

Council Roundup for October 21, 2019

The Newberg City Council met on October 21, 2019.

The Council took the following actions:

- Recognized Pam Young for her 22 years of service by proclaiming October 31, 2019 as Pam Young Appreciation Day. There will be a celebration on Oct. 31 from 2-4 p.m. at the Public Safety Building.
- Approved several resolutions:
 - 2019-3605, Contract award to HDR Engineering for Oxidation Ditch project at Wastewater plant.
 - 2019-3609, Initiation of process to vacate North Center street right-of-way.
 - 2019-3610, Hires of Alison Seiler, project specialist part time; Miles T. Franzoni, on-call Library assistant; Brianna Solberg, Engineering intern part time; Jennifer Valdez, administrative support coordinator.
 - 2019-3611, Initiation of Comprehensive Plan text amendment for Water Management and Conservation Plan.

In other business,

Heard from citizens concerned about Elliott Road's classification as a collector street, and communication with the community about the recent trial in Yamhill County and city business.

Heard presentations on next steps for NewBERG Community Visioning, and Visit Newberg quarterly report.

Heard activity report from City Manager Pro Tem, and an update on the recruitment for the City Manager. Eight people have applied so far, and the recruitment runs until Nov. 24.

Discussed Council committee and community activities.



**City Council Work Session
October 21, 2019 - 6:00 PM
Newberg public library 503 hancock street**

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. REVIEW OF THE COUNCIL AGENDA AND MEETING**
- 4. COUNCIL BUSINESS ITEMS**
 - 4.A August Fund Financial Reports
[RCA Information Financial Reports - 2019-08 Aug.pdf](#)
- 5. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2) (H) LEGAL COUNSEL CONCERNING LEGAL RIGHTS AND DUTIES REGARDING CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED**
- 6. ADJOURNMENT**

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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**SUBJECT: Newberg Fund Financial Statements
for August 2019**

**Contact Person (Preparer) for this
Item: Matt Zook
Dept.: Finance
File No.:**

RECOMMENDATION: The fund financial statements represent the City's ongoing commitment at all levels of the organization to monitor financial status and make adjustments on a monthly basis. These are provided for your information and review, as well as an opportunity for you to ask questions and keep abreast of the financial health of the City. As you review these statements, please feel free to contact me directly in advance of the meeting with questions or comments. This will provide me with an opportunity to come to the Council Work Sessions with sufficient information to answer your questions. No formal action is required at the meeting.

EXECUTIVE SUMMARY:

Included with this report are the fund financial statements for August 2019. As a reminder, most revenue is not recognized in an equal amount every month. Property taxes are received primarily in November, February, and May. Water revenue tends to trend higher in the summer months. Community Development revenue, such as building and planning fees as well as system development charges, is harder to predict. Transient Lodging Tax and Marijuana Tax is received quarterly. 9-1-1 Fund tax revenue is paid on a quarterly basis but delayed by up to three months after the close of the quarter, which at times puts the ending fund balance in a negative position, although the budget is managed so that the fund remains positive once the full fiscal year revenue is received. The point is that while 16% of the fiscal year has transpired through August, the year-to-date revenue received may reflect less or more depending on the revenue cycle.

SUMMARY REPORT

AUG 2019

SUMMARY REPORT			AUG 2019			Current YTD	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD	Compare to Budget			
				17%			
City Budget Totals							
Total Beg Fund Balance	\$ 47,440,406	\$ 50,563,048	\$ 50,563,048	107%	47,460,862		
Total Revenues	66,155,365	3,493,450	6,813,982	10%	7,616,878		
Total Beg Fund Bal & Revenues	113,595,771	54,056,497	57,377,029		55,077,740		
Total Expenses	79,339,412	3,326,317	6,835,525	9%	7,524,752		
Total Contingencies / Reserves	34,256,359	-	-	0%	-		
Total Exp & Contingen / Reserves	113,595,771	3,326,317	6,835,525	6%	7,524,752		
Total Monthly & YTD Net Gain / (Loss)		\$ 167,133	\$ (11,813)				
Total Ending Fund Balance			\$ 50,541,504		47,552,989		

City Services

General Fund (01)

Beg Fund Balance	\$ 3,997,287	\$ 4,476,667	\$ 4,476,667	112%		4,228,834
Revenues						
Municipal Court	6,119	563	2,373	39%		2,532
Police	1,154,362	88,580	214,584	19%		239,213
Fire	10,000	969	1,725	17%		4,222
Communications	45,736	-	11,434	25%		10,889
Library	118,647	3,817	7,241	6%		10,296
Planning	448,180	41,541	76,017	17%		140,003
Property Taxes	5,122,776	25,219	69,824	1%		46,689
Other Taxes	121,700	-	-	0%		1,780
Franchise Fees	1,697,927	110	110	0%		106
Intergovernmental	1,914,476	149,279	322,542	17%		282,071
Miscellaneous	9,777	1	3	0%		1,586
Interest	137,519	8,323	18,962	14%		16,314
Transfers	738,794	9,963	9,963	1%		10,540
Revenue Total	11,526,013	328,365	734,780	6%		766,242
Expenses						
General Government	242,458	13,035	74,933	31%		73,723
Municipal Court	347,446	24,867	52,564	15%		54,421
Police	7,492,469	605,880	1,214,104	16%		1,142,717
Communications	1,433,318	106,402	251,825	18%		203,318
Library	1,917,638	143,686	274,665	14%		266,823
Planning	1,020,203	67,790	147,271	14%		175,850
Transfers	386,385	1,151	2,302	1%		2,302
Contingency	1,583,383	-	-	0%		-
Unappropriated Ending Balance	1,100,000	-	-	0%		-
Total Expenses	15,523,300	962,812	2,017,664	13%		1,919,154
Monthly & YTD Net Gain / (Loss)		\$ (634,447)	\$ (1,282,884)			
Ending Fund Balance			\$ 3,193,783			3,075,922

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SUMMARY REPORT

AUG 2019

SUMMARY REPORT			AUG 2019			Current YTD Compare to Budget 17%	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD				
<u>Public Safety Fee (16)</u>							
Beg Fund Balance	\$ 93,823	\$ 113,950	\$ 113,950		121%		119,359
Revenues	586,058	49,135	97,561		17%		94,111
Expenses	647,200	52,982	105,858		16%		91,999
Contingencies / Reserves	32,681	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ (3,847)	\$ (8,298)				
Ending Fund Balance			\$ 105,652				121,471
<u>911 Emergency (13)</u>							
Beg Fund Balance	\$ 30,589	\$ 39,075	\$ 39,075		128%		21,628
Revenues	238,841	13	87		0%		32
Expenses	229,638	18,792	37,411		16%		34,336
Contingencies / Reserves	39,792	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ (18,779)	\$ (37,324)				
Ending Fund Balance			\$ 1,752				(12,676)
<u>Civil Forfeiture (03)</u>							
Beg Fund Balance	\$ 13,473	\$ 27	\$ 27		0%		15,313
Revenues	500	0	0		0%		57
Expenses	13,973	-	-		0%		-
Contingencies / Reserves	-	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 0	\$ 0				
Ending Fund Balance			\$ 27				15,369
<u>Library Gift & Memorial (22)</u>							
Beg Fund Balance	\$ 101,123	\$ 75,086	\$ 75,086		74%		81,134
Revenues	121,800	258	697		1%		467
Expenses	190,200	9,701	11,663		6%		6,999
Contingencies / Reserves	32,723	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ (9,443)	\$ (10,966)				
Ending Fund Balance			\$ 64,120				74,601
<u>Building Inspection (08)</u>							
Beg Fund Balance	\$ 1,498,823	\$ 1,744,152	\$ 1,744,152		116%		1,451,787
Revenues	652,713	73,468	151,974		23%		184,495
Expenses	763,395	62,816	129,146		17%		112,902
Contingencies / Reserves	1,388,141	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 10,652	\$ 22,828				
Ending Fund Balance			\$ 1,766,980				1,523,380

SUMMARY REPORT

AUG 2019

SUMMARY REPORT			AUG 2019			Current YTD Compare to Budget 17%	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD				
<u>Streets (Operating) (02)</u>							
Beg Fund Balance - Gas Tax	\$ 1,644,554	\$ 1,734,910	\$ 1,734,910		105%		1,222,625
TUF Beg Fund Balance	\$ 598,632	\$ 663,209	\$ 663,209		111%		-
Revenues less TUF revenue	1,933,964	142,999	149,935		8%		423,900
TUF Revenues	1,151,429	95,532	190,966		17%		-
Expenses less TUF expenses	3,100,037	177,756	297,661		10%		344,454
TUF Expenses (transfers-out)	1,400,000	148,206	149,595		11%		-
Contingencies / Reserves	828,542	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ (87,432)	\$ (106,355)				
Ending Fund Balance - Gas Tax			\$ 1,587,185				1,302,070
TUF Ending Fund Balance			\$ 704,580				
<u>Water (Operating) (07)</u>							
Beg Fund Balance	\$ 12,487,952	\$ 12,543,775	\$ 12,543,775		100%		10,801,835
Revenues	6,483,764	775,343	1,513,217		23%		1,481,609
Expenses	10,992,161	371,478	834,290		8%		661,838
Contingencies / Reserves	7,979,555	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 403,864	\$ 678,927				
Ending Fund Balance			\$ 13,222,702				11,621,606
<u>Wastewater (Operating) (06)</u>							
Beg Fund Balance	\$ 10,633,398	\$ 11,636,525	\$ 11,636,525		109%		11,761,812
Revenues	8,801,897	750,897	1,490,901		17%		1,407,458
Expenses	11,172,878	426,981	1,050,890		9%		902,027
Contingencies / Reserves	8,262,417	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 323,916	\$ 440,011				
Ending Fund Balance			\$ 12,076,536				12,267,243
<u>Stormwater (Operating) (17)</u>							
Beg Fund Balance	\$ 923,603	\$ 1,039,358	\$ 1,039,358		113%		603,028
Revenues	1,820,978	167,226	308,483		17%		266,963
Expenses	1,718,592	115,528	234,359		14%		209,506
Contingencies / Reserves	1,025,989	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 51,698	\$ 74,124				
Ending Fund Balance			\$ 1,113,482				660,485

SUMMARY REPORT

AUG 2019

SUMMARY REPORT		AUG 2019			Current YTD	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD	Compare to Budget		
				17%		
<u>Administrative Support (31)</u>						
Beg Fund Balance	\$ 382,218	\$ 512,463	\$ 512,463	134%	488,426	
Revenues	5,601,083	466,969	934,905	17%	848,788	
Expenses						
City Manager	372,352	56,135	98,636	26%	68,775	
Human Resources	230,912	14,052	28,684	12%	32,515	
Community Engagement	129,819	12,426	24,218	19%	18,295	
Finance	887,546	62,447	145,254	16%	148,508	
Gen Office(Postage/Phones)	248,372	27,013	48,640	20%	29,516	
Utility Billing	357,582	28,268	67,470	19%	61,166	
Information Technology	1,371,239	327,378	433,137	32%	242,651	
Legal	502,567	39,973	79,257	16%	76,171	
Fleet Maintenance	270,484	21,731	44,089	16%	41,349	
Facilities Repair/Replacement	796,118	51,834	100,878	13%	97,860	
Insurance	380,835	-	-	0%	303,386	
Transfers	3,362	280	560	17%	560	
Contingencies / Reserves	286,853	-	-	0%	-	
Total Expenses	5,983,301	651,765	1,096,591	18%	1,147,257	
Monthly & YTD Net Gain / (Loss)		\$ (184,796)	\$ (161,686)			
Ending Fund Balance			\$ 350,777		189,956	

Capital Improvement Projects

Streets CIP's (18)

Beg Fund Balance	\$ 207,873	\$ 203,601	\$ 203,601	98%		176,804
Revenues	5,326,115	218,717	220,553	4%		838,259
Expenses	5,313,115	217,464	222,776	4%		834,055
Contingencies / Reserves	220,873	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 1,253	\$ (2,223)			
Ending Fund Balance			\$ 201,378			181,008

Water / Wastewater / Stormwater CIP's (04)

Beg Fund Balance	\$ -	\$ -	\$ -	0%		-
Revenues	11,458,900	38,661	443,881	4%		173,599
Expenses	11,458,900	38,661	443,881	4%		173,599
Contingencies / Reserves	-	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 0	\$ (0)			
Ending Fund Balance			\$ (0)			-

SUMMARY REPORT

AUG 2019

SUMMARY REPORT		AUG 2019			Current YTD Compare to Budget 17%	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD			
<u>Governmental CIP's (21)</u>						
Beg Fund Balance	\$ 1,548,137	\$ 1,283,580	\$ 1,283,580	83%		2,297,056
Revenues	770,627	-	-	0%		-
Expenses	2,318,764	-	9,731	0%		9,498
Contingencies / Reserves	-	-	-	0%		-
Monthly Activity Net Gain / (Loss)		\$ -				
Ending Fund Balance			\$ 1,273,849			2,287,558
<u>Street SDC (42)</u>						
Beg Fund Balance	\$ 3,471,673	\$ 3,690,767	\$ 3,690,767	106%		3,885,186
Revenues	3,335,160	103,713	119,166	4%		244,972
Expenses	2,370,189	26,647	26,650	1%		702,722
Contingencies / Reserves	4,436,644	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 77,066	\$ 92,516			
Ending Fund Balance			\$ 3,783,282			3,427,436
<u>Water SDC (47)</u>						
Beg Fund Balance	\$ 183,138	\$ 244,642	\$ 244,642	134%		314,198
Revenues	1,009,695	43,782	49,772	5%		85,340
Expenses	803,923	-	-	0%		-
Contingencies / Reserves	388,910	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 43,782	\$ 49,772			
Ending Fund Balance			\$ 294,414			399,539
<u>Wastewater SDC (46)</u>						
Beg Fund Balance	\$ 6,369,053	\$ 6,629,076	\$ 6,629,076	104%		5,966,311
Revenues	1,982,273	90,988	115,153	6%		244,611
Expenses	2,048,464	4,199	84,449	4%		17,510
Contingencies / Reserves	6,302,862	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 86,789	\$ 30,705			
Ending Fund Balance			\$ 6,659,781			6,193,412
<u>Stormwater SDC (43)</u>						
Beg Fund Balance	\$ 190,295	\$ 197,158	\$ 197,158	104%		137,312
Revenues	79,800	4,687	5,498	7%		8,742
Expenses	61,500	-	-	0%		61
Contingencies / Reserves	208,595	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 4,687	\$ 5,498			
Ending Fund Balance			\$ 202,656			145,994

SUMMARY REPORT

AUG 2019

SUMMARY REPORT			AUG 2019			Current YTD Compare to Budget 17%	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD				
Debt							
Debt Service (General Op) (09)							
Beg Fund Balance	\$ -	\$ 346	\$ 346	0%			47,809
Revenues	952,924	27,294	53,913	6%			47,733
Expenses	951,554	-	-	0%			-
Contingencies / Reserves	1,370	-	-	0%			-
Monthly & YTD Net Gain / (Loss)		\$ 27,294	\$ 53,913				
Ending Fund Balance			\$ 54,259				95,542
City Hall (10)							
Beg Fund Balance	\$ 146,719	\$ 142,178	\$ 142,178	97%			612,916
Revenues	500	308	626	125%			2,268
Expenses	147,219	2,665	2,665	2%			-
Contingencies / Reserves	-	-	-	0%			-
Monthly & YTD Net Gain / (Loss)		\$ (2,358)	\$ (2,040)				
Ending Fund Balance			\$ 140,138				615,184
Reserves							
Vehicle / Equipment Replacement (32)							
Beg Fund Balance	\$ 2,015,354	\$ 2,552,675	\$ 2,552,675	127%			1,958,096
Revenues	\$ 1,087,171	\$ 91,589	\$ 198,161	18%			351,856
Expenses							
City Manager's Office	1,558	-	-	0%			-
Human Resources	1,075	-	-	0%			-
Finance	39,295	-	-	0%			-
Information Technology	60,858	-	25,951	43%			163,337
Legal	450	-	-	0%			-
Municipal Court	4,371	-	-	0%			-
Police	612,183	1,336	5,256	1%			18,423
Communications	195,655	-	-	0%			-
Library	16,548	975	1,767	11%			-
Planning	3,162	-	-	0%			-
Building	33,038	-	-	0%			-
PW Administration	1,741,287	16,032	16,042	1%			3,172
Fleet Maintenance	17,565	60	137	1%			62
Facilities Repair/Replacement	375,480	-	-	0%			12,370
Contingencies / Reserves	-	-	-	0%			-
Total Expenses	3,102,525	18,403	49,153	2%			197,364
Monthly & YTD Net Gain / (Loss)		\$ 73,186	\$ 149,008				
Ending Fund Balance			\$ 2,701,683				2,112,588

SUMMARY REPORT

AUG 2019

SUMMARY REPORT			AUG 2019			Current YTD Compare to Budget 17%	2018-19 PRIOR YTD
FUNDS	2019-20 BUDGET	MONTH OF AUG 2019	2019-20 YTD				
Community Projects							
Cable TV Trust (23)							
Beg Fund Balance	\$ 5,270	\$ 7,335	\$ 7,335		139%		16,507
Revenues	200	16	33		16%		61
Expenses	5,470	-	-		0%		-
Contingencies / Reserves	-	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 16	\$ 33				
Ending Fund Balance			\$ 7,367				16,568
Economic Development (14)							
Beg Fund Balance	\$ 621,959	\$ 731,526	\$ 731,526		118%		666,000
Revenues	79,395	7,495	17,035		21%		126,969
Expenses	566,325	1,532	5,198		1%		113,443
Contingencies / Reserves	135,029	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ 5,963	\$ 11,837				
Ending Fund Balance			\$ 743,363				679,525
Transient Lodging Tax (19)							
Beg Fund Balance	\$ 275,460	\$ 300,967	\$ 300,967		109%		586,886
Revenues	1,153,565	15,996	16,685		1%		18,347
Expenses	1,427,025	17,928	25,893		2%		46,025
Contingencies / Reserves	2,000	-	-		0%		-
Monthly & YTD Net Gain / (Loss)		\$ (1,933)	\$ (9,208)				
Ending Fund Balance			\$ 291,759				559,208



**City Council Business Session
October 21, 2019 - 7:00 PM
Newberg public library 503 hancock street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS**
 - 4.A Recognition of Pam Young
 - 4.B City Manager Recruitment update
 - 4.C Visit Newberg Quarterly Report – July 1, 2019 – September 30, 2019
[RCA Information - Visit Newberg Quarterly Report 10-1-19.doc](#)
[Attachment 1 - Visit Newberg_Quarterly Report_Jul-Sep2019rev.pdf](#)
- 5. CITY MANAGER'S REPORT**
- 6. PUBLIC COMMENTS**
- 7. CONSENT CALENDAR**
 - 7.A Resolution 2019-3605, Oxidation Ditch No. 1 Rehabilitation Project
[Res2019-3605_OxiDitch#1RhPj_DgnAward wExhb.pdf](#)
 - 7.B Resolution 2019-3610 Authorizing City Manager Pro Tem to appoint recommended candidates.
[2019-3610 RCA Resolution to hire 10-21-2019.doc](#)
- 8. NEW BUSINESS**
 - 8.A A NewBERG Community Visioning - Next Steps
[RCA Information.doc](#)
 - 8.B Resolution 2019-3611, A Resolution initiating a comprehensive plan text amendment for the Water Management and Conservation Plan
[RCA Resolution - Water Mangement Conservation Plan initiate.doc](#)

[Attachment 1 - Newberg WMCP Final Order.pdf](#)

- 8.C Resolution 2019-3609, A request for the City to initiate the vacation of the N Center Street right-of-way north of E Fulton Street.

[RCA N Center St VAC Initiation.pdf](#)

9. COUNCIL BUSINESS

- 9.A Council Committee Reports

- 9.B Issue Tracker

[Newberg Issue Tracker - Council Meeting complaint new v.docx](#)

[2019 Christmas Tree Lighting event Plan as of Oct 15.pdf](#)

10. 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.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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SUBJECT: Visit Newberg Quarterly Report – July 1, 2019 – September 30, 2019

Contact Person (Preparer) for this
Item: Doug Rux, Director
Dept.: Community Development
File No.: G-16-008

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

This is the first quarterly report from Visit Newberg covering activities for July 1, 2019 through September 30, 2019. The report covers 2019/20 Business Plan Goals/Strategic Imperatives of:

- Build Brand Identity,
- Grow Leisure Visitor Volume and Spend,
- Community and Industry Partnerships, and
- Develop Group Market

The report additionally includes year to date financial information from the initial startup costs along with a first quarter financial summary. Leslie Caldwell, Executive Director will be attending to present the report.

FISCAL IMPACT:

Funds for Visit Newberg have been budgeted in Fund 19: Transient Lodging Tax Fund in the amount of \$557,654 for FY 2019/20.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

Goal 11: Implement Newberg Economic Development Strategy.

Attachment: 1. Visit Newberg Quarterly Report

Visit Newberg

Quarterly Report to City of Newberg

July – September 2019

OVERVIEW

A 501(c)(6) non-profit destination marketing organization, formed in February 2019. Enhance the greater Newberg area's economy by attracting tourists to the region and ensuring they support local businesses during their visit.

MISSION STATEMENT

Visit Newberg's mission is to enhance the economic vitality of the community by promoting Newberg as a year-round visitor, convention and event destination by maximizing collaborative partnerships, efficiently activating transient lodging tax revenue and implementing effective sales and marketing programs, while cultivating a world-class visitor experience.

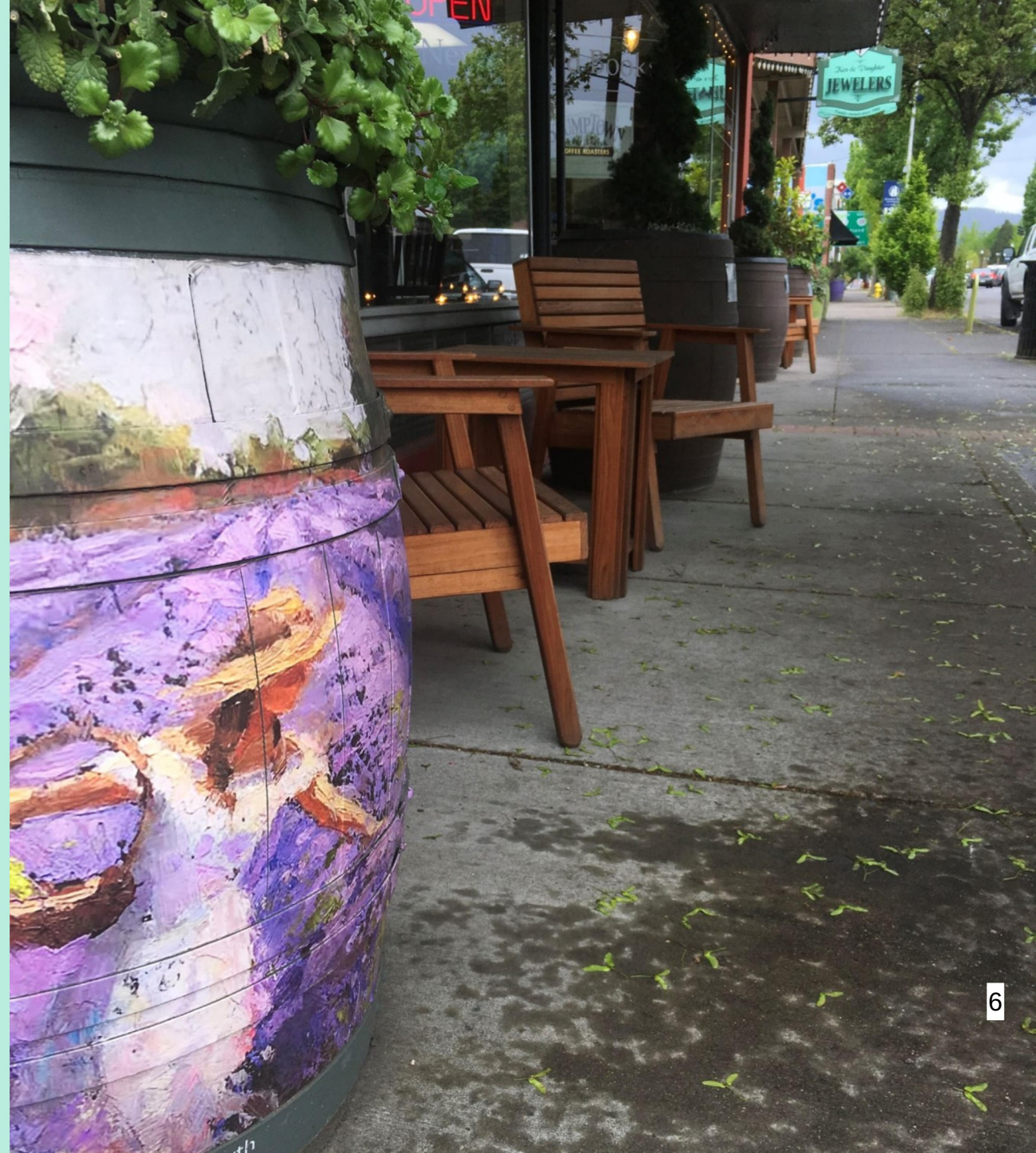
Board Members and Staff

Name	Affiliation
Dennis Lewis	Lewis Audio Video
Rob Felton	George Fox University
Pierre Zreik	The Allison Inn and Spa
Loni Austin Parrish	Art Elements Gallery
Jessica Bagley	The Painted Lady Restaurant
Megan Carda	Lifestyle Properties
Cathy Martin	Argyle Wineries
Sheila Nicholas	Anam Cara Winery
Britta Stewart	Hoover-Minthorn House Museum
Elise Yarnell Hollamon	Newberg City Councilor (non-voting)
Ted Crawford	Travel Dundee Tourism Committee Chair (non-voting)
Shannon Buckmaster	Chehalem Valley Chamber of Commerce (non-voting)
Leslie Caldwell	Executive Director, Visit Newberg



2019-20 Business Plan - Goals/ Strategic Imperatives

- Build brand identity as a premier, four-seasons vacation destination known for wine touring, culinary experiences, spa visits, cultural and historical attractions, and outdoor recreation
- Grow leisure visitor volume and spend, overnight stays
- Community and industry partnerships, collaboration and marketing support
- Develop group market - meetings, weddings, tours, sports, artist retreats





Build Brand Identity

Recruit Marketing Agency for Brand Strategy and Web Design

- Wrote and distributed Requests for Proposal
- Conducted marketing agency review process
- Chose marketing agency finalists; in-person presentations
- Branding agency contracted and work is underway
- Web design and digital marketing agencies are under review

Photography/Videography

- We are creating a short list of photographers/videographers for Q4 shoot
- Continuing to collect existing assets through area partners

Co-op Social Media Campaign – “Wake Up in Wine Country”

- Partnership with Travel Dundee
- Ad and awareness campaign to run Fall 2019-early Spring 2020
- Platforms - Facebook, Instagram, YouTube – post engagement and feed focus, link to website/conversion focus, remarketing ads
- Goals
 - Increase awareness of Newberg/Dundee as a premier destination
 - Inspire overnight stays in Newberg/Dundee during shoulder season
 - Showcase natural beauty of the region
 - Drive traffic to campaign landing pages to encourage trip planning

Media Relations

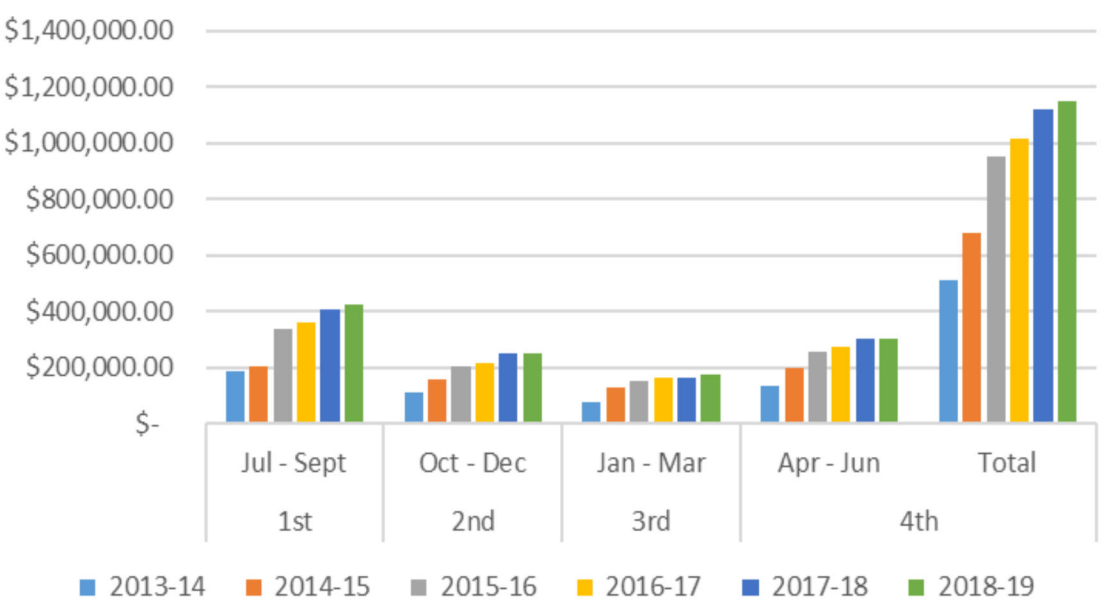
- Willamette Valley Visitors Association – Familiarization Tour with Staff and PR Agency – October 2019

Media Coverage

- Alaska Airlines Beyond inflight magazine – *Winning Wine Country Trip Planner* - August 2019
- 1859 Magazine Trip Planner – *Wine Country of Newberg and Chehalem* - July 2019
- Oregon Wine Press – *Bite Into Newberg* – July 2019

Grow Leisure Visitor Volume and Overnight Stays

City of Newberg Transient Occupancy Tax



Newberg 2019 TOT
\$1,146,441

2019 vs 2018
Newberg TOT +2.5%



Partnerships, Collaboration and Marketing Support

Travel Oregon

- Travel Oregon 101 – completed training in July 2019
- OTIS (Oregon Tourism Information System) – Newberg-Dundee event entry in statewide tourist database – completed training in July 2019; enter all area events and listings
- AgriTourism development conference – July 2019
- Oregon Tourism Commission meeting – October 2019

Willamette Valley Visitors Association (one of Travel Oregon's seven regions statewide)

- Expedia co-op ad campaign for region's DMOs – Sept thru Dec 2019, featuring two Newberg hotels
- Guest Service Gold® training – organized by Visit Newberg – October 2019
- Grant Writing training workshop – October 2019
- Consumer e-newsletter – featuring area main street bookshops in October 2019; submitted Chapters Books and Coffee for inclusion
- Conduit for public/media relations, travel writer and social media influencer visits, story pitches

Yamhill County Tourism Partnership (one of Willamette Valley Visitors Association's destination marketing organizations)

- Volunteer industry-facing tourism stakeholder group member – Amity, Carlton, Dundee, McMinnville, Newberg
- Yamhill County Economic Development grant – awarded Sept 2019, \$10k for creation of Digital Asset Management library for shared image use county-wide. Participating on implementation committee.
- County Commissioner work session participant – discuss YCTP's industry value and county's tourism economic impact - scheduled for October 2019

Travel Dundee

- Tourism Committee – activating joint Visit Newberg - Travel Dundee social media campaign; discussing partnership co-branding possibilities

Chehalem Valley Chamber of Commerce – Ex-officio Board Member, attend Greeters and Business After Hours

Newberg Economic Development Strategy Group - monthly meetings and Community Visioning meeting

Newberg Downtown Coalition – collaborating with new management team to explore new partnership initiatives

Women of Willamette – monthly networking events

Meeting Professionals International – Oregon Chapter – networking and education meetings

Willamette Valley Wineries Association – attended WVWA Visitor Profile Survey presentation; Lyft Town Hall

Chehalem Cultural Center – wrote Travel Oregon grant application letter of support; they were awarded the grant

Get Acquainted meetings with The Allison, Holiday Inn Express Wine Country, Best Western Newberg, Travelodge Suites Newberg, Chehalem Cultural Center, Visit McMinnville, Chehalem Valley Chamber of Commerce, Hoover Minthorn House Museum, Chehalem Valley Innovation, CPRD, Newberg Public Library, David Clyne, Doug Rux, Newberg Downtown Wineries, Newberg Downtown Coalition merchants

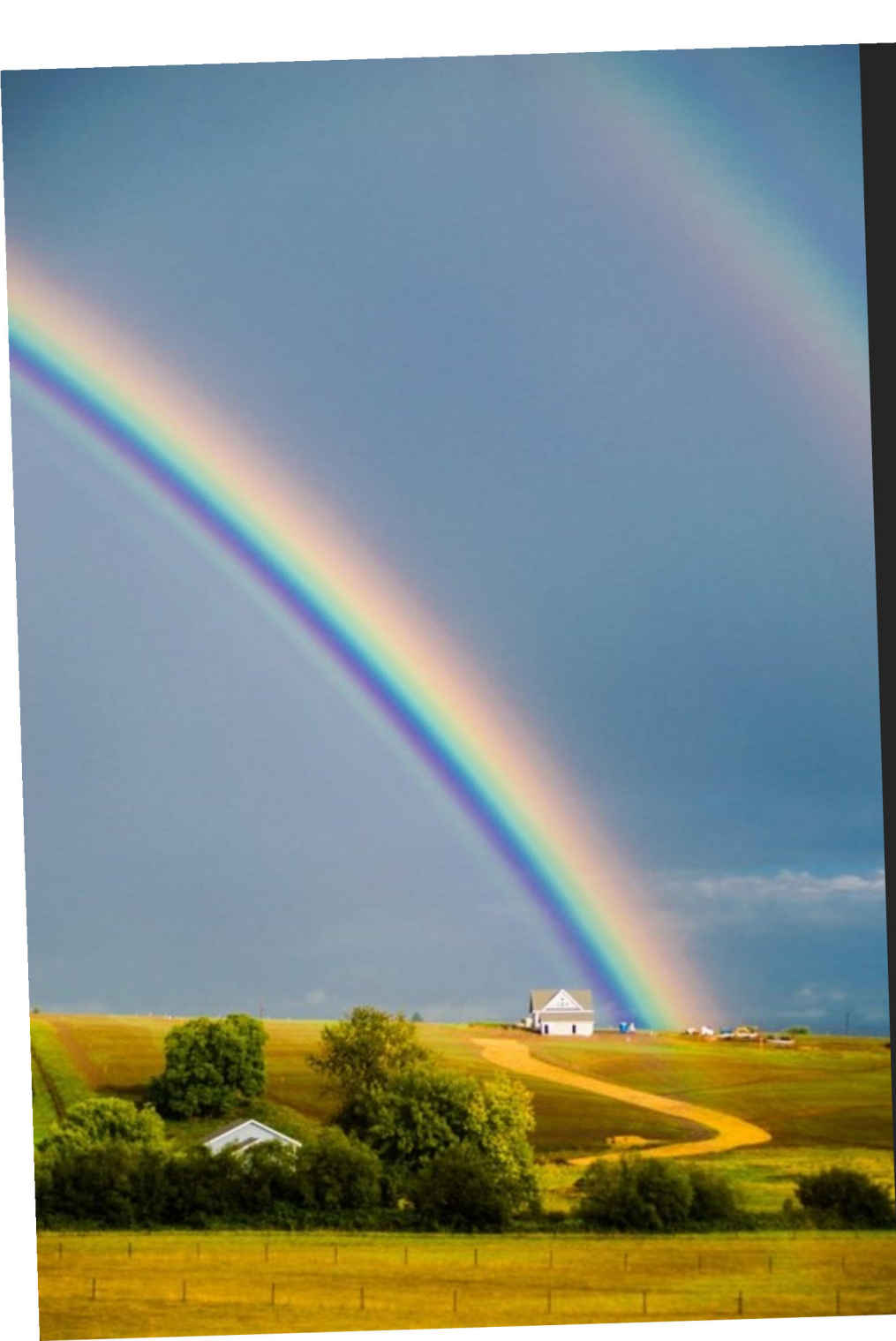
Develop Group Market

- Willamette Valley Wedding Venue Crawl – 9 venues, 100 vendors, targets 100 bridal couples - October 2019
- Met with Delphian School – potential guest room blocks for Homecoming, Parents' Weekend, etc.
- Toured event venues (e.g. The Allison, Chehalem Cultural Center, CPRD, Water Oasis, PCC Newberg, etc.)
- Meeting Professionals International, Oregon Chapter – attended September meeting to network for group booking opportunities



FY19-20 Budget Rollup for Q3 and YTD

		FY2018-19	FY2018-19	FY2019-20	FY2019-20
		Jan-Mar	Apr-Jun	Annual Budget	Jul-Sep
Beginning Balance				236,804	235,731
Revenue					
TLT Revenue		168,000	82,000	800,804	0
Other Revenue		0	0	0	125
Total Revenues		168,000	82,000	800,804	125
Expense					
	Personnel	0	5,440	133,700	21,215
	Office Overhead	0	8,740	58,170	3,703
	Reserves	0	0	47,968	0
	Marketing	0	89	321,000	0
Total Expenses		0	14,269	560,838	24,918
Net Income		168,000	67,731		-24,793
End of Fiscal Year Balance				239,967	



We are off to a great start
building the Newberg brand.

Thank you for your time.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2019-3605	Motion ____	Information ____
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SUBJECT: A resolution to authorize the City Manager to enter into a professional services agreement with HDR Engineering, Inc. to complete the design of the City's Oxidation Ditch No. 1 Rehabilitation Project

Contact Person (Preparer) for this Motion: Paul Chiu, P.E., Senior Engineer
Dept.: Public Works Department
File No.:

RECOMMENDATION:

Adopt Resolution No. 2019-3605 authorizing the City Manager to enter into a professional services agreement (PSA) with HDR Engineering, Inc. (HDR) to complete the design of the City's Oxidation Ditch Rehabilitation Project. The project includes detailed structural evaluation, engineering design, bid and construction phase services for Oxidation Ditch No. 1 at the Wastewater Treatment Plant in the amount of \$197,840.00.

EXECUTIVE SUMMARY:

The City's Wastewater Treatment Plant has two oxidation ditches and one equalization basin, all constructed in 1985 (refer to Figure 1 on the next page). The oxidation ditches provide an essential role in aerobic digestion for year-round wastewater treatment.

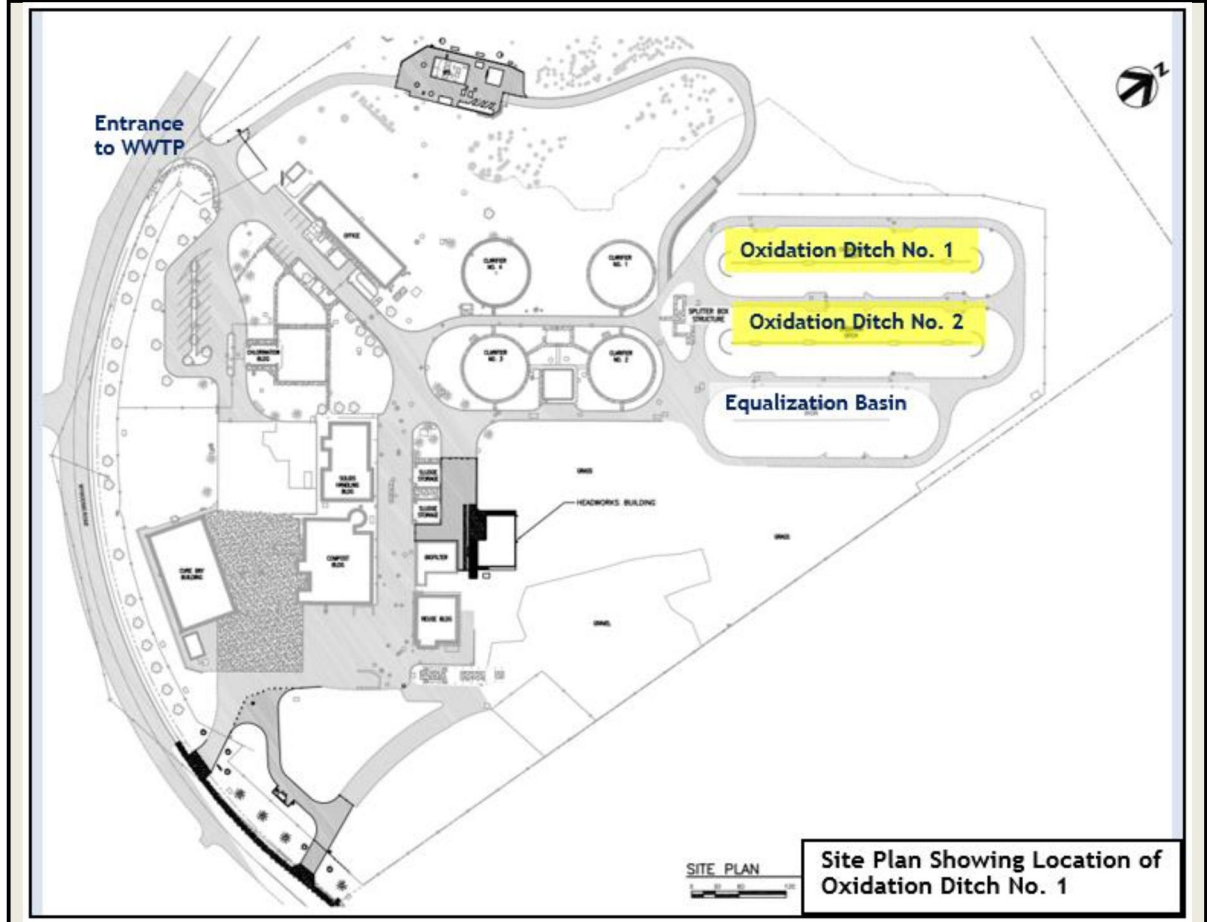
The City's Oxidation Ditch No. 2 was rehabilitated in 2017 with a combination of replaced concrete panels and a sprayed layer of concrete known as shotcrete to treat the cracks that had developed at the inclined slabs of the oxidation ditch. HDR provided the engineering rehabilitation design for Oxidation Ditch No.2 in 2016.

Concrete settlement and severe concrete cracks are noted in Oxidation Ditch No. 1. Evaluation of Oxidation Ditch No. 1 was first performed on October 18, 2011. The evaluation reports indicated that "the ditch is in functional condition" but "it is important to repair and seal the cracked areas to address the deterioration" that is occurring over time. A similar or more advanced repair is anticipated for the rehabilitation of Oxidation Ditch No. 1. The objective of the project is to provide a detailed structural evaluation, rehabilitation plan, bidding, and the subsequent construction of the repairs for Oxidation Ditch No. 1.

On August 26, 2019, the City advertised the Request for Proposals (RFP) in the Daily Journal of Commerce and the City's website. City staff received one qualified proposal from HDR Engineering, Inc. (HDR) on September 12, 2019.

HDR submitted a detailed proposal with a scope of work and cost breakdown for the City's consideration (refer to Exhibit "A" that includes the proposed PSA). HDR's proposal addresses all aspects of rehabilitation for Oxidation Ditch No. 1. The consultant cost at \$197,840.00 is in line with the proposed scope of work for this oxidation ditch rehabilitation project.

Figure 1 – Site Plan Showing Location of Oxidation Ditch No. 1



FISCAL IMPACT:

HDR will complete detailed structural evaluation, and provide design and bid phase support for this project. HDR will also provide construction phase services to the City for a total consultant fee of \$197,840.00, which has been appropriated in the current fiscal year budget for design phase.

Remaining construction budget will be appropriated for fiscal year 2020/2021. The total project cost over two fiscal years is estimated to be just under \$900,000.00. The project anticipates construction in calendar year 2020. Funding will be through account number 04-5150-706310.

STRATEGIC ASSESSMENT:

The current wastewater treatment volumes do not warrant the design and construction for another new oxidation ditch. The rehabilitation of Oxidation Ditch No. 1 will extend its service life for another 20 years.



RESOLUTION No. 2019-3605

A resolution to authorize the City Manager to enter into a professional services agreement with HDR Engineering, Inc. to complete the design of the City's Oxidation Ditch No. 1 Rehabilitation Project

RECITALS:

1. The City of Newberg Wastewater Treatment Plant (WWTP) has two oxidation ditches, constructed in 1985, that provide an essential role in aerobic digestion for year-round wastewater treatment.
2. Cracks in concrete have developed at the floor, inclined slabs and divider walls of Oxidation Ditch No. 1 and this project will address the needed repairs to Oxidation Ditch No. 1.
3. City staff received one qualified proposal from HDR Engineering, Inc. (HDR) on September 12, 2019 after advertising the Request for Proposals (RFP) in the Daily Journal of Commerce and the City's website on August 26, 2019.
4. HDR submitted a detailed proposal outlining the scope of work with a phase-by-phase cost breakdown in line with the scope of work included in Exhibit "A" (with the professional services agreement) and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager to enter into a Professional Services Agreement with HDR Engineering, Inc. to complete the City's Oxidation Ditch Rehabilitation Project that includes detailed structural evaluation, engineering design, bid and construction phase services for Oxidation Ditch No. 1 in the amount of \$197,840.00.
2. The City Attorney will modify and approve all contracts and agreements as to form and content.
3. The City Manager is authorized to amend the Professional Services Agreement up to ten (10) percent of the original contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: October 22, 2019.

ADOPTED by the City Council of the City of Newberg, Oregon, this 21st day of October, 2019.

Sue Ryan, City Recorder

ATTEST by the Mayor this 24th day of October, 2019.

Rick Rogers, Mayor



AGREEMENT WITH HDR ENGINEERING, INC. TO PROVIDE DESIGN & CONSULTING SERVICES TO THE CITY OF NEWBERG

THIS AGREEMENT is entered into this _____ day of November, 2019 by and between the City of Newberg, a municipal corporation of the State of Oregon, hereinafter called **City**, and

HDR Engineering, Inc.
1050 SW 6th Avenue, Suite 1800, Portland, OR 97204-1151

Phone: 503.423.3700

Fax: 503.423.3737

Emails: Andy.McCaskill@hdrinc.com and Karen.Bill@hdrinc.com

hereinafter called **Consultant**.

RECITALS:

1. **City** has need for the services of a **Consultant** to complete the City's **Oxidation Ditch No. 1 Rehabilitation Project** that includes structural evaluation, engineering design, bid and construction phase services, hereinafter called **Project**.
2. By authority of ORS 279C.110, and through the Request for Proposals (RFP) process, **City** received one qualified proposal and entered into Agreement with the **Consultant** based on their particular training, ability, knowledge, expertise and experience. The Agreement was approved by the City Council on **October 21, 2019** per **Resolution No. 2019-3605**.

NOW THEREFORE, in consideration of mutual promises, covenants and agreements of the parties, it is agreed as follows:

1. **Effective Date and Duration:** This Agreement shall become effective on the date that this Agreement has been signed by every party hereto.

Unless, terminated or extended, this Agreement shall expire when the **City** accepts **Consultant's** completed performance or on **March 1, 2021**, whichever date occurs first. This fact notwithstanding, the services of **Consultant** shall be authorized and paid on a task by task basis as described in **Exhibit "A"**.

Expiration shall not extinguish or prejudice **City's** right to enforce this Agreement with respect to any breach of a **Consultant** warranty or any fault or defect in **Consultant's** performance that has not been cured.

2. **Termination:** This Agreement may be terminated at any time by mutual, written consent of the parties. The **City** may, at its sole discretion terminate this Agreement in whole or part upon a 30-day written notice to **Consultant**. The **City** may terminate immediately upon notice to the **Consultant** that the **City** does not have funding, appropriations, or other necessary expenditure authority to pay for **Consultant's** Work. The **City** may terminate Agreement at any time for material breach, unless

Consultant has cured such defect or deficiency within a reasonable period of time following notice of such claim.

3. **Scope of Work:** The **Consultant** agrees to provide the services provided in the Scope of Work, which is Exhibit "A" and is attached hereto and incorporated by this reference. The **Consultant** represents and warrants to the **City** that the **Consultant** can perform the Work outlined in the Scope of Work for the fee proposal amount.

4. **Compensation:** The **Consultant** agrees to perform the Work for a not-to-exceed fee as indicated in their professional fee proposal included in the Scope of Work. The not-to-exceed figure is:

\$197,840.00

The **Consultant** shall not exceed the fee for any task included in the fee proposal amount. If the **Consultant** foresees that the fee is going to exceed the not-to-exceed figure because the task has changed or is outside the scope, the **Consultant** shall notify the **City** in writing of the circumstances with an estimated amount that the fee is to be exceeded. The **Consultant** shall obtain written permission from the **City** before exceeding the not-to-exceed fee amount. If the

Agreement with **HDR ENGINEERING, INC.**

Consultant does Work that exceeds the maximum fee amount prior to obtaining the written permission, the **Consultant** waives any right to collect that fee amount.

5. Additional Work Not Shown within the Scope of Work:

If **City** requests or requires Work to be done not within the Scope of Work of this Project, the **Consultant** shall notify the **City** of such Work, provide an estimated fee amount, and obtain written instructions to proceed with Work in the form of an Agreement amendment prior to proceeding with Work and incurring any costs on behalf of the **City**. If **Consultant** proceeds with Work prior to obtaining permission and/or Agreement amendment, the **Consultant** waives any right to collect fees for Work performed.

6. Agreement Documents: This Agreement consists of the following documents which are listed in descending order of preference: This Agreement, and Attached Exhibits. Work is under the sole control of **Consultant**; however, the Work contemplated herein must meet the approval of the **City** and shall be subject to **City's** general right of inspection and supervision to secure the satisfactory performance thereof.

7. Benefits: **Consultant** will not be eligible for any federal social security, state workers compensation, unemployment insurance, or public employees' retirement system benefits from the Agreement payment except as a self-employed individual.

8. Federal Employment Status: In the event any payment made pursuant to this Agreement is to be charged against federal funds, **Consultant** certifies that he or she is not currently employed by the federal government and the amount charged does not exceed his or her normal charge for the type of services provided.

9. Consultant's Warranties: The Work to be performed by **Consultant** includes services generally performed by **Consultant** in his/her usual line of business. The Work performed by the **Consultant** under this Agreement shall be performed in a good and businesses-like manner in accordance with the generally accepted professional standards. The **Consultant** shall, at all times, during the term of this Agreement, be qualified, be professionally competent, and duly licensed to perform the Work.

10. Indemnity: With regard to the **Consultant's** performance in connection with or incidental to the Work, but excluding its performance of professional services and the indemnification and hold harmless aspects thereto as set forth below in this Section, the **Consultant** shall defend, indemnify, protect and hold the **City**, its officials, employees, agents and volunteers harmless from and against any and all claims, suits, actions, losses, costs or judgments of any nature for damages or injuries to any person or property, including injury to the **Consultant** and/or its employees, agents or subconsultants, which arise from or are connected with or are caused or claimed to be

caused by the negligent, reckless or willful acts or omissions of the **Consultant** and/or its employees, agents or subconsultants, in performing Work herein, and all expenses of investigating and defending against same, including reasonable attorney fees and costs at trial and on appeal; provided, however, that the **Consultant's** duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the **City**, its officials, employees, agents and volunteers.

With regard to the **Consultant's** performance of professional services, **Consultant** shall defend, indemnify and hold harmless the **City**, its officials, employees, agents and volunteers from and against any and all claims, costs, suits, actions, losses, expenses and damages, including reasonable attorney's fees and costs at trial and on appeal, arising from the willful misconduct or negligent acts, errors or omissions of the **Consultant** and/or its employees, agents or subconsultants associated with the Work.

11. Independent Contractor: **Consultant** is not currently employed by the **City**. The parties to this Agreement intend that the **Consultant** perform all Work as an Independent Contractor. No agent, employee, or servant of **Consultant** shall be or shall be deemed to be the employee, agent or servant of **City**. **City** is interested only in the results obtained under this Agreement; the manner and means of conducting the Work are under the sole control of **Consultant**, however, the Work contemplated herein must meet the approval of the **City** and shall be subject to **City's** general right of inspection and supervision to secure the satisfactory performance thereof.

12. Taxes: **Consultant** will be responsible for any federal or state taxes applicable to payments received under this Agreement. **City** will report the total of all payments to **Consultant**, including any expenses, in accordance with the Federal Internal Revenue Service and the State of Oregon Department of Revenue regulations.

13. Insurance:

a) **Consultant**, its subconsultants, if any, and all employers working under this agreement are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017, which requires them to provide workers compensation coverage for all their subject workers; or by signing this Agreement, **Consultant** represents that he or she is a sole proprietor and is exempt from the laws requiring workers compensation coverage.

b) **Consultant** will, at all times, carry a Commercial General Liability insurance policy for at least \$2,000,000.00 combined single limits per occurrence for Bodily Injury, Property Damage, and Personal Injury. The **City**, its agents, employees and officials all while acting within their official capacity as such, shall be named as an additional insured on the insurance specified in this paragraph.

c) **Consultant** will, at all times, carry a Professional Liability/Errors and Omission type policy with limits of

Agreement with **HDR ENGINEERING, INC.**

at least \$2,000,000.00. If this policy is a "claims made" type policy, the policy type and company shall be approved by the City Manager prior to commencement of any Work under this Agreement.

d) **Consultant** shall furnish the **City** with Certificates of Insurance upon execution of Agreement. Such Certificates of Insurance evidencing any policies required by this Agreement shall be delivered to the **City** prior to the commencement of any Work. A 30-day notice of cancellation clause shall be included in said certificate. The **City** has the right to reject any certificate for unacceptable coverage and/or companies.

14. **Assignment:** The parties hereto each bind themselves, their partners, successors, assigns and legal representatives of such other party in respect to all terms of this Agreement. Neither party shall assign the Agreement as a whole without written consent of the other.

15. **Ownership of Work Product:** All original documents prepared by **Consultant** in performance of this Agreement, including but not limited to original maps, plans, drawings and specifications are the property of **City** unless otherwise agreed in writing. Quality reproducible records copies of final Work

product, including digital files of text and drawings shall be provided to **City** at the conclusion or termination of this Agreement. **City** shall indemnify and hold harmless **Consultant** and **Consultant's** independent professional associates or subconsultants from all claims, damages, losses and expenses including attorney fees arising out of the **City's** use of any instruments of professional service for purposes outside the scope of this Agreement.

16. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, written and oral, courses of dealing, or other understanding between the parties. No modification of this Agreement shall be binding unless in writing and signed by both parties.

17. **Notification:** All correspondence and notices related to this Agreement shall be directed to the project manager for the party to whom the correspondence or notice is intended. If directed to the **City**: City of Newberg, P.O. Box 970, Newberg, Oregon 97132, Attn: Paul Chiu, PE, Project Manager. If directed to the **Consultant**: Consultant, Inc. Attn: Karen Bill, PE, Project Manager at the address listed above. Each party shall be responsible for notifying the other of any changes in project manager designation.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above mentioned.

CONSULTANT

By: _____

Name: _____

Title: _____

Date: _____

CITY OF NEWBERG

By: _____

By authority of Resolution No. 2019-3605

Name: David Clyne

Title: City Manager Pro Tem

Date: _____

Engineering Division Approval:

Kaaren L. Hofmann Date
City Engineer

Department Approval:

James (Jay) O. Harris Date
Public Works Director

Approved as to Form and Content:

Truman A. Stone Date
City Attorney

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

Scope of Work
WWTP Oxidation Ditch No. 1 Rehabilitation Project
for City of Newberg, OR
HDR Engineering, Inc.

BACKGROUND

The City of Newberg WWTP has two oxidation ditches and one equalization basin, all constructed in 1985. The oxidation ditches provide an essential role in aerobic digestion of year-round wastewater treatment. The treatment plant operates both oxidation ditches in the winter. During summer, only one oxidation ditch is needed and the other one is emptied for maintenance.

These structures are now 30+ years old and over time have developed concrete cracks and exhibit signs of localized settlement and leakage. Replacement or expansion of the oxidation ditches has been delayed based on plant optimizations and cost analysis therefore structural repairs are needed to extend the service life of the structures by 20 years. The repairs for Oxidation Ditch No. 2 were designed by HDR and completed in 2017. It is now time to implement similar repairs for Oxidation Ditch No. 1.

Structural inspection and evaluation of Oxidation Ditch No. 1 was performed on October 18, 2011. The objective of this project is to provide an updated structural evaluation of Oxidation Ditch No. 1 and to prepare a complete set of bid plans, specifications and rehab cost estimates that will extend the service life of Oxidation Ditch No. 1 for another 20 years.

This scope includes the following tasks:

TASK 1 PROJECT MANAGEMENT**Activities**

- Prepare an internal project management plan to include schedule, budget, roles, project team contact information, and procedures.
- Prepare monthly invoices.
- Prepare monthly progress reports to advise City project manager of project status.
- Conduct internal team meetings to review progress, coordinate disciplines, and identify information needs.
- Participate in a kickoff meeting to achieve the following:
 - Define project goals
 - Outline project and management approach
 - Identify roles and responsibilities
 - Confirm scope and schedule
 - Request data
 - Discuss condition of Oxidation Ditch No. 1 with City staff

Assumptions

- Project duration is 15 months.

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

- Kickoff meeting will include a brief site tour of Oxidation Ditch No. 1. Inspection will be conducted as part of TASK 6.
- Kickoff meeting will last 2 hours (excluding travel time) and be attended by Project Manager, Structural Engineer, Geotechnical Engineer and Constructability Reviewer.
- Project deliverables will be submitted in electronic, pdf format unless otherwise indicated. Final work products will also be provided in working format of MS Word, CAD, shapefiles, etc.

Deliverables

- Monthly invoices and progress reports.
- Kickoff meeting agenda and minutes.
- Data request(s).

TASK 2 ALTERNATIVES ANALYSIS**Activities**

- Compile and review existing information on facilities, including record drawings, plant data and geotechnical information.
- Development of Solutions: Review photos and condition information and prepare a matrix of potential solutions to be considered for rehabilitation of Oxidation Ditch No. 1. The matrix will include a list of the different types of anticipated damage as well as a list of different repair methods for consideration.
- Constructability and Cost Review: Review matrix of potential solutions. Prepare a cost opinion and constructability review for each repair method. Cost opinions will be provided in the form of unit price. The constructability review will include a contractor's opinion on the suitability of a particular repair method for a particular type of damage.
- Develop approach options for incorporating information to be gathered during the field testing (TASK 4) after selection of contractor. This may include the use of unit pricing and/or construction contingency for updates to the bid documents. Selected approach will be included in the bid documents for Contractor.
- Alternatives Analysis: Develop a maximum of three (3) rehabilitation alternatives for Oxidation Ditch No. 1 based on the matrix of solutions and the results of the constructability and cost review. Each rehabilitation alternative is anticipated to include a combination of repair methods to address different types of anticipated damage in Oxidation Ditch No. 1. The following information will be included for each rehabilitation alternative:
 - Cost estimate
 - Constructability review
 - Construction schedule
 - Estimated impacts to service life
 - Operations and maintenance considerations

Summarize the alternatives analysis in an Alternatives Analysis Technical Memorandum and include a recommendation for a preferred alternative.

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

- Participate in an Alternatives Analysis Workshop with City to review the document and verify preferred alternative. Document condition assessment activities in a Technical Memorandum (TM).

Assumptions

- The Alternatives Analysis TM will be based on available photos, experience from Oxidation Ditch No. 2, City's knowledge of condition, and best professional judgment. Due to wet weather conditions, a brief inspection of Oxidation Ditch No. 1, no testing, will be completed prior to development of the TM (TASK 6).
- City will provide information on existing facilities including record drawings, plant data and geotechnical information.
- Repair methods are intended to extend the service life of Oxidation Ditch No. 1 for another 20 years.
- Cost estimates will be Class 4 based on Association for the Advancement of Cost Engineering [AACE] 18R-97.
- Rehabilitation alternatives are anticipated to include one or more repair methods.
- Alternatives Analysis Workshop will last 2 hours (excluding travel time) and be attended by Project Manager, Structural Engineer, Geotechnical Engineer and Constructability/Cost Estimator.
- The City will provide one set of consolidated comments for its review of the Draft Alternatives Analysis TM.
- The agreed upon preferred alternative will be further developed in TASK 3 - Design Development.

Deliverables

- Matrix of solutions.
- Cost estimates and constructability opinion for each repair method.
- Draft Alternatives Analysis Technical Memorandum.
- Alternatives Analysis Workshop agenda and meeting minutes.
- Final Alternatives Analysis Technical Memorandum.

TASK 3 DESIGN DEVELOPMENT**Activities**

- 50% Design: Develop 50% complete construction documents. The design will be developed with enough detail to include preliminary site layout showing location of repairs and will include preliminary details on specific repair methods and contractor staging areas. 50% package will include preliminary technical specifications. The 50% submittal will be reviewed in a workshop setting.
- 90% Design: Develop 90% complete construction documents. The design will be further developed to include site layout showing location of repairs and will include details on specific repair methods and contractor staging areas. 90% package will include technical specifications. The 90% submittal will be reviewed in a workshop setting.

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

- Final Design: Develop bid documents. The design will be completed and signed documents will be provided.

Assumptions

- Weather conditions do not allow for field testing of Oxidation Ditch No. 1 prior to the development of the design documents. Design will be based on single day inspection (TASK 6), previous condition assessments, available photos, experience from Oxidation Ditch No. 2, City's knowledge of condition, and best professional judgment.
- Design review workshops will be 2 hours (excluding travel time) and attended by Project Manager and Structural Engineer.
- Design review workshops will be held in City facilities in Newberg, OR.
- City will provide one consolidated set of review comments for each deliverable.
- Revised submittals will not be issued for the 50% and 90% submittals. Revisions to submittals will be addressed incorporated into subsequent submittals.
- Bid documents will require Contractor to provide redline as-built drawings for use in developing record drawings.
- City will provide front end, Division 00 and 01 specifications for the bid ready package. HDR will incorporate these into the bid package and reconcile the table of contents, etc. so that the bid document is coherent from cover to cover.

Deliverables

- Review meeting agenda and meeting minutes.
- 50% Drawings and 50% Technical Specifications (electronic submittal in PDF), Class 3 AACE cost estimate.
- 90% Drawings and 90% Technical Specifications (electronic submittal in PDF), Class 1 AACE cost estimate.
- Final drawings and specifications (electronic submittal in PDF).

TASK 4 FIELD TESTING AND DOCUMENT UPDATE**Activities**

- Coordinate timing of inspection and field testing of Oxidation Ditch No.1 with the City as wet weather conditions subside.
- Conduct field inspection and testing of Oxidation Ditch No. 1 to verify conditions assumptions made during the Alternatives Analysis and Design Development.
- Prepare an exploration plan and submit it to City for review.
- Submit a public utility locate request (One-call) and coordinate drilling.
- Conduct field inspection to:
 - Observe and document existing conditions
 - Identify discrepancies between record drawings and as-built structure.
 - Conduct representative hammer sounding of concrete floor and walls to identify potential defects, including voids behind the panels or concrete delamination.

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

- Perform up to 2 days of slab impulse response testing (SIR) with a hand-held hammer and geophone to identify areas with relatively high flexibility to help assist in the decision making process of where to perform coring.
- Identify areas to focus field testing efforts.
- Prepare an inspection report based on field observations. Inspection report will include site photographs and summarize structural observations including results of the hammer sounding efforts.
- Conduct field testing, including:
 - Perform 8 to 10 concrete cores in select locations in the oxidation basin and submit the samples for testing to an A2LA certified laboratory to perform compressive testing in general accordance with ASTM C39. A minimum of two concrete cores will be performed at the base of the oxidation basin, and a minimum of six concrete cores will be performed on the sloped sides of the basin in areas of concrete distress.
 - Perform drive probe explorations at up to 6 locations using a hand-held drive probe; 2 to 4 of the drive probes will be performed through the concrete cores in the side or bottom of the oxidation basin near existing concrete distress, and 1 to 2 will be located outside the ditch for comparison. These explorations will be used to assess the relative resistance of the soils in these different locations.
 - Perform 2 geotechnical borings using a truck or truck mounted geotechnical drill rig and advance the borings to depths of 25 feet below ground surface near the top of the basin, just outside of the footprint of the structure.
 - Field-measure locations for corings, probes, and borings, relative to existing facilities, hand-place the locations on drawings; no surveys or GPS measurements, or drafting of locations will be done.
 - Input the hand-written field logs into computer gINT software and review the soil samples and soil descriptions in the laboratory.
- Provide a discussion of the site geology and previous investigations performed at the site.
- Prepare exploration logs, summarize the findings from our explorations, and compare the soils at the oxidation basin to the soils at other locations across the site.
- Prepare a draft and final geotechnical report summarizing the field explorations, and lab testing results, and prepare a discussion on possible causes of the concrete settlement and cracking.
- Based on the results of the field testing, recommendations will be provided on revisions to incorporate into the bid documents using the selected approach identified in the Alternatives Analysis (TASK 2). Participate in a review meeting with City to review the recommendations and select revisions. Document decisions in a meeting minutes.
- Provide design modification as update to final drawings and specifications.

Assumptions

- The City of Newberg will provide access to the oxidation ditch.
- The field investigation and testing will require ten (10) consecutive days of access to Oxidation Ditch No. 1.

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

- Shannon & Wilson will call in utility locate request, City is responsible for locating City utilities in the vicinity of the proposed explorations.
- Contaminated soil will not be encountered and the spoils from the excavation will be removed from site.
- The corings performed in the oxidation basin slab will be patched with concrete or epoxy grout by the Contractor as part of the repair process in the bid documents.
- There are no prevailing wage requirements on the project in design phase.
- Review meeting will be 2 hours (excluding travel time) and attended by Project Manager, Structural Engineer and Geotechnical Engineer.
- Field testing to occur after the selection of a contractor.
- Design Modification effort assumed at 2 hours for Project Management, 6 hours for Structural Engineer and 10 hours for CAD and specification updates (18 hrs).

Deliverables

- Exploration Plan (pdf format).
- Inspection Report (pdf format).
- Draft and Final Geotechnical Memo.
- Review meeting agenda and meeting minutes.
- Design Modification.

TASK 5 BID AND CONSTRUCTION PHASE SERVICES**Activities**

- Bid Phase: Provide technical support to City in answering formal questions and addressing comments from bidders regarding the project and bid package. Project Manager and Structural engineer will participate in one (1) pre-bid meeting to discuss the project with prospective bidders and address questions.
- Construction Phase: Provide responses to specific issues that arise in the field that cannot otherwise be resolved. These responses will be addressed through Submittal reviews, RFIs and Change Order reviews. Project Manager and structural engineer will attend one (1) pre-construction meeting to discuss the project with contractor and address questions. Geotechnical engineer will participate in a maximum of two (2) site visits during construction. Structural engineer will participate in a maximum of four (4) site visits during construction including final construction walk-through.

Assumptions

- The formal preparation of one (1) bid package addendum is included in this scope of work.
- City will be responsible for advertising and reproducing the construction package.
- Engineer shall be the Engineer of Record for the rehab work and shall act as construction advisor to the City as needed during construction phase. Engineer will be on site on as requested by City. City will provide daily inspections during construction through a specialty inspection and testing company.

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project

- City will review Contractor pay applications.
- Twelve (12) submittal reviews at 4 hours per submittal (48 hrs)
- Fifteen (15) RFI reviews at 2 hours per RFI (30 hrs)
- Two (2) change order reviews at 8 hours per Design Modification (16 hrs)
- Contractor will provide redline as-built drawings for use in developing record drawings

Deliverables

- Electronic copy of written responses to bidder questions regarding bid package
- Bid package addendum (electronic submittal in PDF)
- Electronic copy of written responses to contractor questions from pre-construction meeting
- Formal responses to a maximum of twelve (12) submittal reviews
- Formal responses to a maximum of fifteen (15) RFI reviews
- Formal responses to a maximum of two (2) design modifications
- Punch list from final construction walk-through submitted in Excel format
- Record drawings (electronic submittal in PDF format). CAD files will also be provided.

TASK 6 INSPECTION**Activities**

- Coordinate timing of inspection and field testing of Oxidation Ditch No.1 with the City prior to wet weather.
- Conduct general inspection of Oxidation Ditch No. 1 to:
 - Observe and document existing conditions
 - Identify discrepancies between record drawings and as-built structure.

Assumptions

- The City of Newberg will provide access to the oxidation ditch.
- No hammer sounding or testing will be conducted at this time.
- Inspection to include Project Manager, Structural Engineer, and Geotechnical Engineer for a maximum of 4 hours (excluding travel) for site visit.

Deliverables

- Findings will be incorporated into Kickoff meeting materials (TASK 1) and Alternatives Analysis submittals (TASK 2).

EXHIBIT "A" - Professional Services Agreement for Oxidation Ditch No. 1 Project**SCHEDULE**

Milestone	Tentative Date
Kickoff Meeting	11/19/2019
Alternative Analysis Workshop	12/17/2019
50% Design Deliverable	2/11/2020
50% Design Review Meeting	2/18/2020
90% Design Deliverable	3/17/2020
90% Design Review Meeting	3/24/2020
Final Bid Submittal	4/7/2020
Advertise Invitation to Bid	4/13/2020
Bid Opening	5/5/2020
Contract Award Recommendation	5/18/2020
City Council Approval	6/1/2020
Field Testing	6/1/2020 – 6/12/2020
Review Construction Contingency in Bid	6/15/2020- 6/26/2020
Construction Start	7/1/2020

FEE

Level of Effort		HDR Engineering		Shannon & Wilson	Mortenson	Total Fee (includes sub-consultant mark-up and escalation)
City of Newberg Oxidation Ditch No.1 Rehabilitation Project		HDR Hours	HDR Fee	Shannon & Wilson Total	Mortenson Total	
Task Description						
Task 001 Project Management						
	Sub-total	116	\$ 19,290	\$ 3,782	\$ 1,300	\$ 25,097
Task 002 Alternative Analysis						
	Sub-total	108	\$ 20,810	\$ 1,720	\$ 6,420	\$ 29,866
Task 003 Design Development						
	Sub-total	226	\$ 40,940	\$ 1,720	\$ 2,880	\$ 46,771
Task 004 Field Testing and Document Update						
	Sub-total	74	\$ 14,220	\$ 32,790	\$ -	\$ 48,996
Task 005 Bid and Construction Phase Services						
	Sub-total	196	\$ 37,145	\$ 4,753	\$ -	\$ 43,040
Task 006 Initial Inspection						
	Sub-total	16	\$ 2,970	\$ 980	\$ -	\$ 4,071
Hours		736				
Fee			\$ 135,375	\$ 45,745	\$ 10,600	
Sub-consultant Budget w/ Mark-up				\$ 48,032	\$ 11,130	
Total Contingency and Non-Contingency		\$0	\$135,375	\$48,032	\$11,130	\$ 197,840

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. 2019-3610	Motion ____	Information ____
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SUBJECT: Resolution authorizing the City Manager Pro Tem to appoint recommended candidates to positions as listed below.

**Contact Person (Preparer) for this Motion: Anna Lee, Human Resources Director
Dept.: Human Resources - Administration
File No.:**

RECOMMENDATION:

Adopt **Resolution No. 2019-3610** authorizing the City Manager Pro Tem to appoint recommended candidates to positions 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 David Clyne and Human Resources Director Anna Lee have reviewed the recommendations for hire submitted by the position’s supervisors and recommend the hiring of said candidates 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(s) listed below. The recommended candidates have been vetted through the appropriate hiring procedure for the department as indicated.

Alison Seiler - Project Specialist – part time
Miles T. Franzoni – Library Assistant – on call
Brianna Solberg – Engineering Intern – part time
Jennifer Valdez – Administrative Support Coordinator

FISCAL IMPACT:

Funding for the position is in the adopted FY 2019-2020 Budget under the appropriate salary and benefit line.

STRATEGIC ASSESSMENT:

Departments are working at less than full-staff capacity; quickly refilling these vacancies is the fiscally responsible solution.



RESOLUTION No. 2019-3610

A RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM TO APPOINT RECOMMENDED CANDIDATES TO POSITIONS

RECITALS:

1. Reason for Vacancy: The regular, full time position has been recently vacated.
2. Recommendations: City Manager Pro Tem Clyne recommends the appointment of the candidates listed for appropriate department as soon as possible.
3. Funding: Position funding is within the FY 2019-2020 Budget and is indicated by the applicable departmental personnel services line items.
4. Manager Pro Tem: David Clyne City Manager Pro Tem has reviewed the recommendation for hire submitted by the supervisors of the position and recommends the hiring of said candidates to the vacant positions. 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:

The City Council approves the appointment by the City Manager Pro Tem of the selected candidates: Alison Seiler – Project Specialist part time; Miles T. Franzoni – Library Assistant on call; Brianna Solberg – Engineering Intern part time; Jennifer Valdez – Administrative Support Coordinator

EFFECTIVE DATE of this resolution is the day after the adoption date, which is: October 21, 2019.

ADOPTED by the City Council of the City of Newberg, Oregon, this 21th day of October, 2019.

Sue Ryan, City Recorder

ATTESTED by Mayor this _____ day of October, 2019.

Rick Rogers, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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**SUBJECT: A NewBERG Community Visioning -
Next Steps**

Contact Person (Preparer) for this
Item: Doug Rux, Director
Dept.: Community Development
File No.: GEN18-0004

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

Background

On September 18, 2017 City Council established priority 12: Complete community visioning process and communications plan to engage Newberg residents. On September 10, 2018 staff initiated the project by conducting background research by engaging the University Oregon through the Resource Assistance for Rural Environments (Rare) program.

On December 17, 2018 City Council approved the Mayor's nominations for Ad Hoc Community Visioning Advisory Committee member. The Advisory Committee held biweekly meetings from December 2019, to July 24, 2019, to plan for public forums, discuss community feedback and edit project documents. Three public forums took place on February 5, April 16, June 18, and August 15. The first three were designed to solicit feedback. The last forum was to celebrate the completion of the project. Volunteers and staff organized the forums and attended workshops during which they drafted the documents. The workshops were held on the following dates: March 5, May 16, and July 10. Updates were presented to City Council on the following dates: February 4, March 1, June 18, and August 5.

Adoption

On August 19, City staff presented the final Community Profile, Community Vision, and Action Plan to City Council for acceptance which adopted Resolution No. 2019-3585.

Next Steps

A. Staffing

The Community Development Department, Planning Division, staffed all of the activities in the Community Visioning program with support from the Planning Team (City staff), Community Visioning Advisory Committee, and Community Corps (community members). The Planning Division staffing came through a contract with the University of Oregon through the RARE program hiring Mr. Bayo Ware, which provided staff support in overseeing the development of the visioning program documents. The RARE contract expired at the end of July 2019. The City hired Mr. Ware for a short-term duration to complete the project until August 19, 2019.

The Community Development Director has been evaluating the capacity of the Community Development Department to address the next steps in implementing the Community Visioning program and has identified staff capacity deficiencies to take on the implementation responsibilities. With work program items in process that consist of: Urban Growth Boundary Expansion (Economic Opportunities Analysis), refresh of the Housing Needs Analysis Buildable Lands Inventory in winter/spring 2020, Downtown Improvement Plan implementation (Vertical Housing Development Zone, Residential Parking, Commercial regulations on Second Street, and West End Mill District), Certified Local Government historic grant implementation, Riverfront Master Plan implementation (infrastructure master plan updates; comprehensive plan, zone change, and Development Code regulation implementation), affordable housing initiatives (35 identified items), urban renewal feasibility and plan development, Construction Excise Tax evaluation, planning activities for the City of Dundee, economic development activities, and current planning applications, there are limited staff resources.

The City Manager's Office presently has a vacant Community Engagement Specialist position which is being recruited for.

Options to provide staffing to implement the Community Visioning program include:

1. Utilize the Community Engagement Specialist in the City Manager's Office to lead the implementation with support from the Planning Division.
2. Hire a new position in the Community Development Department, Planning Division (estimated cost of \$122,000 +/-).
3. Contract with an outside party to manage the Community Visioning program.
4. Outreach to one of the lead partners to take on the role of managing the Community Visioning program.
5. Don't implement the Community Visioning program.

B. Organization Outreach

One of the activities that Mr. Ware was engaged in up to the end of his contract was outreach to identified lead and support partners for their engagement in the programs implementation. Since the departure of Mr. Ware minimal outreach efforts have occurred. Outreach has taken place with Portland Community College, George Fox University and the Future Focus group headed by the Chehalem Park and Recreation District.

C. Establishing a Commission

The City Council could determine to establish a permanent Commission to oversee implementation of the Community Visioning Program. The establishment of the Commission would be similar to other Commissions established by the City through Newberg Municipal Code, Title 2 Administration and Personnel, 2.15 Department, Boards and Commissions. If City Council desires to go forward with this path staff would prepare a proposal to be brought back for consideration and adoption by ordinance. It would include elements such as Establishment, Purpose, Membership, Term of office, Vacancies and removal, Presiding members, Staff services, Meetings, Powers and duties, Application for membership, and Conflict of interest.

Establishment of a Commission would additionally require identifying possible Commission

members which may consist of a member from each topic area (Community Engagement, Community Leadership, Cultural Assets, Economic Development, and Livability & Development), a Council Liaison and Student Representative. The Mayor could be an Ex Officio member of the commission. It is anticipated the commission would meet on at least a quarterly basis and provide an annual report to City Council on implementation activities.

An alternative is an Ad Hoc Committee (reminder an ad hoc committee is for a short term duration). This approach may be possible as a starting point until a permanent commission is established, or as a filler if an alternative to contract with an outside party to manage the Community Visioning program. An Ad Hoc Committee on an interim basis may also be possible if a lead partner manages the Community Visioning program.

D. Plan Updates

Updates to the Community Visioning documents are anticipated to occur every 3-5 years with year 10 being a major revision process.

FISCAL IMPACT:

Funds for the Community Engagement Specialist are budgeted in Fund 31: Admin/Support Services Fund - City Manager Office 12XX, 31-1210-410000. Hiring a staff person in the Community Development Department is not budgeted for FY 2019/20 but would be estimated to cost \$122,000 +/- . Hiring an outside consultant is not budgeted for FY 2019/20 and would need to have scope for services developed and the appropriate fund identified for the expenditure.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

Goal 12: Complete community visioning process and communications plan to engage Newberg residents.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2019-3611	Motion ____	Information ____
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SUBJECT: A Resolution initiating a comprehensive plan text amendment for the Water Management and Conservation Plan

Contact Person (Preparer) for this
Motion: Doug Rux, Director
Dept.: Community Development
File No.: CPTA19-0002

RECOMMENDATION:

Adopt Resolution No. 2019-3611.

EXECUTIVE SUMMARY:

The City of Newberg Engineering Services Department has been working since April 2018 to update the Water Management and Conservation Plan (WMCP) which is a subset of the Water Master Plan. The last WMCP was updated in January 2009. GSI Water Solutions, Inc. is the consultant on the project and has been working with City staff on compiling the required information to update the plan. A copy of the plan was sent to the Water Resources Department in March 2019 who issued a Final Order September 4, 2019.

The Water Management and Conservation Plan is required to comply with OAR Chapter 690, Division 86. With issuance of the Final Order that plan has been determined to be in compliance with the OAR by the Water Resources Department. The WMCP will remain in effect until September 3, 2029. The limitation of the diversion of water under Permit G-17583 (formerly G-13876) established in the Final Order approving the City's previous WMCP issued on January 26, 2009 remains unchanged. Subject to other limitations or conditions of the permit, therefore, the City of Newberg remains authorized to divert only up to 17.64 cfs (out of the total permitted 20.0 cfs) of water under Permit G-17583. The City of Newberg shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 within 10 years and no later than March 3, 2029. The City of Newberg is also required to submit a progress report containing the information required under OAR 690-086-0120(4) by September 3, 2024. Finally, the City of Newberg must submit an updated Water Management and Conservation Plan to the Department by March 3, 2029.

The City Council is not asked to make a decision on the proposal at this time; only to initiate the amendment so that incorporation of the WMCP into the comprehensive plan can be studied through the public hearing process. If the Council initiates the amendment then staff will prepare the specifics for a proposal. Staff will then schedule the item for a Planning Commission public hearing anticipated to occur in December 2019 to make a recommendation. The Planning Commission recommendation would then be brought to the City Council for a public hearing and final decision which is anticipated to occur in January 2019.

FISCAL IMPACT:

Funds were budgeted in FY 2018/19 and 2019/20 within the Engineering Department, Professional Services (04-5150-707557) for consultant services to support the development of the plan. In FY 2018/19 \$100,000 was budgeted with \$30,000 re-budgeted (carried over) to FY 2019/20. The GSI Water Solutions, Inc.

contract amount was for a not to exceed amount of \$69,600.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

Not applicable.

Attachment: 1. Water Resources Department Final Order, September 4, 2019

**A RESOLUTION INITIATING A COMPREHENSIVE PLAN TEXT
AMENDMENT FOR THE WATER MANAGEMENT AND CONSERVATION
PLAN**

RECITALS:

1. The City of Newberg Engineering Services Department had in their FY 2018-2019 and 2019-2020 work program to update the Water Management and Conservation Plan which was to update the 2009 Water Management and Conservation Plan.
2. The City of Newberg Engineering Service Department contracted with GSI Water Solutions, Inc. to update the Water Management and Conservation Plan.
3. The Oregon Water Resources Department issued a Final Order for the Water Management and Conservation Plan on September 4, 2019.
4. The Water Management and Conservation Plan is required to comply with OAR Chapter 690, Division 86. With issuance of the Final Order that plan has been determined to be in compliance with the OAR by the Water Resources Department. The WMCP will remain in effect until September 3, 2029. The limitation of the diversion of water under Permit G-17583 (formerly G-13876) established in the Final Order approving the City's previous WMCP issued on January 26, 2009 remains unchanged. Subject to other limitations or conditions of the permit, therefore, the City of Newberg remains authorized to divert only up to 17.64 cfs (out of the total permitted 20.0 cfs) of water under Permit G-17583. The City of Newberg shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 within 10 years and no later than March 3, 2029. The City of Newberg is also required to submit a progress report containing the information required under OAR 690-086-0120(4) by September 3, 2024. Finally, the City of Newberg must submit an updated Water Management and Conservation Plan to the Department by March 3, 2029.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council initiates an amendment to the Newberg Comprehensive Plan to incorporate the Water Conservation and Management Plan.
2. By initiating this amendment, the City Council does not commit to taking any specific action on the proposal. It only wishes to give the amendment full consideration by the Planning Commission and City Council in public hearings.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: October 22, 2019.

ADOPTED by the City Council of the City of Newberg, Oregon, this 21st day of October, 2019.

Sue Ryan, City Recorder

ATTEST by the Mayor this 24th day of October, 2019.

Rick Rogers, Mayor



Oregon

Kate Brown, Governor

Water Resources Department

North Mall Office Building

725 Summer St NE, Suite A

Salem, OR 97301

Phone (503) 986-0900

Fax (503) 986-0904

www.wrd.state.or.us

September 4, 2019

City of Newberg
Attn: Joe Hannan, City Manager
414 E First St.
PO Box 970
Newberg, OR 97132

Subject: Water Management and Conservation Plan

Dear Mr. Hannan:

Enclosed; please find the final order approving your Water Management and Conservation Plan and specifying that the diversion of water under Permit G-17583 remains authorized at no more than 17.64 cfs (*out of total permitted 20.0 cfs*).

The attached final order specifies that the City of Newberg's plan shall remain in effect until **September 3, 2029**. Additionally, the City of Newberg is required to submit a progress report to the Department by **September 3, 2024**, detailing progress made toward the implementation of conservation benchmarks scheduled in the plan. Finally, the City of Newberg must submit an updated Water Management and Conservation Plan to the Department by **March 3, 2029**.

***NOTE:** The deadline established in the attached final order for submittal of an updated water management and conservation plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Newberg from any existing or future requirement(s) for submittal of a water management and conservation plan at an earlier date as established through other final orders of the Department.*

We appreciate your cooperation in this effort. Please do not hesitate to contact me at 503-986-0919 or Kerri.H.Cope@oregon.gov if you have any questions.

Sincerely,

Kerri Cope
Water Management and Conservation Analyst
Water Right Services Division

Enclosure

cc: WMCP File
Application #G-12515 (Permit #G-17583)
District 16 Watermaster
GSI Water Solutions, Inc. Attn: Tim Henkle, 1600 Western Blvd. Suite 240, Corvallis, OR 97333



**BEFORE THE WATER RESOURCES DEPARTMENT
OF THE
STATE OF OREGON**

In the Matter of the Proposed Water	)	FINAL ORDER APPROVING A
Management and Conservation Plan for	)	WATER MANAGEMENT AND
City of Newberg, Yamhill County	)	CONSERVATION PLAN

Authority

OAR Chapter 690, Division 086, establishes the process and criteria for approving water management and conservation plans required under the conditions of permits, permit extensions and other orders of the Department. An approved water management and conservation plan may authorize the diversion and use of water under a permit extended pursuant to OAR Chapter 690, Division 315.

Findings of Fact

1. The City of Newberg (City) submitted a Water Management and Conservation Plan (Plan) to the Water Resources Department (Department) on March 25, 2019. The Plan was required by a condition set forth under the City's previously approved Plan (Sp. Or. Vol. 77, Pg. 136 issued on January 26, 2009.
2. The Department published notice of receipt of the Plan on April 2, 2019, as required under OAR Chapter 690, Division 086. No comments were received.
3. The Department provided written comments on the Plan to the City on May 13, 2019. In response, the City submitted a revised Plan on August 21, 2019.
4. The Department reviewed the revised Plan and finds that it contains all of the elements required under OAR 690-086-0125 and OAR 690-086-0130.

Conclusion of Law

The Water Management and Conservation Plan submitted by the City of Newberg is consistent with the criteria in OAR Chapter 690, Division 086.

This is a final order in other than a contested case. This order is subject to judicial review under ORS 183.484. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 536.075 and OAR 137-004-0080, you may petition for judicial review or petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied.

Now, therefore, it is **ORDERED**:

Duration of Plan Approval:

1. The City of Newberg Water Management and Conservation Plan is approved and shall remain in effect until **September 3, 2029**, unless this approval is rescinded pursuant to OAR 690-086-0920.

Development Limitation:

2. The limitation of the diversion of water under Permit G-17583 (formerly G-13876) established in the Final Order approving the City's previous WMCP issued on January 26, 2009 remains unchanged. Subject to other limitations or conditions of the permit, therefore, the City of Newberg remains authorized to divert only up to 17.64 cfs (*out of the total permitted 20.0 cfs*) of water under Permit G-17583.

Plan Update Schedule:

3. The City of Newberg shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 within **10 years** and no later than **March 3, 2029**.

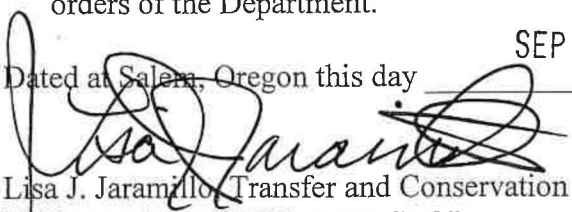
Progress Report Schedule:

4. The City of Newberg shall submit a progress report containing the information required under OAR 690-086-0120(4) by **September 3, 2024**.

Other Requirements for Plan Submittal:

5. The deadline established herein for the submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Newberg from any existing or future requirement(s) for submittal of a Water Management and Conservation Plan at an earlier date as established through other final orders of the Department.

Dated at Salem, Oregon this day SEP 04 2019


Lisa J. Jaramillo, Transfer and Conservation Section Manager for
THOMAS M. BYLER, DIRECTOR
Oregon Water Resources

Mailing date: SEP 05 2019

Notice Regarding Service Members: Active duty service members have a right to stay these proceedings under the federal service members Civil Relief Act. For more information, contact the Oregon State Bar at 800-452-8260, the Oregon Military Department at 503-584-3571 or the nearest United States Armed Forces Legal Assistance Office through <http://legalassistance.law.af.mil>. The Oregon Military Department does not have a toll free telephone number.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: October 21, 2019

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. 2019-3609	Motion ____	Information ____
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SUBJECT: A request for the City to initiate the vacation of the N Center Street right-of-way north of E Fulton Street.

Contact Person (Preparer) for this Motion: Cheryl Caines, Senior Planner
Dept.: Community Development
File No.: VAC19-0001

RECOMMENDATION:

Adopt Resolution No. 2019-3609, which would initiate the vacation of the N Center Street right-of-way north of E Fulton Street. This resolution does not make a decision on the vacation but would initiate the process, provide public notice, allow public comment, and schedule the issue to be considered at a public hearing at the December 9, 2019 City Council meeting.

EXECUTIVE SUMMARY:

The Friendsview Retirement Community and the Cadd Living Trust have requested the right-of-way vacation. The purpose is to redevelop the area east of N Center Street and north of E Fulton Street with an expansion of the Friendsview University Village. N Center Street dead ends into the access for Friendsview University Village. This access was constructed in previously vacated right-of-way for E Cherry Street. Friendsview owns all of the properties abutting the proposed vacation, except the site at the NW corner of N Center Street and E Fulton Street. This property is owned by the Cadd Living Trust. Vacating the N Center Street right-of-way would allow Friendsview more flexibility to develop the University Village site.

The initiation of the right-of-way vacation would not make a decision for or against the proposal. It would schedule a public hearing, provide public notice, and provide an opportunity for public comment on the proposed vacation. The tentative hearing date is December 9, 2019.

FISCAL IMPACT:

No significant fiscal impact is expected.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

The proposal is not related to any of the September 2017 Council priorities.



RESOLUTION No. 2019-3609

A RESOLUTION INITIATING THE VACATION OF THE N CENTER STREET RIGHT-OF-WAY NORTH OF E FULTON STREET, AND REQUIRING PUBLIC NOTICE AND A PUBLIC HEARING ON THE PROPOSED VACATION.

RECITALS:

1. The Friendsview Retirement Community and the Cadd Living Trust have requested that the City initiate the vacation of the N Center Street right-of-way north of E Fulton Street. Friendsview Retirement Community and the Cadd Living Trust own the parcels abutting this section of N Center Street.
2. The City Council would like to hold a public hearing to hear public testimony, allow a chance for property owners in the affected area to comment, consider the merits of the proposal, and make a decision on the potential vacation of the N Center Street right-of-way north of E Fulton Street.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City initiates the vacation process for the N Center Street right-of-way north of N Fulton Street (VAC19-0001).
2. By initiating this process the Council does not commit to take any particular action on the vacation. It only wishes to consider the potential vacation through a public hearing process.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: October 22, 2019.

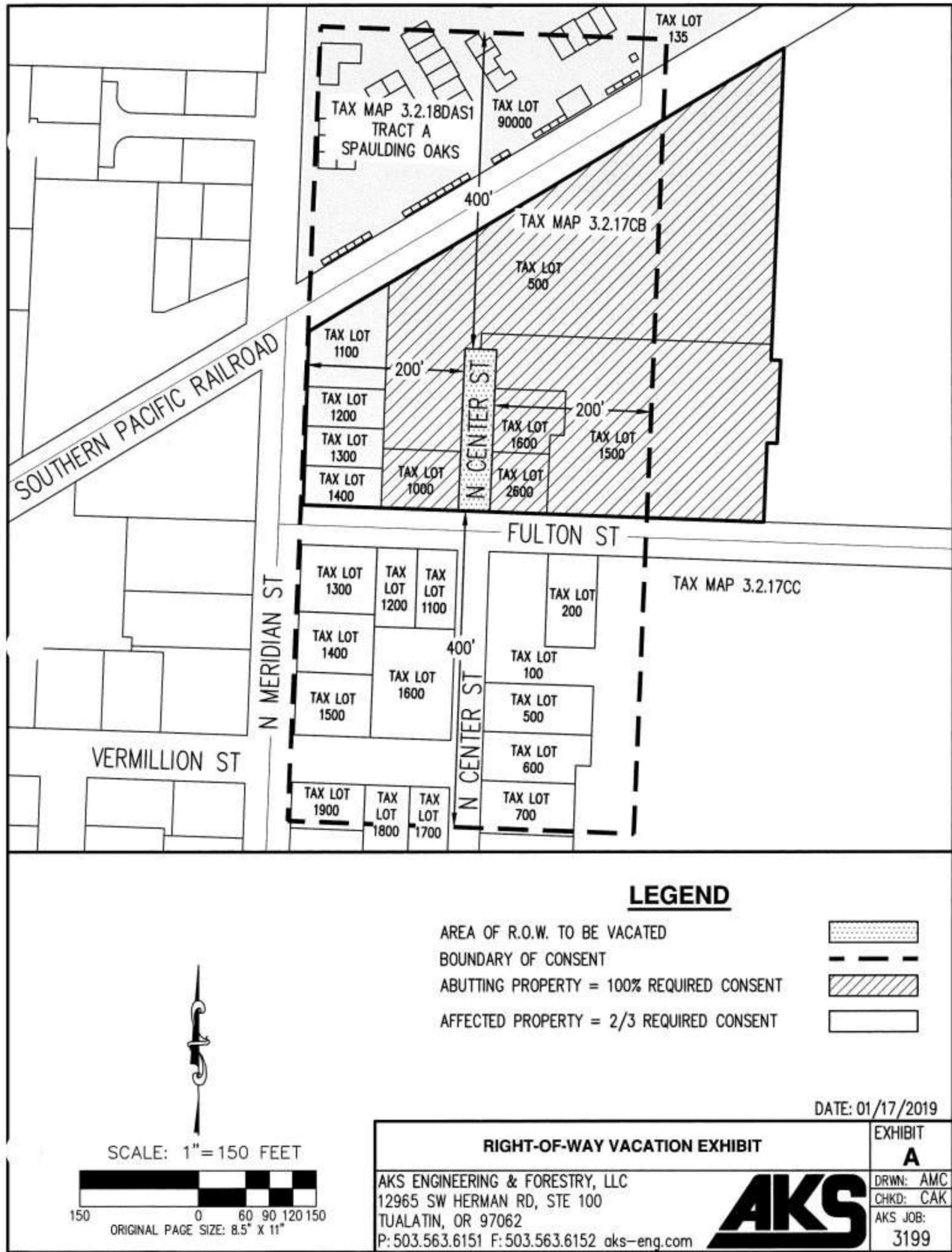
ADOPTED by the City Council of the City of Newberg, Oregon, this 21st day of October, 2019.

Sue Ryan, City Recorder

ATTEST by the Mayor this 24th day of October, 2019.

Rick Rogers, Mayor

Exhibit A: N Center Street right-of-way vacation proposal



DWG: 3199 20181220 STREET VACATION EXHIBIT | EX A

Exhibit B: Aerial photo



2019 NEWBERG ISSUE TRACKER

DATE	TYPE	SUMMARY	DEPT.	STATUS	COMPLETE
8/5/19	Public Comment	Wesley Crockett – Elliott Road widening – safety concerns	PWS/ENG	Consultant will present preliminary design option to Council later this fall on 11/18. Staff working with property owners who need to dedicate right-of-way, following up before 11/18.	
8/5/19	Public Comment	Patty McIntire - Homeless car camping in her neighborhood near library. Resources ?	Library	Resources available at Library next to reference desk. Online resources on website. YCAP will come to Council to report on annual homeless count in January 2020.	
8/19/19	Councilor Curtis – Gerneroy	Would like to know why state building code doesn't allow gender neutral signage	CMPT	Answer sent to Council on August 19 th . Building Code section 2902.2	✓
8/19/19	Councilor Findley	Tree Lighting issue	CMPT	Saturday, December 7 th 6:30 p.m. Cultural Center Courtyard Questions ? Contact Karen.tarmichael@newbergoregon.gov	✓
9/3/19	Councilor Curtis – Gerneroy	Council meetings around community	CMPT	11/4 – Discussion scheduled for Council Business.	
9/16/19	Councilor Curtis- Gerneroy	Wants update on sidewalk issue from earlier this year	CMPT	In February 2019 Council asked for inventory, which is underway. Project Sidewalk (the crowd sourcing inventory) is about 85% complete. Inventory should be finalized around the end of the year, and return to Council for update in February 2020. To help – go to Project Sidewalk at https://www.newbergoregon.gov/publicworks/page/project-sidewalk	
10/7/19	Maryl Kunkel/Bridget Czarnecki	Climate Change resolution request	CMPT	ICLEI membership resolution – speaker sent to City Council. Staff discussing course of recommended action.	
10/14/19	Mayor Rogers	Re-design of City of Newberg flag	CMPT	Dane Findley proposed design. Outcome on hold pending branding campaign by Visit Newberg.	

Public Works Coordination
Russ.thomas@newbergoregon.gov
503-550-1574

35th Annual Newberg Tree Lighting
Saturday December 7th, 2019
Chehalem Cultural Center Courtyard

Program & Volunteers
Karen.tarmichael@newbergoregon.gov
971-281-9599

Tree

Tree—32 Foot

Purchased by City for 2019

Delivery November 25 2019

Russ Thomas Public Works coordinate Tree

Tree Install: Dec 25-27

Russ Thomas /Public Works will coordinate

- PGE: Tyesha Woods Crane & Pole Crew
- CPRD: Casey Creiten

Tree Skirt Location tbd: ccc or Library annex
Public Works any traffic controls

Light install: Dec 1st

- Public Works, Russ Thomas
- TVFR, Stephan Meyers, ladder truck & staff
- CPRD CCC Facility: Casey Creiten

Lights should be in storage station 20 shed.
Power already on site

Lights & Tree Removal January 8 2020

Additional tasks:

- ⇒ Russ Thomas to send over contract with CPRD to Casey Creiten for CCC Courtyard use
- ⇒ Locate Tree Skirt
- ⇒ check on lights in TVFR Shed make sure they work and all needed extensions are present

Event Program

Public Works:

Street Closures Designated Stage area(choirs Emcee etc)
Microphone Ground lighting Canopies
Santa's area any tables for other groups

5:45-6pm Choir A performing

6:05-6:15 Choir B performing

6:15 Mayor greets and starts sign along
(with support of choir B & staff)

6:25 Santa, Mrs. Clause, Elves leave Fire St20 & radio
Public Works they are on the way!

Mayor announces Santa is near... lead final song

6:30 Santa arrives by TVFR Fire Truck

Santa greets crowd

Leads one big song and
Pushes the big red button

6:35 Tree Lights up

Mayor thanks community.

Invites families to see Santa at designated spot.

7:45pm Event begins to clean up

Public works coordination: Russ Thomas

Program & volunteers: Karen Tarmichael

Promotional:

Poster, PDF and social media files will be available by **Nov 1**

All known sponsors shall be listed

Materials will be available to all interested community
partners to post and share

Questions: Karen.tarmichael@newbergoregon.gov

Adjacent Events

Annual Library Children's Craft Fair

Inside the Library

December 7th, 2019

5:30-7:30 p.m.

Additional Needs:

Financial Sponsors for event costs:
supplies * tree * Mrs. Clause costume
OR

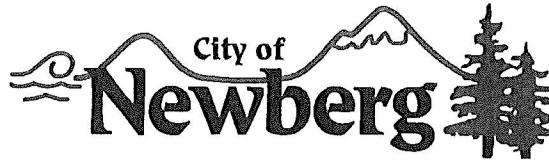
- **Groups could purchase & hand out**
 - ◇ Oranges
 - ◇ Hot cocoa/cider
 - ◇ Toothbrushes
 - ◇ Wellness or mental health resources
- **Groups to sponsor & run tables for**
 - ◇ Write a soldier: postcards and pens
 - ◇ Adopt a senior or giving tree
 - ◇ Other ideas ? Let us know

Tables can be provided by City
- **Create festive photo stations around the courtyard or decorations**
(must be cleaned up by 8pm)

Willing to sponsor -Have an idea ?

Let us know!

karen.tarmichael@newbergoregon.gov



PROCLAMATION
2019 Pam Young Appreciation Day

WHEREAS, Pam Young was hired as the Senior Accounting Clerk on October 13, 1997 and has served with distinction for 22 years; and

WHEREAS, since Pam Young has decided to retire from public service, the City Council and community wish to acknowledge her contributions and show gratitude for her significant contributions to the Newberg community; and

WHEREAS, Pam Young began her service with the City as a Senior Accounting Clerk and became an Accounting Clerk II in 2005; Pam has successfully processed approximately 40,000 paychecks and nearly 100,000 accounts payable checks; Pam has served under four Finance Directors, five City Managers, and five Mayors; and

WHEREAS, Pam Young received the George Layman Employee of the Year Award for 2002; and

WHEREAS, Pam Young has exemplified humility, kindness, gentleness, timeliness, faithfulness, and a team attitude, all while performing as an accomplished musician with a passion for bluegrass and Elvis;

NOW, THEREFORE, IT IS PROCLAIMED, by the Mayor and City Council, and on behalf of the citizens of the City of Newberg, Oregon, that we express our warmest appreciation and gratitude to Pam Young and **proclaim October 31, 2019 Pam Young Appreciation Day.**

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Newberg to be affixed on this 21st day of October, 2019.

Rick Rogers, Mayor

2019 Newberg City Council

Meeting Roll Call & Voting Log

Date: 10/21/19 Start Time: 6:00 p.m. End Time: 7:55 p.m.

Roll Call

☒ Councilor Findley	☒ David Clyne, CMPT	☒ Will Worthey, LD
☒ Councilor Bacon	☒ Truman Stone, CA	☐ Rosa Olivares, CE
☒ Mayor Rogers	☒ Sue Ryan, CR	☒ Jeff Kosmicki, PD
☒ Councilor Curtis Gerneroy	☒ Doug Rux, CDD	☐ Kaaren Hofmann, ENG
☐ Councilor Corey	☐ Brian Casey, PD	☐ Russ Thomas, PWS-M
☒ Councilor Yarnell Hollamon	☐ Jay Harris, PWS	☐ Dan Wilson, PWS-Ops
☒ Councilor Johnson	☒ Matt Zook, FD	☐ Craig Pack, PWS -Ops
	☐ Anna Lee, HR	☐
	☒ Dave Brooks, IT	☐
	☐ DawnKaren Bevill, ACM	☐

Voting – see additional pages as needed

	Consent: Res 3605 Res 3610	Res 3611 Initiate Comp Plan change	Res 3609 Initiate street vacation	
Findley	Yes	Yes	Yes	
Bacon	Yes	Yes	Yes	
Rogers	Yes	Yes	Yes	
Curtis Gerneroy	Yes	Yes	Yes	
Corey	District 5 vacant			
Yarnell Hollamon	Yes	Yes	Yes	
Johnson	Yes	Yes	Yes	
	Move: Curtis Gerneroy	Move: Findley	Move: Curtis Gerneroy	Move: _____
	Second: Johnson	Second: Curtis Gerneroy	Second: Findley	Second: _____
	Yes <u>6</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>	Yes <u>6</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>	Yes <u>6</u> No <u>0</u> Abstain <u>0</u> Absent <u>0</u>	Yes <u>7</u> No <u>0</u> Abstain _____ Absent _____

Executive Session ORS 192.660 _____ Topic: _____

Start: _____

Stop: _____

Staff: _____

Other: _____