Using an average of 2% CPI indexing average, the fees should be approximately 32% higher than the current rates, establishing a new rate of three dollars

and ninety-six cents (\$3.96) per equivalency dwelling unit per month. See Exhibit A for the proposed rate changes.

Strategic Assessment:

This issue was raised during the development of the 2021-22 budget process in early 2021 (See Pages 10-11 in 2021-22 adopted budget document) as a way to address the City's structural deficit. The fee on EDUs was initially established to fund three police officers but was not adopted with an escalator to keep up with ongoing costs. The fee now covers only two officers. A modest fee increase could relieve the General Fund of some salary costs.

ORDER NO. 2022-041

An Order amending Order 2009-0021, which established a Public Safety Fee (PSF) in the amount of Three (3) Dollars per Equivalency Dwelling Unit (EDU) per month for the purpose of funding three (3) police officer positions by adding a consumer price index to adjust the fee annually for inflation.

Recitals:

1. Order No. 2009-0021 (Exhibit B) established a Police Officer Public Safety Fee (POPSF) in the amount of Three (3) Dollars per Equivalency Dwelling Unit (EDU) per month for the purpose of funding three police officer positions.
2. Ordinance 2016-2800 (Exhibit C) established a process for the Council to adjust an existing public safety fee.
3. When the fee was established in 2009, it did not include the Consumer Price Index to adjust manually for inflation. The cost of police personnel has risen steadily since 2009 including but not limited to salaries and benefits and inflation.
4. In accordance with the process established by Ordinance 2016-2800, the City Council conducted on March 7, 2022, at the regularly scheduled meeting, a public hearing to receive from the public advice, input, and comment concerning the proposed adjustment.
5. The City Council has taken into consideration the facts and information presented to them, as well as the testimony presented during the March 7, 2022, public hearing.

The City of Newberg Orders as Follows:

1. The recitals are hereby adopted by the City Council and considered facts in the deliberation (Exhibits A, B, and C).
2. The administration has presented to the City Council an administrative report with the basis for its recommendations.
3. Findings of Fact: The City Council adopts the findings of fact as set forth in in Exhibit D, which is hereby attached and by this reference incorporated. The Findings of Facts addresses the required criteria. The City Council finds that the criteria for adjusting the fee have been met and satisfied.
4. Order No. 2009-0021 is amended, Section 2, Subsection a, to read as follows:
 - a. Amount: Three (3) dollars per equivalency dwelling unit (EDU) per month will be charged on all water meters within the City of Newberg. The amount of the fee shall be adjusted July 1, 2022,

and annually thereafter, and shall increase in a percentage amount equivalent to the CPI-U West Regional Annual Average Index, as published by the U.S. Bureau of Labor Statistics.

b. Responsible Party: The person(s), firm, corporation, or entity (hereinafter referred to as “person”) responsible for the water utility charge will be responsible for the PSF. If there is no water service to the developed property, the person with the right to occupy the developed property will be responsible for the PSF.

c. Implementation: The PSF will be implemented and charged through the August 2022 August water utility bill. However, the City Manager (CM) has the authority to delay implementation if the CM deems it necessary, but the PSF will be implemented as soon as possible if delayed after the August billing.

d. Expenditures: The revenue collected from the PSF will be used to fund three (3) police officer positions including all necessary expenses.

e. PSF Designation: The PSF will be referred to as Police Officer Public Safety Fee (POPSF).

5. Except as specifically amended herein, all other provisions of Order No. 2009-0021 remain in effect.

Effective Date of this order is the day after the adoption date, which is: March 8, 2022.
Adopted by the City Council of Newberg, Oregon, this 7th day of March 2022.

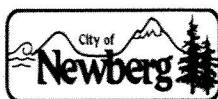
Sue Ryan, City Recorder

Attest by the Mayor this _____ day of _____, 2022.

Rick Rogers, Mayor

**Public Safety Fee Rate – Current and Proposed
Effective July 1, 2022**

	Current Rate	Proposed Rate
5/8" meter	\$ 3.00	\$ 3.96
1" meter	\$ 7.50	\$ 9.90
1.5" meter	\$ 15.00	\$ 19.80
2" meter	\$ 24.00	\$ 31.68
3" meter	\$ 48.00	\$ 63.36
4" meter	\$ 75.00	\$ 99.00
8" meter	\$ 240.00	\$ 316.80

**ORDER No. 2009-0021**

**AN ORDER ESTABLISHING A PUBLIC SAFETY FEE (PSF) IN THE
AMOUNT OF THREE (3) DOLLARS PER EQUIVALENCY DWELLING UNIT
(EDU) PER MONTH FOR THE PURPOSE OF FUNDING THREE (3) POLICE
OFFICER POSITIONS**

RECITALS:

1. The City has had a long standing need for additional police officers as shown by the City staffing levels when compared to the national average for western states and other cities in Oregon of comparative size.
2. During the City's budget process as early as 2001-2002, the need for additional police officers has been discussed and acknowledged through that process.
3. The Budget Committee and the City Council through the local budget process have authorized additional police officers over the past few years, but the revenue has not been available.
4. Police Chief Casey has conducted an extensive public outreach program informing the community of the need for additional police officers; the increased demand for police services; the impact that the lack of staffing has on the department; the ability to deliver such services with the present staffing level; and the future needs of the department.
5. The City Council adopted Ordinance 2009-2714, which authorized the establishment of a public safety fee to fund police and fire services. The ordinance provided a process for such establishment and adopted code provisions. The ordinance is hereby attached as Exhibit "A" and by this reference incorporated.
6. The City administration has presented an Administrative Report to the City Council recommending that a public safety fee (PSF) be implemented. The PSF would support the funding of three (3) new police officer positions to increase the staffing level of the Newberg-Dundee Police Department. This report is hereby attached as Exhibit "B" and by this reference incorporated.
7. In accordance with the process, the City Council has conducted on July 6, 2009, at their regular scheduled meeting a public hearing to determine if the request for the PSF meets the criteria as provided for in the Newberg Code. The format for that hearing is marked as Exhibit "C," which is hereby attached and by this reference incorporated. The criteria for establishing the PSF is listed in Exhibit "A," Section 5 of the ordinance and listed in Section 36.37 of the Newberg Code, which is also contained in Exhibit "A."
8. The City Council has taken into consideration the facts and information presented to them, as well as the testimony presented during the public hearing.

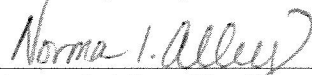
THE CITY OF NEWBERG ORDERS AS FOLLOWS:

1. Recitals: The Recitals are hereby adopted by the City Council and considered facts in the deliberation.
2. Public Safety Fee (PSF): A PSF is hereby established and authorized to be charged as follows:
 - a. Amount: Three (3) dollars per equivalency dwelling unit (EDU) per month will be charged on all water meters within the City of Newberg.
 - b. Responsible Party: The person(s), firm, corporation, or entity (hereinafter referred to as "person") responsible for the water utility charge will be responsible for the PSF. If there is no water service to the developed property, the person with the right to occupy the developed property will be responsible for the PSF.
 - c. Implementation: The PSF will be implemented and charged through the August 2009 water utility bill. However, the city manager (CM) has the authority to delay implementation if the CM deems it necessary, but the PSF will be implemented as soon as possible if delayed after the August billing.
 - d. Expenditures: The revenue collected from the PSF will be used to fund three (3) additional police officer positions including all necessary expenses.
 - e. PSF Designation: The PSF will be referred to as Police Officer Public Safety Fee (POPSF).
3. Administrative Report: The administration has presented to the City Council an Administrative Report recommending an amount and the implementation of the PSF. The City Council adopts the administration report, as well as all facts and information in report. The Administrative Report is Exhibit "B."
4. Hearing Format: Exhibit "C" is the hearing format to be used for this Order.
5. Findings of Fact: The City Council adopts the Findings of Fact as present in Exhibit "D," which is hereby attached and by this reference incorporated. The Findings of Fact addresses the criteria for establishing the PSF. The Council finds that the criteria for establishing the PSF has been met and satisfied.
6. Administration: Under the authority of the CM, the City administration is hereby delegated the authority to administer the PSF, including charging, collecting, and implementing of the PSF. The city manager is hereby delegated all necessary authority for implementation and administration of the PSF. Furthermore, the CM is delegated the authority to do all necessary acts; enter into all necessary agreements; and execute any other necessary documents for the implementation and collection of the PSF. This authority is in addition to the authority given to the administration under Newberg Code provision § 36.36 entitled, "Administration and Collection." Furthermore, additional conditions for implementation and collection are presented in Exhibit "E," which is hereby attached and by this reference incorporated. The authorized conditions are to be implemented by the administration.

7. Appeal: Any dispute, claim, or other disagreement concerning the implementation, charges, and collection of the PSF including but not limited to determination of the number of EDU's; the amount of the PSF to be charged; the responsible party; and settlement of disputed claims will initially be made by the City finance director. Appeal of this decision will be to the city manager. The city manager's decision will be final.

➤ **EFFECTIVE DATE** of this order is the day after the adoption date, which is: July 7, 2009.

ADOPTED by the City Council of the City of Newberg, Oregon, this 6th day of July, 2009.


Norma I. Alley, City Recorder

ATTEST by the Mayor this 9th day of July, 2009.

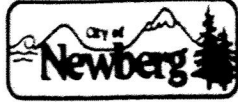

Bob Andrews, Mayor

QUASI-JUDICIAL HISTORY

By and through City Council at the 05/18/2009 meeting. Or, None.

Exhibit "A"

to Order No. 2009-0021



ORDINANCE NO. 2009-2714

AN ORDINANCE ESTABLISHING A PROCESS TO IMPLEMENT A SPECIFIC PUBLIC SAFETY FEE BY AUTHORIZING THE CITY TO ESTABLISH A PUBLIC SAFETY FEE TO FINANCE POLICE AND FIRE SERVICES; SETTING OUT A PROCESS TO DETERMINE THE AMOUNT AND CITIZENS WHO SHOULD PAY THE FEE; SETTING CRITERIA THAT SHOULD BE ADDRESSED DURING THE PROCESS; AUTHORIZING COLLECTION OF THE FEE THROUGH THE UTILITY BILLING MECHANISMS OF THE CITY; AND ESTABLISHING AN ADDITIONAL SECTIONS UNDER CHAPTER 36 (FINANCE AND REVENUE; TAXATION) TO INCLUDE THE PROVISIONS OF THIS ORDINANCE

RECITALS:

1. The City has a Police Department and a Fire Department dedicated to protecting the public.
2. The public safety in this area is dependant upon the City's ability to fund the necessary officers and purchase the necessary equipment to carryout the mission of those departments.
3. The City has the authority to charge fees based upon the services furnished or likely to be furnished to its citizens.
4. The City should seek the input, advice, and information from the citizens concerning the needed resources in the public safety area, and the necessary revenue to provide the resources.
5. The City should establish criteria to determine the need for resources, the amount of any fee, and the method of charging such fees.
6. After a public hearing on May 18, 2009, at which the City Council considered public testimony, staff presentation, and Council deliberation, this ordinance was passed.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. Public Safety Fee (PSF). The City hereby establishes and authorizes the levying of a public safety fee (PSF) to be used to support the Police and Fire Departments in carrying out their respective missions and duties to protect the public. The City is empowered to enact separate PSFs through the process established below. Furthermore, the City shall establish the amount of the PSF fee.

Section 2. Specific Purpose of PSF. When implementing a PSF, the Council should designate the specific purpose or use to be made of the revenue from each PSF, a reporting

process to ensure that each PSF is spent as authorized, provide for a public hearing prior to adopting each PSF, and the criteria to be considered in determining the need for each PSF.

Section 3. Enactment by Order of a PSF. The City Council, after taking into consideration the report from the administration which proposes a PSF, as well as the criteria established, and input from the public, will enact the PSF, by order establishing the amount of the PSF and adopting findings of fact as to the criteria.

Section 4. Administration and Collection. The City Administration will be responsible for billing, collection, and reporting to the Council concerning each PSF. The PSFs maybe billed and collected through the City's utility billing system. The City budget will contain information that clearly indicates the amount of revenue that each PSF is estimated to collect and the proposed expenditures. An annual report will be made to the City Council showing actual revenue collected and expenditures made during the previous fiscal year. This report may be incorporated in the annual budget.

Section 5. Criteria. The PSF will be established based upon the following criteria:

- (A) The need for services.
- (B) Comparison of resources to provide such services by examining the following:
 - i. Comparison with resources available in similar communities.
 - ii. Comparison with resources used to provide services, such as number of police officers or firefighters per capita as shown through nationally recognized service studies.
 - iii. Comparison of statistics showing the calls for service or incidents that require services from year to year to determine if the need for services has increased or decreased.
 - iv. Any other recognized study or authoritative source showing comparison of resources needed with services to be delivered in the public safety area.
 - v. Take into consideration the increase or decrease in population.
 - vi. A reasonable connection between those who need, use, or are likely to need or use the service, and those who are charged the fee.
 - vii. The amount of revenue needed to support the resources to provide the services.
- (C) Any other criteria that should reasonably be considered that would be likely to assist in establishing an equitable PSF, which could be charged on a fair and equitable basis.
- (D) The report proposing the PSF will address the criteria to be considered.
- (E) The testimony at the public hearing should be addressed to the criteria.
- (F) The fee shall be established and levied on a reasonable basis considering all the criteria.

Section 6. Determination of PSF Necessity. The Council, after due deliberation and consideration of any public testimony presented at the public hearing has determined the following:

- (A) There is a need for another source of revenue to support the necessary and

- essential activities of the Police and Fire Departments.
- (B) Establishment of a PSF with authorization to spend the revenue generated by the fee only on necessary public safety activities are a logical and necessary way to support these public safety activities.
 - (C) By establishing the process the City Council can ensure that the public is given an opportunity to give their advice and input concerning the PSF.
 - (D) The open and clear reporting on how these funds are spent once collected will establish the transparency that is necessary to ensure public trust.
 - (E) One of the essential duties of the City government is to provide for the safety of its citizens and this essential duty requires expenditure of a certain amount of revenue in order to ensure that these resources are available. The PSF is a fair and reasonable way to provide for that revenue.


Section 7. Code Provisions. The specific Code sections to fully implement this ordinance are contained in Exhibit "A" and by this reference incorporated. Additional details contained in Exhibit "A" shall be in full force and effect, as if specifically enumerated in this ordinance. The sections are fully incorporated in the Code of Newberg.

➤ **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: June 18, 2009.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of May, 2009, by the following votes: **AYE: 7** **NAY: 0** **ABSENT: 0** **ABSTAIN: 0**


Daniel Danicic, City Recorder

ATTEST by the Mayor this 21st day of May, 2009.


Bob Andrews, Mayor

LEGISLATIVE HISTORY

By and through City Council at 12/01/2008 meeting. Or, None.
(committee name) (date) (check if applicable)

Code Provisions

The following provisions of the City Code of the City of Newberg are added to the City Code and have full force and effect:

TITLE 3: ADMINISTRATION

CHAPTER 36: FINANCE AND REVENUE; TAXATION

PUBLIC SAFETY FEE

§ 36.35. Enactment, Process and Order

(A) *Enactment.* The City hereby establishes and authorizes the levying of a public safety fee (PSF) to be used to support the Police and Fire Departments in carrying out their respective missions and duties to protect the public. The Council is empowered to enact separate PSFs through the process established below.

(B) *Process.* The City will follow the process which provides the following:

(1) Report from the administration that addresses:

- (a) Specific purpose or use to be made of the revenue from each PSF.
- (b) The estimated amount of revenue that the PSF would raise for the City.
- (c) The specific amount of the PSF and the method of determining the amount of the PSF.
- (d) The group of citizens who would be charged the PSF.
- (e) The criteria established for determining the need for a PSF.

(2) Public hearing at which the Council may receive from the public advice; input and Comment concerning the PSF.

(3) Requirement that reporting be done at least annually to report the amount of revenue raised by the PSF, the expenditures from that revenue. This report may be incorporated in the annual budget.

(C) *Order.* The Council shall enact each specific PSF through the process set out above using the council's quasi-judicial authority by enactment of an order.

§ 36.36. Administration and Collection. The City Administration will be responsible for billing, collection, and reporting to the Council concerning each PSF. The PSFs may be billed and collected through the City's utility billing system. The City budget will contain information that clearly indicates the amount of revenue that each PSF is estimated to collect and the proposed expenditures. An annual report will be made to the City Council showing actual revenue collected and expenditures made during the previous fiscal year. This report may be incorporated in the annual budget.

§ 36.37. Criteria. The PSF will be established based upon the following criteria:

- (A) The need for services.
- (B) Comparison of resources to provide such services by examining the following:
 - (1) Comparison with resources available in similar communities.
 - (2) Comparison with resources used to provide services, such as number of police officers or firefighters per capita as shown through nationally recognized service studies.
 - (3) Comparison of statistics showing the calls for service or incidents that require services from year to year to determine if the need for services has increased or decreased.
 - (4) Any other recognized study or authoritative source showing comparison of resources needed with services to be delivered in the public safety area.
 - (5) Take into consideration the increase or decrease in population.
 - (6) A reasonable connection between those who need, use, or are likely to need or use the service, and those who are charged the fee.
 - (7) The amount of revenue needed to support the resources to provide the services.
- (C) Any other criteria that should reasonably be considered that would be likely to assist in establishing an equitable PSF, which could be charged on a fair and equitable basis.
- (D) The report proposing the PSF will address the criteria to be considered.
- (E) The testimony at the public hearing should be addressed to the criteria.
- (F) The fee shall be established and levied on a reasonable basis considering all the criteria.

Administrative Report

Exhibit “B” to Order No. 2009-0021

Date: June 23, 2009
To: Mayor and City Council

Facts: Police Chief Brian Casey
Report Author: Terrence D. Mahr, City Attorney

Public Safety Fee for Police Services

Recommending a Public Safety Fee for Police Services Pursuant to Code Provisions 36.35-36.37.

RECOMMENDATION: Implement a Public Safety Fee (“PSF”) effective August 1, 2009 in the amount of three (3) dollars per month per equivalency dwelling unit (“EDU”). The PSF is to be paid by the party paying the City’s water utility charges or person(s) having the right to occupy the developed property.

EXECUTIVE SUMMARY

The City of Newberg’s Police Department has had a need for additional police officer positions for some time. The City has grown substantially since the 1990’s and is almost ten (10) years into the new century. Although growth has momentarily slowed, the City is poised for a large amount of new residential and commercial growth which is already through the planning stages and ready for development; i.e., Springbrook Master Plan and McClure development, to name a few.

At the beginning of this century, the staffing level of police officers was well below the national average for western states. The problem has continued to grow. The City, when compared with similar Cities in Oregon, has fewer officers. The City has a law enforcement services contract with the City of Dundee. This has helped financially. However, even with the addition of the former Dundee officers, the City still has fewer officers than the comparator Cities.

Administrative Report

Police officer positions have been authorized by the City Council, which has recognized the need, but sufficient revenue has not been made available. Present revenue sources are not likely to be able to meet the need.

The lack of officers is impacting the ability of the department to function, as well as affecting police officer safety. Public safety, through police services, is not optional. When called upon, it is the City's obligation to its citizens to ensure their safety through law enforcement and other services.

Chief Casey has established the need for seven (7) additional officers. The City has added four (4) officers through the budget process. The PSF is needed to provide the necessary revenue for the additional three (3) positions. The amount of the fee will be three (3) dollars per EDU per month. By using the fee method, those occupants and users of developed properties will pay their fair share for the police services needed.

The City will be able to maintain a professional, responsive, and high quality police force, providing excellent police services to the community. The needed officers will ensure that the excellent level of services continue while providing the necessary number of officers for the adequate safety of those officers. The Council should pass Order No. 2009-0021 providing for the PSF.

I. Facts:

These facts were taken from Chief Casey's presentation concerning the need for additional police officers. A copy of the PowerPoint presentation is attached as Attachment "A" to this report and by this reference incorporated.

Chief Casey has been an officer with the Newberg Police Department, Assistant Chief under Chief Bob Tardiff, and appointed as Police Chief in 2004. He led the department to obtain its certification as a police certified department with the Oregon Accreditation Alliance. The department is one of the few in the state of Oregon of its size to obtain such certification.

Chief Casey has studied the criteria and comparison factors that are used to determine the necessary staffing of police officers to

Administrative Report

deliver police services. He has presented his information, expert opinion, and his recommendations.

Chief Casey has conducted a public outreach program. He has made presentations to service clubs (Rotary clubs, Kiwanis, and others). He presented the information to the Citizens Police Advisory Committee on April 3, 2009. They unanimously supported the need for the police officer positions and the need for a PSF for the funding. They officially endorsed this action. He also conducted a town hall public meeting to discuss the need and the PSF at the Public Safety Building on May 12, 2009. After his presentation, there was public discussion concerning the necessity of a PSF.

Chief Casey has received overwhelming support for the need for additional police officers. Even though funding is always a challenge, he has received overwhelming support for the necessary funding of additional officers.

Here are the facts presented in Chief Casey's presentation:

- 1. Population of city:** The City has a steadily growing population. The growth of the City is considered "high" for the state of Oregon. Yamhill County (being on the edge of the Portland-Metro area) is one of the fastest growing areas in the state.

The City is perched on the threshold of substantially more growth. Austin development has an approved development agreement (Springbrook Master Plan) that would add an additional 1,200 homes to the city with a potential of an additional 3,000 in population. The McClure development is an additional eighty-four (84) homes, and the Orchard's Lair II Subdivision includes one-hundred and twenty-five (125) lots in the development for additional homes. The current downturn in the economy has caused a momentary slowing of growth, but these developments along with others already in construction will certainly allow Newberg to "take off" once again when the economic climate changes.

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Newberg has been growing in population for a long time. Newberg has grown thirty-nine (39) percent since 1990. The population in 1998 was 17,358. With the police services contract in 2005 with the City of Dundee, the police force grew to twenty-five (25) sworn officers with the inclusion of three (3) police officers who were formerly with Dundee, and the service area of the department included Dundee.

Ten (10) years later in 2008, Newberg had grown to 21,675 and with the service area of Dundee, the population to be served was 24,715. With a five and four-tenths (5.4) percent growth rate in 2007, the City was one of the fastest growing in the state. (See presentation slide numbers 2 and 3.)

In 2009, the population of the City is 22,645. Including Dundee, the population is 25,695. That is an increase of four (4) percent since 2008. The rate of growth has decreased since 2007, but the potential for a lot more growth is certainly there.

2. The Need for Police Services: As population grows, the call for services (CFS) increases. The CFS naturally has spikes and low points. There has been a thirteen (13) percent increase from 2005 to 2007. This increase and thus demand for police services has caused a lot of stress upon the police staff.

The police lieutenants have worked 596 hours of uncompensated patrol coverage in order to meet minimum staff requirements. This not only puts a heavy burden upon them, but it takes them away from their supervisory duties. Sergeants have also been having shift duty, which impacts their ability to supervise. Officers are constantly doing overtime. Some officers find that the majority of their shifts are including overtime.

Programs valued by the community that provide the residents with an excellent opportunity to communicate with the police force have had to be curtailed. These programs allowed interaction with residents, which helps reduce criminal activity in the community by building cooperation

Administrative Report

between citizens and the police force. Such programs that have been eliminated are Citizens Police Academy, McGruff Safe Home for Children, Neighborhood Watch, and National Night Out.

The police department finds itself in the position of solely being able to respond to CFS and incidents. They are not able to participate in activities that build stronger relationships with the community. The police department is highly respected by the citizens of Newberg, but to continue to thrive, this relationship needs to be built. The increased need for services impacts the ability of the department to have time for proactive programs.

The contract with the City of Dundee for police services has added to the CFS and the responsibility of the department to respond. When the police service contract was enacted in 2005, the City took in three (3) police officers who comprised the Dundee police force. This helped increase the number of officers, but the population had a similar increase. Dundee's financial contribution to the City assisted with the financing of police services. However, numbers in police staff levels have historically been low in the City of Newberg. Even with the additional officers from Dundee, it is still low.

3. Level of Staffing: The Newberg police force has twenty-nine (29) sworn officers. The number of officers appropriate to meet the needs of the citizens in the city is determined by reviewing a number of factors. Chief Casey has examined the factors and compared the department with similar Cities in Oregon. The need for additional officers was brought out by the previous chief of police and has been a topic of budget discussions for many years.

In 2001, Chief Tardiff pointed out that the level of police officer staffing was eight (8) officers below the western state's average of one and seven-tenths (1.7) per thousand population (per 1,000) for similar sized cities. These statistics are compiled by the United States Department of Justice. The City continued to fall behind in staffing levels. In 2003, Chief Tardiff pointed out again that the department

Administrative Report

was nine (9) officers below the average of one and seven-tenths (1.7) per 1,000. The current level was then one and twenty-two one-hundredths (1.22) officers per 1,000. (See presentation slide numbers 3 and 4.)

The City authorized an additional traffic officer in January of 2003 provided that sufficient revenue was available. The revenue was not available. Chief Casey continued to bring attention to the need for additional officers, including the request for two officers in 2007 which were not funded.

The staffing history of the Newberg-Dundee Police Department shows that the population is clearly outgrowing the ability of the City to add police officers to meet the police service needs. In 1998, the department had twenty-four (24) sworn officers, which amounted to one and four-tenths (1.4) officers per 1,000. In 2008, the department had added one (1) officer and three (3) officers from the Dundee police force for a total of twenty-eight (28) officers.

However, the population had grown and the ratio was one and one-tenths (1.1) officers per 1,000. Today with the four (4) positions added as indicated in the next paragraph, bringing the Newberg-Dundee police force to thirty-two (32) officers, the ratio is one and three-tenths (1.3) officers per 1,000. This is still very much below the average of similar sized cities for western states, which is one and seven-tenths (1.7) per 1,000.

By 2008, the need for additional officers was quite apparent. Chief Casey requested a needed seven (7) officers. Through the budget process, the City authorized four (4) positions to be added. The PSF will provide the funding for the three (3) remaining officers requested by Chief Casey.

In comparing the number of officers per capita, the national statistics for western states is an authoritative indicator. However, when comparing the number of officers the City has with other similar sized Cities in Oregon, the City has the lowest number of officers of the nine (9) other comparative cities. (See presentation slide number 6.) Even

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with the addition of four (4) officer positions, the City still remains in the bottom portion when compared by number of officers per capita.

The low number of officers per population and increasing number of CFS has other impacts. As noted above, lieutenant and sergeants are called away from needed supervisory duties to provide call and patrol services. Inadequate staffing levels also create potentially unsafe situations. As officers are involved in duties, such as processing arrests, transporting to the jail, or handling other calls, there are fewer officers (if any) available to assist other officers.

Response time is affected or only one (1) officer may be able to respond when a situation calls for more officers. At least three (3) officers are required per shift to provide adequate backup for the safety of the public and the officers. This is necessary in order to provide safe and adequate police services to the community.

Chief Casey has presented the information concerning the goal of having three (3) officers per shift. The City needs twenty-one (21) patrol officers in order to meet this goal. (See availability calculations in presentation slide number 11.)

II. Responsible Party for Fee and Fee Amount:

The City needs additional revenue to raise the police staffing level to provide adequate police services to the community. Through the research and presentations by Chief Casey, the need for the additional three (3) police officer positions has been well established. The City has legal authority to establish an appropriate fee and designate a class of persons to be responsible for paying such fee.

The administration recommends that the City determine that the responsible group be persons who occupy developed property or have a right to occupy developed property within the city.

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Property developed and occupied would be likely to need police services and benefits from the protection provided by police services. Persons occupying developed property benefit from police department patrol activity.

The recommended method to determine the responsible party and to assess the fee is through the City utility services. The person or persons, including businesses, corporations, and/or any other entity paying the City for utility charges, will pay the PSF. If the property is developed, but there is no utility service to the property, or if water services are discontinued, the PSF will be paid by the person(s) authorized to occupy the developed property.

The amount of the PSF is three (3) dollars per EDU per month. This accounts for the fact that larger utility meters generally mean more occupants. The assessment and collection of the PSF will be by the administration through the utility billing system in accordance with the order (Order No. 2009-0021) of the Council.

III. Revenue & Budget:

The need for additional police officers and the funding of those positions have been discussed with the Budget Committee for a number of years. The committee has recognized the need and authorized the funding for these positions if revenue was available. However, the revenue was not available. The Budget Committee with the City Council giving final approval did approve the funding of four (4) police positions requested by Chief Casey during the 2008-2009 budget process. This committee also considered the PSF proposal and agreed with the proposal if it could be implemented.

The Budget Committee, when considering the 2008-2009 budget as presented by the administration, amended the budget to add the Public Safety Fund and fee as proposed in this report. When the Council passed the 2008-2009 budget, the amendment was noted in the Request for Council Action (RCA) and Resolution No. 2008-2792 adopting the budget. The RCA is attached as Attachment

Administrative Report

“B” and by this reference incorporated. The approved budget included the three (3) new police officer positions and the PSF. The page from the budget showing this is attached as Attachment “C” and by this reference incorporated.

The Council had expressed their desire to first discuss the issue with the community through a public outreach program. There was not enough time for the program; therefore, the positions and the PSF were never implemented.

The proposed budget for 2009-2010 already included the Public Safety Fund as presented in Attachment “D” and by this reference incorporated. The Budget Committee approved the budget on May 7, 2009. Final Council approval was given on June 2, 2009, with the passage of Resolution No. 2009-2847. The Public Safety Fund was again adopted. Upon implementation of the PSF, the funds received and the expenditures for the police officer positions will be recognized by adopting a supplemental budget.

This fund would receive revenue from the PSF of three (3) dollars per EDU per month through implementation of a PSF. The PSF would be billed through the utility billing process. The revenue provided would support the three (3) additional police officer positions. The committee voted to approve the new fund. The Council approved the final budget with this proposal in the budget.

The approved proposal for the PSF is attached to this report as Attachment “E” and by this reference incorporated. The proposal is from the 2008-2009 budget but shows revenue projections for this budget year (2009-2010) and three (3) years further. The revenue projections are based upon one (1) dollar per EDU per month, which funds one (1) police officer position. The revenue projections taken from the attachment are as follows:

Budget	Monthly	Yearly	3 EDU* (Yearly)
09-10 (August-June)	\$8,401	\$92,411	\$277,233

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10-11 (July-June)	\$8,684	\$104,208	\$312,624
11-12 (July-June)	\$8,966	\$107,592	\$322,776
12-13 (July-June)	9,249	\$110,988	\$332,964

* equivalent dwelling unit

The PSF will be implemented and assessed through the first monthly water utility billing immediately following the order authorizing the PSF, which should be the August billing of 2009. The city manager is delegated the authority to delay the implementation of the PSF for administrative necessities.

IV. Expenditures:

The revenue derived from the PSF will be expended to pay for the cost of financing the three (3) police officer positions requested in this report. The estimated cost for each position is taken from the PSF proposal, which is shown in Attachment "E." The cost is for one (1) police officer position. The estimated expenditures are as follows:

Budget	Yearly	3 Officers
09-10(August-June)	\$83,814	\$251,442
10-11 (July-June)	\$105,032	\$315,096
11-12 (July-June)	\$113,189	\$339,567
12-13 (July-June)	\$121,998	\$365,994

The PSF will also be expended on any and all expenditures necessary or desirable in connection with those positions. Any expenditure and furtherance of the goal to have the three (3) additional officers is permitted.

V. Reporting:

The City administration will account for all revenue received pursuant to the PSF. City administration will keep track of all expenditures made with funds collected from the PSF. A report showing revenue and expenditures from the PSF will be submitted to the Council with the annual budget. The report will be reviewed and approved by the Council.

VI. Criteria:

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The criteria for establishing a PSF has been adopted by Ordinance 2009-2714 and set out in the Newberg Code in Sections 36.37. (See Exhibit "A" to the Order.) This report presents the facts that are addressed to these criteria. The criteria and facts that address them are as follows:

(A) The Need for Services:

- With the city's increasing population over the last decade the City has had increased calls for services (CFS).
- The city has been one of the fastest growing areas in the state and with this fast growing population comes the increased CFS.
- The city is situated with new developments "online" to have additional growth in the future.
- The traffic that goes through the city adds to the CFS's.

(B) Comparison of Resources to Provide Services:

- Number of police officers – The comparison of 9 (nine) other similar Oregon Cities in population show that Newberg has the least number of officers. (See presentation slide number 6.)
- Number of police officers – The City is well below the average number of officers per capita for the western states. The average is one and seven-tenths (1.7) per 1,000 population as shown by the United States Department of Justice. Newberg has one and three-tenths (1.3) per 1,000 population in 2009. (See presentation slide numbers 2 and 4.)
- Group to be Charged PSF – PSF would be charged to those who occupy the developed property within the city as determined by those responsible to pay for the utility services. Utility services provide a reasonably accurate method of determining which property was developed and which property is occupied.

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- Amount of PSF – The size of the water meter in EDU is a reasonable method to determine the amount of occupants or the number of people who will be occupying a developed property on a day to day basis. Therefore, it is a fair way of assessing the PSF and taking into account the high number of likely occupants in property developed for business purposes.
 - Method of Assessment – The use of the water utility billing system is an efficient means of assessing and collecting the PSF on a monthly basis that will reach the persons in the class determined to be subject to the PSF.
 - Amount of Revenue Needed – The recommended PSF would support three (3) police officer positions. The amount of estimated revenue raised from the PSF is just below the estimated expenditures to fund the positions. The proposal would not raise “excess” revenue beyond what is needed to fund the positions. The recommended PSF is the lowest amount to meet the needs. (See revenue and expenditure charts on page 8 of report.)
- (C) Any other Criteria:
- Legal Authority – The City has adopted an ordinance allowing the PSF and creating a process to ensure public input. This is within the legal authority of the City.
 - Court Ruling – The legality of a PSF and the process for determining the group that is to be assessed the PSF has been reviewed by the Oregon courts in another similar situation. In that case, the City had enacted a “public safety surcharge” to be billed through the City water utility billing process. The City has used this situation as a model. The Supreme Court of Oregon ruled that the public safety surcharge was legal; the public safety surcharge is not a property tax; the City has the right to determine a class to charge; and that the class subject to the public safety surcharge was legally established by the City. [See Knapp v. City of Jacksonville, 342 Or. 268 (2007).]

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CONCLUSION

The City of Newberg's Police Department is in need of additional police officers in order to maintain a safe and reliable level of staffing to deliver police services. The city's population has grown over the last decade or more, and the request for police services has grown. The signing of a contract for services with the City of Dundee has allowed the City to have additional resources and police officers, but the City of Newberg still lacks adequate police staffing.

Chief Casey conducted an extensive public education program presenting the facts, as well as the need and comparative data justifying the request for additional police officers. The chief has requested seven (7) additional police officers, which still leaves the City of Newberg below the national average for western states, but would certainly improve the current situation. In the past, each time the City considered adding police officers, the revenue was not available to do so. The four (4) additional officers approved by the City has utilized all available revenue for this purpose.

It is the recommendation of the police chief and City administration that the City levy the Public Safety Fee (PSF) in the amount of three (3) dollars per EDU per month to raise the revenue to fund three (3) additional police officer positions. The City Budget Committee and the City Council have approved this request contingent on the revenue being available. The only method of obtaining the available revenue is through the PSF. The City, after a public hearing, has adopted Code provisions that allow for a PSF to be imposed. The Council should impose the PSF to continue to provide quality police services to the community.

**Attachment “A”
to Administrative Report
(for Order No. 2009-0021)**

***Newberg-Dundee Police
Department***

Town Hall Meeting

May 12, 2009

**Brian Casey
Chief of Police**

1

Staffing History

1998	<u>24</u> sworn	Population 17,358
	1.4 officers per 1000	
2008	<u>25</u> sworn	Population 21,675
	28 with Dundee	Population 24,715
	1.1 Officers per 1000	
	5.4% growth in 2007	
2009	<u>29</u> sworn	Population 22,645
	1.3 Officers per 1000	
	32 with Dundee	Population 25,695

2

Chief Tardiff's Budget 2001

The Numbers speak for themselves:

- **Our officer staffing level is 8 officers below the western states average of 1.7 per 1000 for cities our size.**

Source: US Department of Justice

- **Newberg has grown by 39% since 1990**

3

Chief Tardiff 2003

Staffing. NPD staffing is currently at 1.22 officers per 1,000 population, approximately 9 officers below the average of 1.7 officers per 1,000 for cities our size in the Western United States.

Source: US Department of Justice

Last year the Budget Committee and City Council authorized the hiring of an **additional traffic officer in January 2003, provided sufficient revenue was available.**

Unfortunately, the revenue picture has not improved and we did not fill that position.

4

Chief Casey 2007

- Submitted a budget request for two officers request was not funded.
- 2008 submitted a budget request for (7) seven officers, 4 positions were added.

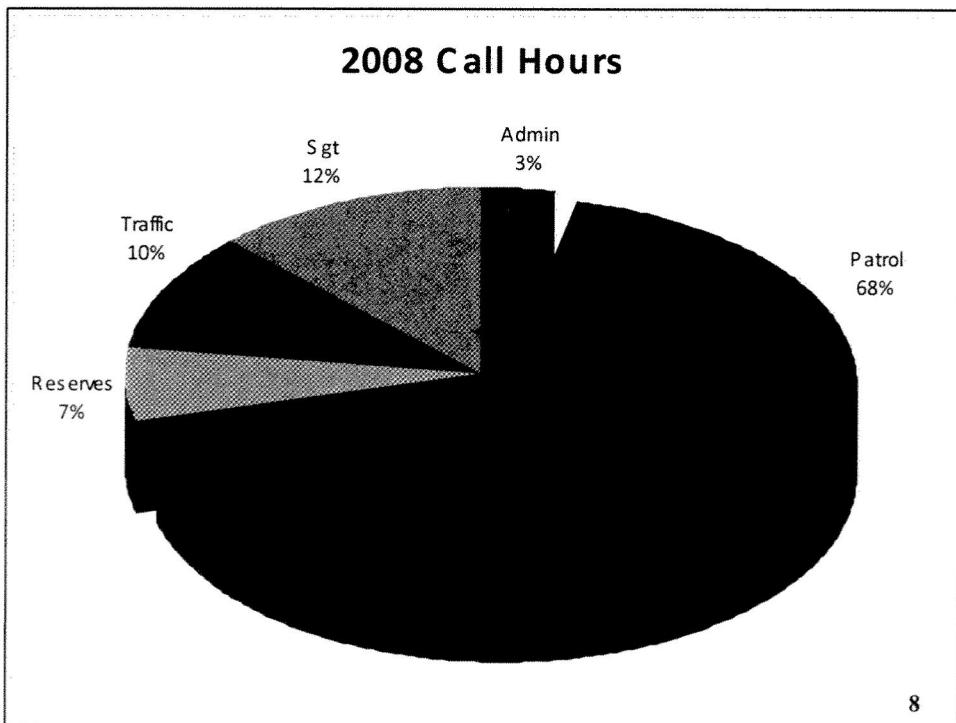
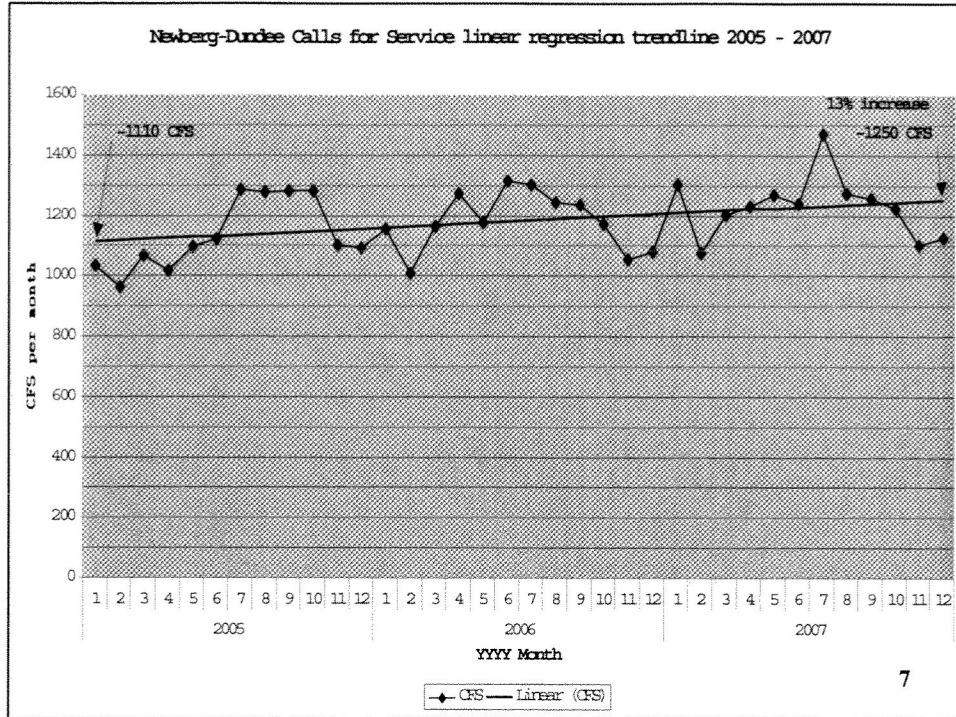
5

Comparator Cities

Source: Portland State University Population Research Center

City	Number of Sworn Officers (FTE)	2007 Population Estimates
Klamath Falls	40	20,110
Redmond	37	24,805
Roseburg	37	21,255
Tualatin	36	26,025
Milwaukie	33	20,920
Woodburn	32	22,875
Ashland	30	21,630
West Linn	30	24,180
Forest-Grove	29	20,395
Newberg-Dundee	28	24,715
Newberg	25	21,675

6



Patrol Staffing

- **Goal provide 3 officers per shift per day.**
 - Not unreasonable request for a service population of 25,000, 40,000 vehicles and 5,000 students.
- **Times of the day and days of the week we only have (2) two officers on duty. NOT SAFE for the public or police. One officer available for:**
 - Jail Transport take 74 minutes
 - Robbery-Shooting-Assaults
 - Domestic
 - Fights

9

Shift Report May 9, 2009 Sgt. Mark Cooke.

She started fighting with Mike and Kirby and Mike tased her. It was ineffective. They wrestled in the small hallway of the apartment and into closet. She then grabbed Kirby's gun. Kirby was able to retain it in the holster and yelled to Fair and Fleming that she had a hold of it. We got her cuffed and out to the car. We had to take the male half into custody at taser point since he was non compliant with orders. The female tried kicking out the window on the police car when she saw the male in custody. We got them both back to the PD in a hurry and into the cells. It was a fight pretty much the whole way.

10

Patrol Officer Availability

	<u>2007 Hrs Only</u>	<u>Available Hrs</u>	<u>2005-2007 Hrs</u>	Minimum Staff	3							
						Su	Mo	Tu	We	Th	Fi	Sa
Beginning Hours	52 weeks x 40 hrs	2080			Day	3	3	3	3	3	3	7
Vacation	85	1995	75		Swing	3	3	3	3	3	3	7
Comp	133	1862	111		Grave	3	3	3	3	3	3	7
Sick, Injury, FMLA	96	1766	47									
Holiday	29	1737	26	Officers Needed	7 per shift to have 3 available							
Training	74	1663	78	Total	21 Patrol Officers							
Court ??												
14 Patrol Officers are available		1663 Hours										
or 80% of the beginning hours which is equivalent to only 11.2 Officers												

11

Patrol Staffing

- **4 New Police Officers**
- **3 Additional Needed**
- **Officers Out of Service**
 - **Tim Weaver** **12-18-07 to 04-06-08**
 - **Huntley Miller** **05-05-08 to 09-03-08**
 - **Tom Perritt** **07-03-08 to 01-15-09**
 - **Steve Schoening** **09-10-08 to pending**
 - **Heather Fultz** **12-15-08 to pending**

12

Overtime to Cover Shifts

- **585 OT hours= 3.65 months of work year to date, Jan 1, 2008- Oct 31, 2008.**
- **Lieutenants have worked 596 hours of uncompensated patrol coverage so we meet minimum staffing requirements.**

13

Changes to Adapt

- **Mail Out Police Reports**
- **Eliminated Community Policing Programs**
 - **Citizen's Police Academy**
 - **McGruff Safe Home for Children**
 - **Neighborhood Watch**
 - **National Night Out**
- **Traffic Officers are Filling Patrol Shifts**
- **Sergeants are Covering Shifts**
- **Lieutenants are Covering shifts**
- **Mandatory Overtime- Officer Howell, 24 of his 36 shifts were 12 hours long.**

14

Are we Ready for the Future?

- **Austin Development**
 - 1200 Homes @ 2.5 persons per household will increase population by 3000 (size of Dundee) @ 1.5 officers per 1000 = we will need an additional 4.5 officers just for this development. Likewise what will the Fire Department need?
- **Wine Industry and Tourism**
- **No Resolution to the Bypass (continued traffic)**
- **Newberg is a Desirable Place to Live and Work**
 - Hospital
 - Golf Course
 - Schools
 - Location

15

Public Safety is Non-Discretionary

- **Newberg is growing (1000 pop increase 2008)**
- **Public Safety Police-Fire will have to grow**
- **Public Safety will have to be funded**

16

Attachment "B"
to Administrative Report
(for Order No. 2009-0021)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: 2008, June 16

Order ____	Ordinance ____	Resolution <u>XX</u>	Motion ____	Information ____
No. ____	No. ____	No. 2008-2792		

SUBJECT:

1. Hold Legislative Public Hearings on the 2008-09 City Budget & State Revenue Sharing

2. Adopt Resolution No. 2008-2792, adopting the 2008-09 City Budget

LEGISLATIVE HEARING

Contact Person (Preparer) for this Resolution: Elizabeth Comfort

Dept.: Finance

File No.:
(if applicable)

RECOMMENDATION:

Adopt **Resolution No. 2008-2792**, adopting the 2008-09 Budget, and appropriating as recommended by the Budget Committee on May 16, 2008, and including election to participate in the State Revenue Sharing Program.

BACKGROUND:

1. The Budget Committee met May 1st and May 16th to deliberate the proposed budget by staff.
2. The Committee made two amendments to the proposed budget. One was to increase the Yamhill County Mediator's contribution by \$500, for a total of \$5,500. These funds come from Traffic Fine revenues. The second amendment was to add the Public Safety Fee Fund. This account would maintain a fee of \$3 per EDU, billed through the Utility Billings, for revenue to support three additional police officers. The Committee moved to approve the new fund. The recommendation of the Committee was to move the fee to City Council for adoption, with implementation contingent upon a positive response from the citizens of Newberg.

FISCAL IMPACT: The 2008-09 Budget equals **\$76,959,674** with **173.90** FTE. The permanent property tax rate remains at \$4.3827 per \$1,000 assessed value. The City estimates it will collect \$4,988,591.

The Debt Service property tax levy equals \$400,000 for payments on the Public Safety Building and Fire Stations.

STRATEGIC ASSESSMENT: This is a balanced budget and reflects the direction and priorities of the Council to meet the growing needs of this community.

Attachment "C"

to Administrative Report

(for Order No. 2009-0021)

2008-09 CITY OF NEWBERG BUDGET

ADOPTED 2007-08	ESTIMATED ACTUAL	FTE	ACCOUNT #	DESCRIPTION	FTE	ADOPTED 2008-09
			FUND 16	PUBLIC SAFETY FUND		
			REVENUES			
-	-	-	16-0000-347000	Public Safety Fee	-	163,800
-	-	-		TOTAL REVENUES	-	163,800
			2120	PATROL		
-	-	-	16-2120-431000	Officer Salaries	3.00	65,376
-	-	-	16-2120-435001	Holiday Pay	-	5,000
-	-	-	16-2120-441000	FICA/Medicare	-	5,384
-	-	-	16-2120-442000	Workers Compensation	-	1,927
-	-	-	16-2120-443000	Unemployment	-	175
-	-	-	16-2120-444000	Retirement-PERS	-	11,148
-	-	-	16-2120-444002	Retirement-Pension Bond	-	2,464
-	-	-	16-2120-445000	Health/Life/LTD	-	26,826
-	-	-		Total Personal Services	3.00	118,300
-	-	-	16-2120-512000	Uniforms	-	1,500
-	-	-	16-2120-523000	Supplies	-	1,200
-	-	-	16-2120-525000	Travel & Training	-	2,100
-	-	-	16-2120-562000	Fuel	-	3,000
-	-	-	16-2120-590000	Internal Chrg-Admin Support Serv	-	12,711
-	-	-		Total Materials and Services	-	20,511
-	-	-	2120	TOTAL PATROL	3.00	138,811
			9180	RESERVES		
-	-	-	16-9180-800000	Contingency	-	24,989
-	-	-	9180	TOTAL RESERVES	-	24,989
-	-	-	FUND 16	TOTAL PUBLIC SAFETY FUND	3.00	163,800
-	-	-		ENDING FUND BALANCE		-

Attachment "D"

to Administrative Report

(for Order No. 2009-0021)

2009-10 CITY OF NEWBERG BUDGET

ADOPTED 2008-09	ESTIMATED ACTUAL	FTE	ACCOUNT #	DESCRIPTION	FTE	ADOPTED 2009-10
			FUND 16	PUBLIC SAFETY FUND		
			REVENUES			
-	-	-	16-0000-300000	Beg F/B-Net Working Capital	-	-
163,800	-	-	16-0000-347000	Public Safety Fee	-	-
163,800	-	-		TOTAL REVENUES	-	-
			2120	PATROL		
65,376	-	3.00	16-2120-431000	Officer Salaries	-	-
5,000	-	-	16-2120-435001	Holiday Pay	-	-
5,384	-	-	16-2120-441000	FICA/Medicare	-	-
1,927	-	-	16-2120-442000	Workers Compensation	-	-
175	-	-	16-2120-443000	Unemployment	-	-
11,148	-	-	16-2120-444000	Retirement-PERS	-	-
2,464	-	-	16-2120-444002	Retirement-Pension Bond	-	-
26,826	-	-	16-2120-445000	Health/Life/LTD	-	-
118,300	-	3.00		Total Personal Services	-	-
1,500	-	-	16-2120-512000	Uniforms	-	-
1,200	-	-	16-2120-523000	Supplies	-	-
2,100	-	-	16-2120-525000	Travel & Training	-	-
3,000	-	-	16-2120-562000	Fuel	-	-
12,711	-	-	16-2120-590000	Internal Chrg-Admin Support Serv	-	-
20,511	-	-		Total Materials and Services	-	-
138,811	-	3.00	2120	TOTAL PATROL	-	-
			9180	RESERVES		
24,989	-	-	16-9180-800000	Contingency	-	-
24,989	-	-	9180	TOTAL RESERVES	-	-
163,800	-	3.00	FUND 16	TOTAL PUBLIC SAFETY FUND	-	-
-	-	-		ENDING FUND BALANCE	-	-

Attachment "E"

to Administrative Report

(for Order No. 2009-0021)

City of Newberg

2008-2009 Budget Public Safety Fee Proposal

Monthly \$3.00 Fee per EDU Supports 3 New Officers

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
\$1.00/EDU per Officer Budget	Year 1 Nov-June	Year 2 July-June	Year 3 July-June	Year 4 July-June	Year 5 July-June
City's EDU's #	Monthly	Monthly	Monthly	Monthly	Monthly
8118	\$ 8,118				
8401		\$ 8,401			
8684			\$ 8,684		
8966				\$ 8,966	
9249					\$ 9,249
Annual Revenue	\$ 64,944	\$ 100,812	\$ 104,208	\$ 107,592	\$ 110,988
Expenditures					
Officer Salaries	\$ 21,792	\$ 45,327	51,220	55,318	59,743
Overtime	\$ 1,667	\$ 3,467	3,917	4,231	4,569
FICA	\$ 1,795	\$ 3,733	4,218	4,556	4,920
W/Comp	\$ 642	\$ 1,336	1,510	1,631	1,761
Unemploy	\$ 58	\$ 121	137	148	160
PERS	\$ 3,716	\$ 7,729	8,734	9,433	10,187
PERS-Bond	\$ 821	\$ 1,708	1,930	2,085	2,252
Health Benefits	\$ 8,942	\$ 18,599	21,017	22,699	24,515
Personal Subtotal	\$ 39,433	\$ 82,021	\$ 92,684	\$ 100,099	\$ 108,107
Uniform	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Supplies	\$ 400	\$ 100	\$ 100	\$ 100	\$ 100
Training	\$ 700	\$ 500	\$ 500	\$ 500	\$ 500
Fuel	\$ -	\$ -	\$ 1,700	\$ 1,700	\$ 1,700
Admin Support Svc*	\$ 4,103	\$ 8,312	\$ 9,548	\$ 10,290	\$ 11,091
Material & Services	\$ 5,703	\$ 9,412	\$ 12,348	\$ 13,090	\$ 13,891
Total Expenditures	\$ 45,136	\$ 91,433	\$ 105,032	\$ 113,189	\$ 121,998
Fund Contingency	\$ 19,808	\$ 29,186	\$ 28,362	\$ 22,765	\$ 11,756

*Administrative Support Services are 10% of Expenditures.

Revenues increase 3%

Expenses increase 8%

Exhibit “C” to Order No. 2009-0021

Newberg City Council Quasi-Judicial (non-land use) Hearing Format Public Safety Fee

- I. Mayor Announces Hearing:**
 - a) Purpose
 - b) Criteria Used in Making Decision
 - c) Decision will be Made Based upon Record Presented
- II. Mayor Calls for Any Conflict of Interest, Bias, Abstention or Ex-Parte Contacts to be Disclosed for Consideration ***
- III. Staff Report**
- IV. Public Testimony**
- V. Close Public Testimony**
- VI. Final Staff Report**
- VII. Close Public Hearing**
- VIII. Commission Deliberation**
- IX. Announcement of Decision**
- X. Announcement of Appeal Rights**

*** NOTE:** *Ex-parte contact is not prohibited and does not have to be disclosed. However, if commission members want to consider information received through ex-parte contact, they must disclose it at the hearing so all parties and public may comment on the information. Failure to disclose ex-parte contact does not invalidate or affect the validity of the decision.*

Exhibit “D” to Order No. 2009-0021

Findings of Fact

The Council adopts the following Findings of Fact after deliberations based upon the record submitted and testimony presented in the public hearing. These facts address criteria established by Ordinance No. 2009-2714 and found in the Newberg Code, Section 36.37. They are as follows:

§ 36.37. **Criteria.** The PSF will be established based upon the following criteria:

- (A) The need for services.

Findings of Fact:

- The Newberg-Dundee Police Department is below the recognized national average for staffing-level of police officers per 1,000 population. The ratio of police officers per 1,000 population has not improved significantly with the addition of the three (3) former Dundee police officers pursuant to the contract to provide law enforcement services for the City of Dundee. (See staffing history presentation slide number 2).
- The volume of calls for service (CFS) has steadily increased along with the population. (See presentation slide number 7.)
- Chief Casey has shown the necessary staffing needs in order to meet safety standards for police officers and provide service to the community. (See presentation slide numbers 9, 10, and 11.) The need is for three (3) additional police officers.

Conclusion: Based upon the entire record, the need for three (3) additional police officer positions has been established.

- (B) Comparison of resources to provide such service by examining the following:

- (1) Comparison with resources available in similar communities.

Findings of Fact:

- The comparison with nine (9) other similar sized communities shows that Newberg has fewer officers than those communities. One (1) community (Klamath Falls), although less in population, has twelve (12) more sworn officers, which is 42% more. This is taking into consideration the additional officers added with the Dundee contract. (See presentation slide number 6.)

Conclusion: When comparing with similar sized cities in Oregon, the Newberg-Dundee Police Department is below average staffing levels and does in fact have the fewest number of sworn officers.

- (2) Comparison with resources used to provide services, such as number of police officers...as shown per capita through nationally recognized service studies.

Findings of Fact:

- The US Department of Justice has statistics showing the average number officers per 1,000 population for cities similar sized for the western states. This shows an average of 1.7 officers per 1,000. (See presentation slide number 3.)
- Newberg has consistently been below average. (See presentation slide number 2.)

Conclusion: Based upon the entire record, the Newberg-Dundee Police Department is below average staffing levels as shown in the nationally recognized statistics.

- (3) Comparison of statistics showing the calls for service or incidents that require services from year to year to determine if the need for services has increased or decreased.

Findings of Fact:

- Calls for services (CFS) has constantly risen over the last year. ((See presentation slide number 7.) The call volume will certainly increase as the population increases.
- The traffic through the city also increases the CFS. (See presentation slide numbers 3, 7, and 9.)

Conclusion: Based upon the entire record, the population has increased significantly, and the CFS has likewise increased. With potential growth, the population will continue to increase as with the CFS. Therefore, more officers are needed to meet the demands for service.

- (4) Other recognized studies or authoritative sources.
- Not applicable.

- (5) Take into consideration the increase or decrease in population.

Findings of Fact:

- The population in Newberg has grown 39% since 1990. The population continues to grow.
- The economic slowdown has a lessened growth rate this past year, but there is a likelihood that there will be increased growth as soon as the economy recovers. With the developments that are already approved for development, the potential for Newberg continuing to be a fast-growing community is great. (See presentation slide numbers 2, 3, and 15.)

Conclusion: Based upon the entire record and the history of Newberg, Newberg has been a fast-growing community and will continue to be fast-growing community. As the population increases, the CFS increases and the number of officers needed to respond increases.

- (6) A reasonable connection between those who need, use, or are likely to need or use the service, and those who are charged the fee.

Findings of Fact:

- The population of Newberg is a factor, which can reasonably be used to predict the number of CFS's.
- The developed properties within the city allow for occupancy of those properties. A reasonable method of determining whether or not a property is developed is if it has a water connection for utility service to the property.
- Usually the person occupying the property is the one responsible for payment of such water services.
- It is reasonable to equate the size and number of the water meters as to the piece of property that takes the services to determine the amount of occupants. In addition, developed property has a need for police services to protect the development.
- Therefore, it is reasonable to assess the fee based upon the water service and equivalency dwelling unit (EDU).

Conclusion: Based upon the entire record, the City has the authority to levy a fee to be paid by a particular class of persons when a reasonable connection is shown between them and the use of services. It is a logical connection between the use of police services and developed property. It is reasonable to show that property is developed because it uses City water services. Therefore, having the person responsible for the water service responsible for the Public Safety Fee (PSF) is reasonable.

- (7) The amount of revenue needed to support the resources to provide the services.

Findings of Fact:

- The estimated amount of revenue to support a police officer position is estimated to be one (1) dollar per equivalent dwelling unit (EDU) per month. This is shown in Attachment “B” to the Administrative Report. The purpose of the PSF is to support three (3) police officer positions. Therefore, the PSF needs to be three (3) dollars per EDU per month.
- In the 2008-2009 budget process and proposed budget, it was estimated that the one (1) dollar per EDU would raise no more than what was needed for the funding of the positions. As a matter of fact, it shows that the small contingency developed would begin to decrease after year three (3) of the proposed budget.

Conclusion: Based upon the entire record, the amount of the PSF at three (3) dollars per EDU will fund the three (3) police officer positions. The amount is the lowest amount possible to reasonably fund the three positions. Therefore, the implementation of the PSF at three (3) dollars per EDU does not produce excess revenue and is reasonable for the purposes for which it is intended.

- (C) Any other criteria.

Legal authority.

Findings of Fact:

- The PSF method of raising revenue to fund necessary public safety activities has been used in other communities.
- The method has been challenged through court review. The Supreme Court of Oregon has upheld the method. (See Knapp v. Jacksonville, page 10 of Administrative Report.)
- The Council has approved a process for establishing a fee. That process has been followed.

Conclusion: Based upon the entire record, the Council has authority to establish the PSF through the process that the Council approved. The PSF process has been followed and the criteria have been met. Additionally, the revenue method has been found to be legally-correct by the Oregon Supreme Court.

Exhibit “E” to Order No. 2009-0021

List of Additional Conditions for Administration of the Public Safety Fee

The City Council adopts the following additional conditions and delegates the necessary authority to the city manager to implement the necessary procedures to administer the Public Safety Fee (PSF). In addition to all other authority and conditions, the Council adopts the following:

1. Moneys to be Paid into Public Safety Fund.

- (A) All Public Safety Fees (PSF) collected by the City will be paid into the Public Safety Fund. Such revenues shall be used for funding three (3) additional police officer positions, the associated equipment, and all necessary equipment. It will not be necessary that the operations and maintenance expenditures from the Public Safety Fund specifically be related to any particular property from which the PSF for said purposes were collected.
- (B) To the extent that the PSF's collected are insufficient, other City funds may be used as determined by the city manager, but the city manager may order the reimbursement to such other funds if additional PSF's are thereafter collected. All amounts on hand in the Public Safety Fund will be invested by the City in investments proper for City funds.
- (C) The PSF's paid and collected by virtue of this Order will not be used for general or other governmental or proprietary purposes of the City, except to pay for the equitable share of the cost of accounting, management, and government, which is attributable to the Public Safety Fund.
- (D) Other than as described above, the PSF's and charges will be used solely to pay for the three (3) additional police officer positions, necessary expenses thereof, and costs incidental thereto.

2. Collection.

- (A) The PSF will be included as an additional item on the City monthly utility billing wherever feasible, unless otherwise specified.
- (B) Unless another person responsible has agreed in writing to pay the PSF, and a copy of that writing is filed with the City and accepted by the City, the person normally responsible for paying the City's water and sewer utility charges is

responsible for paying the PSF, if the property is located within the city limits. However, the owner of record of the developed property will, at all times, be primarily responsible for payment. For instance, the developed property owner will be responsible for payment if a tenant on the developed property does not pay the PSF.

- (C) In the event a developed property is not served by a domestic water meter or sewer hook-up, or if water and sewer service is disconnected, the developed property owner of record is the responsible party.
- (D) A request for water or sewer service, a building permit, or the occupancy of an unserved building will automatically initiate appropriate billing for PSF services.
- (E) There will be no charge for an undeveloped property until such time as building permits are issued for that property.
- (F) Late charges in the amount reasonably calculated to recuperate the cost of duplicate billing, collection, and other administrative costs will be established by the City through the city manager's authority.

3. Enforcement.

- (A) In the event funds received from City utility billings are inadequate to satisfy in full all of the water, sewer, and PSF charges, credit will be given first to the PSF, second to the sewer services charges, third to the charges for water service.
- (B) In addition to other lawful enforcement procedures, the City may enforce the collection of charges required by this chapter by withholding delivery of water to any premises where PSF's are delinquent or unpaid.
- (C) Notwithstanding any provision herein to the contrary, the City may institute any necessary legal proceedings to enforce the provisions of this chapter, including but not limited to injunctive relief and collection of charges owing. The City's enforcement rights shall be cumulative.



ORDINANCE No. 2016-2800

AN ORDINANCE ESTABLISHING A PROCESS FOR THE COUNCIL TO ADJUST AN EXISTING PUBLIC SAFETY FEE AND DECLARING AN EMERGENCY

RECITALS:

1. On May 18, 2009, the Council adopted Ordinance No. 2009-2714, establishing a process for enacting a public safety fee to finance police and fire services. That ordinance has been codified as Chapter 3.30 of the Newberg Municipal Code.
2. Since 2009, the City has enacted and levied two public safety fees. Order No. 2009-0021, enacted July 6, 2009, funded three police officer positions. Order No. 2014-0035, enacted October 20, 2014, funded two communication officer positions.
3. The public safety fee ordinance as enacted contains no process or procedure for adjustment of a public safety fee, once a fee is enacted.
4. Over time, the estimated amount needed to fund a police officer or communication officer position may prove to be insufficient to support the funded positions. Increases in the cost of insurance, wage scales under new collective bargaining agreements, and salary increases attributed to longevity and advancement may leave a funding gap.
5. This ordinance does not increase any existing public safety fee or create any new fee. The purpose is to establish a mechanism and criteria for the Council to adjust fee amounts should a determination that an increase or decrease is warranted.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. Section 3.30.040, Adjustment of Existing Public Safety Fee, is added to Chapter 3.30 to read as follows:

3.30.040 Adjustment of Existing Public Safety Fee.

A. Purpose of Adjustment. The council recognizes that unanticipated increases in the cost of living, health care, pension obligations, renegotiation of collective bargaining agreements, and other circumstances may require the council to adjust a previously enacted PSF to provide the revenue needed support the resources to provide the services for which the PSF was enacted.

B. Amended Order. The Council may adjust an enacted PSF by an amended order. The amended order shall only address a change in the fee amount. The amended order may index future increases to the PSF to an objective criteria, including but not limited to a

CPI published by the U.S. Bureau of Labor Statistics.

C. Criteria. Any adjustment must be based upon the following criteria:

1. Identification of the financial circumstances that have changed since the original enactment of the PSF.
2. The amount of revenue needed to support the resources to provide the services identified in the PSF.
3. Any other criteria that should reasonably be considered that would be likely to assist in establishing an equitable adjustment to the PSF.
4. The report proposing the PSF adjustment will address the criteria to be considered.

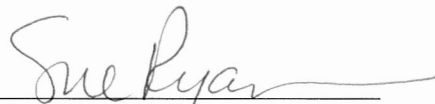
D. Public Hearing. Prior to adjusting any enacted PSF, the Council shall hold a public hearing at which the city council may receive from the public advice, input and comment concerning the proposed adjustment. The testimony at the public hearing should be addressed to the criteria.

Section 2. All other provisions of Chapter 3.30 shall remain unchanged.

Section 3. In order to allow time for the council to consider a potential adjustment of one or more PSF during the Fiscal Year 16-17 Budget process, an emergency is declared to exist. To carry out the intention of this ordinance, this ordinance shall take effect on April 19, 2016.

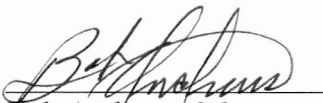
➤ **EFFECTIVE DATE** of this ordinance is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016, by the following votes: **AYE: 7 NAY: 0 ABSENT: 0 ABSTAIN: 0**



Sue Ryan, City Recorder

ATTEST by the Mayor this 21st day of April, 2016.



Bob Andrews, Mayor

Findings of Fact

The City Council adopts the following Findings of Fact after deliberations based upon the record submitted and the testimony presented in the public hearing. These facts address criteria established by Ordinance No. 2016-2800 and found in the Newberg Municipal Code, Section 3.30.040. They are as follows:

3.30.040 (C) Criteria.

1. Identification of the financial circumstances that have changed since the original enactment of the PSF.

Finding of Fact: When the Public Safety Fee was originally passed in 2009, it did not include an escalation clause to increase future rates for factors such as inflation and cost of living increases. Because the rates have remained constant since 2009, the Public Safety Fee no longer supports the cost of three officers like originally planned. The current fee structure now only pays for two of the lowest paid officers.

Conclusion: The fees need to be adjusted to support current staffing costs of three officers and include an escalation clause for future years to keep up with cost of living and inflation.

2. The amount of revenue needed to support the resources to provide the services identified in the PSF.

Finding of Fact: The current fee structure brings in approximately \$338,777 in revenues (assuming a 2% uncollectible rate of the utility bills). City of Newberg is very fortunate to have such experienced police staff; however, that means we have fewer newer officers as majority of our police are higher up on the pay scale. The cost of the three least expensive officers for fiscal year 2022-23 will be \$443,829. If the proposed rates for July 1, 2022, pass, they will bring in revenue of approximately \$447,188 (assuming a 2% uncollectible rate of the utility bills, leaving a small amount as a buffer in the fund.

Conclusion: The new proposed rates will bring in adequate revenue to cover staffing of three police officers.

3. Any other criteria that should be reasonably considered that would be likely to assist in establishing an equitable adjustment to the PSF.

Finding of Fact: An escalation clause will be built into the fund to begin July 1, 2023, to match consumer price index to account for cost of living increases and inflation. The City will use West Region CPI-U for the current year to escalate the rates each year beginning July 1.

Conclusion: The escalation clause will help offset any future cost of living increases and inflation changes in order to continue to fund three police officer positions.

4. The report proposing the PSF adjustment will address the criteria to be considered.

Finding of Fact: The report is attached as Exhibits A.

Conclusion: The report submitted has addressed the applicable criteria.

Public Safety Fee Update



Brief History of the Public Safety Fee

Public Safety Fee was established in 2009 to fund three police officers

When the rates passed in 2009, no escalation clause was included so factors such as cost of living increases and inflation were not factored in.

This has caused the Public Safety Fee Fund (Fund 16) to no longer fund three police officers. Currently, it staffs two brand new officers (who are the cheapest). The City also built up the fund for a couple of years before charging personnel to it, and all fund balance reserves are gone.

Current Rates of PSF

			Monthly
	Rate	Count	Revenue
5/8" meter	\$ 3.00	6,641	\$ 19,923
1" meter	\$ 7.50	217	\$ 1,628
1.5" meter	\$ 15.00	98	\$ 1,470
2" meter	\$ 24.00	122	\$ 2,928
3" meter	\$ 48.00	28	\$ 1,344
4" meter	\$ 75.00	17	\$ 1,275
8" meter	\$ 240.00	1	\$ 240
		7,124	\$ 28,808
Annualized Estimated Revenue for 2021-22			\$ 345,690

CPI Rates – 2010-2022

Implemented on:	City CPI	Rates
4/1/2010	2009 Annual Average CPI-U Portland Salem	0.10%
4/1/2011	2010 Annual Average CPI-U Portland Salem	1.30%
4/1/2012	2011 Annual Average CPI-U Portland Salem	2.90%
4/1/2013	2012 Annual Average CPI-U Portland Salem	2.30%
4/1/2014	2013 Annual Average CPI-U Portland Salem	2.50%
4/1/2015	2014 Annual Average CPI-U Portland Salem	2.40%
4/1/2016	2015 Annual Average CPI-U Portland Salem	1.20%
4/1/2017	2016 Annual Average CPI-U Portland Salem	2.10%
4/1/2018	2017 Annual Average CPI-U Portland Salem	4.20%
4/1/2019	2018 Annual Average CPI-U West Region	3.30%
4/1/2020	2019 Annual Average CPI-U West Region	2.70%
4/1/2021	2020 Annual Average CPI-U West Region	4.50%
4/1/2022	2021 Annual Average CPI-U West Region	TBD

Proposed New PSF Rates

Using an average of 2% CPI increase each year since the fee was implemented, this brings the rates to approximately a 32% increase to the existing fee structure

		Current Rate	Proposed Rate	Count	32%
	5/8" meter	\$ 3.00	\$ 3.96	6,641	\$ 26,298.36
	1" meter	\$ 7.50	\$ 9.90	217	\$ 2,148.30
	1.5" meter	\$ 15.00	\$ 19.80	98	\$ 1,940.40
	2" meter	\$ 24.00	\$ 31.68	122	\$ 3,864.96
	3" meter	\$ 48.00	\$ 63.36	28	\$ 1,774.08
	4" meter	\$ 75.00	\$ 99.00	17	\$ 1,683.00
	8" meter	\$ 240.00	\$ 316.80	1	\$ 316.80
				7,124	\$ 38,026.22
	Annualized Estimated Revenue for 2022-23				\$456,314.64

Proposed New PSF Rates (Cont.)

Anticipated Revenue Generated By Proposed Rates	\$ 456,314.64
Less: Total Payroll Costs of Three Officers	(443,828.98)
Less: 2% Uncollectibility of Utility Payments	(9,126.29)
Remaining Fund Balance	<u>\$ 3,359.37</u>

Questions?





Newberg Library Updates

KORIE JONES BUERKLE
INTERIM LIBRARY DIRECTOR



Connectivity
Findability
Community

Connectivity

- ▶ Permanent network connection between City Hall and the Library
- ▶ RFID & Self-Check Phone App

Borrow Items

BUERKLE, KORIE JONES

1.2.5+78



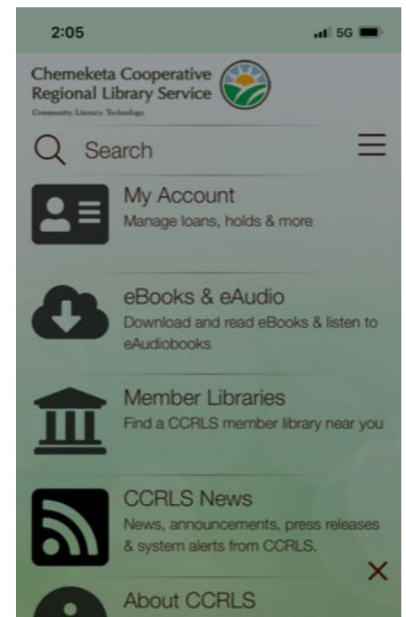
Account



Borrow



Reservations



Swipe up to view other account barcodes



Findability

- ▶ Picture Book Themes
- ▶ Book Lists
- ▶ Christian Fiction Spine Labels in Teen
- ▶ Website updates
- ▶ Great Courses List
- ▶ Library of Things List



Community

- ▶ Senior Librarian Bobbye Hernandez
- ▶ Childcare Connection Book Deliveries
- ▶ Head Start Storytime and Book Deliveries
- ▶ Loads of Hope Outreach
- ▶ High School TurnAround Books
- ▶ Senior Center Monthly Book Club
- ▶ Friendsview Outreach



REQUEST FOR COUNCIL ACTION



Date Action Requested: March 7, 2022

<input type="checkbox"/> Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information	
Subject: Initiate proposed compensation change for City Council	Staff: Finance Manager Kady Strode & City Recorder Sue Ryan Department: Administration File No.
Business Session	Order On Agenda: Council Business

Recommendation:

Give feedback to staff on proposal to change method for Council Compensation.
Discuss proposal to increase compensation amount to be in line with other municipalities.
(See Attachment 1 – City of Banks December 2021 study)

The City Charter, Section 37 states City Council must authorize compensation as part of adoption of the annual city budget, and that the Council shall have a procedure for implementing the compensation of its members.

METHOD:

The current method was established by Ordinance 2008-2704. It sets the rate for Council Compensation at \$10 per meeting to be paid on a bi-annual basis. This is found in Newberg Municipal Code Chapter 2.05.010. Council Rules 3.7 defines the types of meetings that can be compensated.

Following this procedure is time consuming and labor intensive. The City Recorder prepares a timesheet, which the Councilor must review, approve, and then go to Payroll. It then has to go through the Payroll Clerk, the Finance Manager, and back before being processed to be hand stamped by the City Manager.

Additionally per changes by the Internal Revenue Service in 2018, Finance taxes Councilors for individual meals at meetings. Per changes by the state Public Employees Retirement System (PERS) in 2021, the City must now pay into the retirement system on the Council's compensation.

The average Council compensation check for the July-December six month period in 2021 was \$156.00. It's a lot of work to process such a small check.

Staff is proposing to change the method set out by Ordinance 2008-2704 by making the amount a set monthly stipend to be established during the City budget process.

AMOUNT:

The amount Council is compensated is \$10 per meeting, and has been at the same rate since 2008. Staff are proposing to:

A) Set a uniform rate to be paid as a stipend monthly.

Suggested rates are:

1) An average of Council Compensation for the previous six month period (\$156/month), or other such equitable amount (highest - \$270 or lowest - \$150 or average over a longer period of time) for the remainder of the 2021-2022 Fiscal Year.

And in 2022-2023 Fiscal Year

2) Increase the amount to \$200 per month per councilor.

This can be done either all at once (with adoption of the budget in June for 2022-2023 Fiscal Year) or in a phased approach (See Scenario below).

1) To set a uniform rate as a monthly stipend.

2) To have those currently in office be paid an average of Council Compensation for the prior six months or year or two year period.

3) When their terms are finished, or if the seat is vacated mid term to have the new rate take effect.

For example, terms for the Mayor (already established at \$300 per month), and Districts 2, 4, and 6 will end on December 31st, 2022. The rates for those positions could take effect in January 2023. Then when Districts 1, 3, and 5 end in December 2024 the rate could take effect in January 2025.

Scenario # 1 – Phased Approach

Mayor	\$300/month	No change	No increase in FY 22-23
Districts 1, 3, and 5	Average – example of \$156	No change	No increase in FY 22-23
Districts 2, 4, and 6	Average – example of \$156 for remainder of 2022	Change to \$200 per month beginning January 2023	Increase of \$3,600

Scenario # 2 – Complete Approach – Not have the Council set an amount, let it be set by the Budget Committee.

Mayor	\$300/month	No change	No increase in FY 22-23
All Councilors	Average – example of \$156 for remainder of 2021-2022 Fiscal Year	No change	Increase to \$200 per Councilor per month for FY 2022-2023 \$14,400

NEXT STEPS:

In order for this to take effect in time for the 2022-2023 Budget, the item will need to return by April to revise the ordinance that establishes the rate in the Municipal Code.

Fiscal Impact: Potentially up to \$15,000 in FY 2022-2023.

Strategic Assessment: Changing the method won't impact the budget but changing the amount could result in an increase to the FY 2022-2023 Council Budget. Staff would need to know by the beginning of April whether the amount for Council compensation should be increased.

Stipend/Reimbursement Comparison

City	Population	Stipend or Reimbursement	Stipend Amount Mayor	Stipend Amount Council President	Stipend Amount Council	Stipend issued	Notes
Sumpter	211	None	N/A	N/A	N/A	N/A	
Glendale	875	Stipend	\$80.00	N/A	N/A	Monthly	Reimbursed for travel/training when expenses incurred.
Cascade Locks	1,169	None	N/A	N/A	N/A	N/A	
Lyons	1200	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Banks	2,026	Reimbursement	\$300.00	\$150.00	\$150.00	Bi-Annually	
Willamina	2,270	Stipend	\$100.00	\$50.00	\$50.00	Monthly	
Toledo	3,580	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
King City	5,184	Reimbursement	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Philomath	5,350	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Creswell	5,585	Stipend	\$150.00	\$100.00	\$75.00	Monthly	Plus \$75 home office/technology stipend per month.
Molalla	10,250	Stipend	\$125.00	N/A	\$100.00	Monthly	
Cottage Grove	10,792	None	N/A	N/A	N/A	N/A	

Stipend/Reimbursement Comparison

Monmouth	11,142	Reimbursement	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Ontario	11,500	Stipend	\$200.00	\$125.00	\$125.00	Monthly	Mayor/Council also reimbursed for traveling/conducting city business
The Dalles	16,402	Stipend	\$200.00	N/A	\$100.00	Monthly	Reimbursed for travel/training when expenses incurred.
Sherwood	19,500	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Central Point	19,702	Stipend	\$250	\$150.00	\$150.00	Monthly	Paid monthly, with limited taxes taken out.
Milwaukie	21,009	Stipend	\$369.00	N/A	\$307.00	Monthly	Stipend is based on the CPI
Happy Valley	22,553	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Roseburg	23,701	None	N/A	N/A	N/A	N/A	
Redmond	36,000	Stipend	\$300.00	\$200.00	\$200.00	Monthly	
Keizer	38,495	None	N/A	N/A	N/A	N/A	Reimbursed for travel/training when expenses incurred.
Lake Oswego	39,500	Stipend	#447.74	N/A	\$198.95	Monthly	Stipend increases annually on July 1 based on the CPI.
Hillsboro	107,753	Stipend	\$2,000.00	\$700.00	\$500.00	Monthly	Budget for travel expenses/conducting city business.

2022 NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: 3/07/22

Start: 6:02 p.m.

Stop: 7:53 p.m.

Councilors	Roll Call	District 4 appointment Jefferson Mildenberger	BCM appointment Ted Ebor Steph St. Cyr	Consent Calendar Res 2022-3812, Res 2022-3811	Order 2022-041	Motion to table Order 2022-041 to March 21	
MCBRIDE	X	Yes	Yes	Yes	No	Yes	
District 4 vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	
YARNELL HOLLAMON	X	Yes	Yes	Yes	Yes	Yes	
MARTINEZ PLANCARTE	Absent	Absent	Absent	Absent	Absent	Absent	
ROGERS	X	Yes	Yes	Yes	No	Yes	
BACON	X	Yes	Yes	Yes	Yes	Yes	
FINDLEY	X	Yes	Yes	Yes	No	Yes	
ROLL CALL VOTES		Yes: 5 No: 0 Absent: 2	Yes: 5 No: 0 Absent: 2	Yes: 5 No: 0 Absent: 2	Yes: 2 No: 3 Absent: 2	Yes: 5 No: 0 Absent: 2	
MOTION (1 st /2 nd):		McBride/ Bacon	Bacon/ Yarnell Hollamon	Yarnell Hollamon/ Bacon	Yarnell Hollamon/ Bacon	McBride/ Findley	
Department/ Staff:		CR	Council	Varied	Finance	Finance	
Changes:							
Tabled:					Yes	Yes – to March 21	

City Recorder

[X] Scheduling on Forward Looking Calendar – Order 41 for March 21

[X] Council Timesheets

[2 hours] Workmen's Compensation hours