City Council Work Session
September 18, 2017 - 6:00 PM
Public Safety Building 401 East Third Street

I. CALL MEETING TO ORDER

II. ROLL CALL

III. REVIEW OF THE COUNCIL AGENDA AND MEETING

IV. COUNCIL BUSINESS ITEMS

V. JOINT SESSION WITH CHEHALEM PARKS AND RECREATION DISTRICT

V.A CPRD/CITY TOPICS FOR DISCUSSION
CPRD/CITY TOPICS FOR DISCUSSION

V.B CPRD Item A - Cultural District Plan
CPRD Item A Cultural District Plan

V.C CPRD Item B - Future Focus
CPRD Item B i Future Focus
CPRD Item B ii Beyond the Vision Report
CPRD Item B iii ELECTED OFFICIALS FEEDBACK

V.D CPRD Item C - Newberg Trails
CPRD Item C i Heritage Trail
CPRD Item C ii Riverfront Master Plan Study Area Map

VI. ADJOURNMENT

PUBLIC COMMENT

WORK SESSIONS ARE INTENDED FOR DISCUSSION. NO ACTION WILL BE TAKEN ON THE AGENDA ITEMS AND NO DECISIONS WILL BE MADE. NO ORAL OR WRITTEN TESTIMONY WILL BE HEARD OR RECEIVED FROM THE PUBLIC.

NEWBERG CITY COUNCIL
AND CHEHALEM PARK AND RECREATION DISTRICT
WORK SESSION

September 18, 2017, 6:00 PM
NEWBERG PUBLIC SAFETY BUILDING (401 EAST THIRD STREET)

WORK SESSIONS ARE INTENDED FOR DISCUSSION. NO ACTION WILL BE TAKEN ON THE AGENDA ITEMS AND NO DECISIONS WILL BE MADE. NO ORAL OR WRITTEN TESTIMONY WILL BE HEARD OR RECEIVED FROM THE PUBLIC.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. INTRODUCTIONS

IV. REVIEW OF THE COUNCIL AGENDA AND MEETING

V. DISCUSSION ITEMS

- **A. Cultural District Vision (submitted by City)**
- **B. Future Focus (submitted by District)**
- **C. Newberg Trails (Hess Creek, Waterfront) – (submitted by City)**
- **D. Reuse Water Agreement (submitted by District)**
- **E. Joint Sidewalk Project Proposal (City and District staff)**
- **F. (Time permitting) Newberg Trees (submitted by City)**

VI. FUTURE MEETINGS

VII. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:
In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the city recorder at (503) 537-1283. For TTY service please dial 711.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion ___**	**Information XX**
SUBJECT: 2012 Cultural District Master Plan Review			**Contact Person (Preparer) for this Item: Steve Olson, Senior Planner Dept.: Community Development File No.:**	

RECOMMENDATION:

This report was originally given to the City Council at its September 5th meeting and is here for tonight's Work Session with Chehalem Parks and Recreation District.

EXECUTIVE SUMMARY:

The Newberg Cultural District Master Plan was adopted on April 2, 2012 by City Council Resolution No. 2012-2998 as the guiding document for future improvements within the Cultural District. The City Council declared the area bounded by E. Hancock Street, N. Blaine Street, E. Sherman Street, and N. School Street to be designated as the "Cultural District." The "Cultural District" designation is a name only, and not a zoning district.

(see plan on next page)

Master Plan

EAST SHERMAN ST.
A4
A4.1
A4.2
B3
F1
E4
C4
G1.3
G1
E2
CHEHALEM CULTURAL CENTER
G1.2
E3
E3.1
G1
G1.1
C3
C3.1
C3.1
B3
B3
A4
EAST SHERIDAN ST.
D2
D3
D2
A4.2
MASONIC TEMPLE
H2
I2
E1
NORTH HOWARD ST.
I3
E1.2
E1.1
LIBRARY
NORTH BLAINE ST.
NORTH SCHOOL ST.
C2
F2
I1
H1
D1
C1
B1
B4
B2
B2
A3
EAST HANCOCK ST. (HWY 99)
A2
A1
LEGEND
A ENHANCED INTERSECTIONS
B VERTICAL LANDMARKS AND SIGNAGE
C FORECOURTS
D FESTIVAL STREETS
E FLEXIBLE, OPEN EVENT SPACES/ CULTURAL SPACES
F PARKING
G PLAY AREA
H KEY BUILDING COMPONENTS
I POTENTIAL SUPPORT SPACES
J TROLLEY STATION
B2
0
30'
60'
N

Actions undertaken to implement the plan to date include:

- The E. Sheridan festival street and Cultural Center forecourt projects were completed.
- The rear entrance to the Cultural Center was developed as part of the ballroom project.
- A wayfinding sign design was developed.
- Bollards were installed in N. Howard Street to block the street during events and direct traffic west into the alley.
- A splash pad was added to the play area/open space in the northeast corner of the district.
- Some bike parking has been added to both the Cultural Center and the Library.
- The patio west of the Cultural Center ballroom is under construction.
- The house south of the Masonic Lodge is now owned by CPRD, and will be used as the Newberg Downtown Coalition office.

There is no expiration date on the Cultural District Master Plan, and no update is expected at this time.

Other plans/efforts the Cultural District Master Plan relates to:

- The proposed intersection improvements to E. Hancock Street directly tie to the Newberg Downtown Improvement Plan (NDIP). Both plans require ODOT approval for any changes in the ODOT right-of-way, and both will require significant funding for streetscape changes. Both plans want to make it easier and safer for people to cross E. Hancock Street on foot.
- The proposed Cultural District wayfinding plan relates to the proposed NDIP wayfinding plan. Both plans should tie together when they are further developed and implemented.
- The Cultural District Master Plan implementation, in general, will require the ongoing cooperative association of the City of Newberg, Chehalem Park and Recreation District (CPRD), and the Chehalem Cultural Center. The City of Newberg and CPRD have an Intergovernmental Agreement for the Cultural District related to management and maintenance of the open space, outdoor event coordination, and a parking management program.
- The ongoing refinement of the Parking Management Program will be essential to managing the growth of the Districts' activities.

FISCAL IMPACT: Not applicable.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

The City Council by motion on March 21, 2016 adopted City Council Strategic Objectives. One of the adopted priorities was Project Planning. The priority states:

PROJECT PLANNING
In 3 years the council will have a schedule for reviewing of existing Master and Long Range plans. These will include acknowledgement of inter-departmental dependencies and demonstrate a mitigation of redundancy. The intent of this is to have a strategic approach for the Council to review existing plans in a scheduled manner to ensure that the original intentions and targets are being achieved. It is not intended that the council reviews the details of all the documents.

A schedule was prepared and shared with the City Council on March 4, 2017 outlining when various Master and Long Range plans would be brought before the City Council for review. This is the first year report on the 2012 Cultural District Master Plan.

Attachment: 1. Resolution No. 2012-2998 and the Cultural District Master Plan

RESOLUTION NO. 2012-2998

A RESOLUTION TO ADOPT THE NEWBERG CULTURAL DISTRICT MASTER PLAN

RECITALS:

1. The city of Newberg and Chehalem Park and Recreation District have worked cooperatively and through public meetings to determine the best use for the area surrounding the Newberg Public Library and the Chehalem Cultural Center.

2. The city recognizes that improvements to the public spaces will enhance the newly defined Cultural District, allowing it to become a multi-use destination for residents and visitors to our community.

3. The successful implementation of the master plan vision will require the continued cooperative association of the city of Newberg, Chehalem Park and Recreation District and the Chehalem Cultural Center.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The city council declares the area bounded by E. Hancock, N. Blaine, E. Sherman, and N. School Streets shall be designated as the "Cultural District". This designation is in name only and does not carry with it any land use changes, restrictions or conditions.

2. The city council accepts the Newberg Cultural District Master Plan dated March 16, 2012, as attached Exhibit "A", which is hereby attached and by this reference incorporated, as the guidance document for future improvements within the Cultural District.

3. The city council directs the city manager to develop an intergovernmental agreement (IGA) with the Chehalem Park and Recreation District to address designation, management, and maintenance of the open space; outdoor event coordination; and very specifically, a parking management program to address parking needs for events within the district and convene a neighborhood advisory group. Said agreement shall be presented to and approved by city council prior to development of site areas E1, E2, E3, and C3.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 3, 2012.

ADOPTED by the city council of the city of Newberg, Oregon, this 2nd day of April, 2012.

Norma I. Alley

Norma I. Alley, City Recorder

ATTEST by the mayor this 5th day of April, 2012.

Bob Andrews, Mayor

Newberg Cultural District Master Plan

CHEHALEM PARK AND RECREATION DISTRICT

16 March 2012

Hennebery Eddy Architects

Mayer/Reed

Larry Anderson Engineering, Inc.

Newberg Cultural District Master Plan

CHEHALEM PARK AND RECREATION DISTRICT

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Executive Summary

Overview

Chehalem Parks and Recreation District retained Hennebery Eddy Architects, Inc., Mayer/Reed, and Larry Anderson Engineering, Inc. to develop a Master Plan for the Newberg Cultural District and a framework for implementation. The Newberg Cultural District is a four block area located in the heart of downtown Newberg, bounded by East Hancock St./ Highway 99 to the south, East Sherman St. to the north, North Blaine St. to the west and North School St. to the east. Significant resources in the Newberg Cultural District include the Chehalem Cultural Center, the Newberg Public Library, a public parking lot and the Masonic Temple.

Precedent

The work performed under this effort builds on the visioning conducted by Project for Public Spaces during the Fall/ Winter of 2010 – 2011, which resulted in the Newberg Cultural District Final Report, dated February 2011. The report included input from Chehalem Parks and Recreation District, the City of Newberg, the Downtown Newberg Coalition, the Newberg Chamber of Commerce, the Newberg Public Library, the Chehalem Cultural Center, George Fox University and many Newberg residents. The goals developed during that process have been carried through in the Newberg Cultural District Master Plan:

- Create a sense of place and identity for both the Cultural Center and for downtown
- Connect the existing area civic uses and services together
- Provide active green (open) spaces
- Reinforce thematic, programmatic and physical links between the District and its neighbors
- Link business services and resources and expand economic opportunities
- Celebrate the culture and traditions the Chehalem Cultural Center is dedicated to support

Timeline

The Newberg Cultural District Master Plan is the result of an eight month process involving many of the same stakeholders that provided input on the Newberg Cultural District Final Report. The design team evaluated the PPS plan in more detail and developed a diagram articulating the individual plan components, how each component related to adjacent components, and how they worked within the larger context of the District. The diagram may be found on page 5 of this report. The diagram evolved in to the Newberg Cultural District Master Plan.

- July, 2011 – Hennebery Eddy Architects, Mayer/Reed and Larry Anderson Engineering team hired to design cultural center parking lot and commence Newberg Cultural District Master Plan
- October 12, 2011 – Public Meeting #1 to gain public input on Master Plan concepts to better understand how the Newberg Cultural District spaces and streets can be used on a daily and special event basis
- January 18, 2012 – Public Meeting #2 to review Master Plan components
- February 23, 2012 – Report to Chehalem Park and Recreation District Board
- April, 2012 – Report to Newberg City Council

Master Plan Concepts

The four-block area of the Newberg Cultural District is a destination and focus of civic activity in the city. The various open spaces, including the streets, can increasingly be used for everyday park use and access, circulation and parking for the Chehalem Cultural Center and Newberg Public Library. Within an architectural framework provided by these historic buildings and the Masonic Temple, the spaces can be configured to host a wide variety of outdoor events. Events may include the farmer's market, craft fairs, beer and wine tasting, book sales, business or commercial fairs, Tunes on Tuesday, Camellia Festival, and musical performances and theater productions.

Two festival streets on North Howard Street and East Sheridan Street can be designed for periodic closure to further support these activities, depending on the needs and size of events. The District's relationship to Newberg's downtown and neighborhoods is key in attracting both residents and visitors to the cultural district.

The Cultural District needs an identity that further distinguishes it as a special place. A strong identity can be established using urban elements that create a sense of place unique to Newberg. The following is a list of elements and urban treatments that will contribute to a cohesive design and destination:

- Recognizable gateway landmarks that welcome visitors to the District.
- Signage and wayfinding to define and designate the Cultural District .
- Special lighting with banners and graphic displays to add festivity and advertise events.
- Special site furnishings such as benches, bollards, bike racks, drinking fountains, trash receptacles
- Special paving materials and patterns at major intersections, enhanced treatments at minor intersections, internal festival streets, plazas and parking lots.
- Works of art featuring local and cultural artists
- Landscape elements such as street trees and varieties of flowering camellias at edges of spaces
- Seasonal plantings, green screens and hanging baskets, particularly with summer and fall emphasis
- Historic district with sustainability and green design elements incorporated
- Lighted water feature to create a focal point within the District

Sequencing and Cost

Detailed descriptions of the following Master Plan components begin on page 8 of this report. Generally, the components have been grouped together based on similar work scopes, to provide some economy of scale. Summer construction of the larger projects is recommended, however, it will likely be disruptive to the spaces within the blocks for at least one season. The cost opinions are provided for budgeting purposes only. Actual costs may vary from what has been provided, depending on a number of factors including sequence, year, season of construction, and other related economic factors. Actual costs may vary from what has been provided, depending on a number of factors including sequence, year, season of construction, and other related economic factors.

Master Plan Component:	Proposed Sequence:	Master Plan Reference:	Cost Opinion*:
East Sheridan Festival Street/Vertical Landmarks & Signage	1	D2, B	$ 890,200
Central Plaza	2	D3	$ 300,000
North Howard Festival Street/Vertical Landmarks & Signage	3	D1, B	$ 617,900
Cultural Center Event Court	4	E2	$ 542,800
Library Forecourt	5	C2	$ 132,800
Garden Event Space	6	E3	$ 356,500
Play Area	7	G1	$ 1,012,600
Play Area Open Space	8	E4	$ 55,400
Cultural Center Forecourt	9	C3	$ 1,544,900
Civic Forecourt at Library	10	C1	$ 164,400
Cultural Center Hospitality Plaza	11	C4	$ 180,100
Open Event Space	12	E1	$ 596,900
Enhanced Roadway Intersections/Vertical Landmarks & Signage	13	A, B	$ 1,490,100
		Total:	$7,884,600

** Cost information is provided in 2012 dollars and includes a 10% estimating contingency and a 35% soft cost allowance.*

Master Plan

EAST SHERMAN ST.
EAST SHERIDAN ST.
EAST HANCOCK ST. (HWY 99)
NORTH BLAINE ST.
NORTH HOWARD ST.
NORTH SCHOOL ST.
CHEHALEM CULTURAL CENTER
LIBRARY
MASONIC TEMPLE
A4
A4.1
A4.2
A3
A2
A1
B1
B2
B3
B4
C1
C2
C3
C3.1
C4
D1
D2
D3
E1
E1.1
E1.2
E2
E3
E3.1
E4
F1
F2
G1
G1.1
G1.2
H1
H2
I1
I2
I3
LEGEND
A ENHANCED INTERSECTIONS
B VERTICAL LANDMARKS AND SIGNAGE
C FORECOURTS
D FESTIVAL STREETS
E FLEXIBLE, OPEN EVENT SPACES/ CULTURAL SPACES
F PARKING
G PLAY AREA
H KEY BUILDING COMPONENTS
I POTENTIAL SUPPORT SPACES
J TROLLEY STATION
0
30'
60'
N

Context

east sherman st
east sheridan st
north blaine st
north howard st
north school st
east hancock st

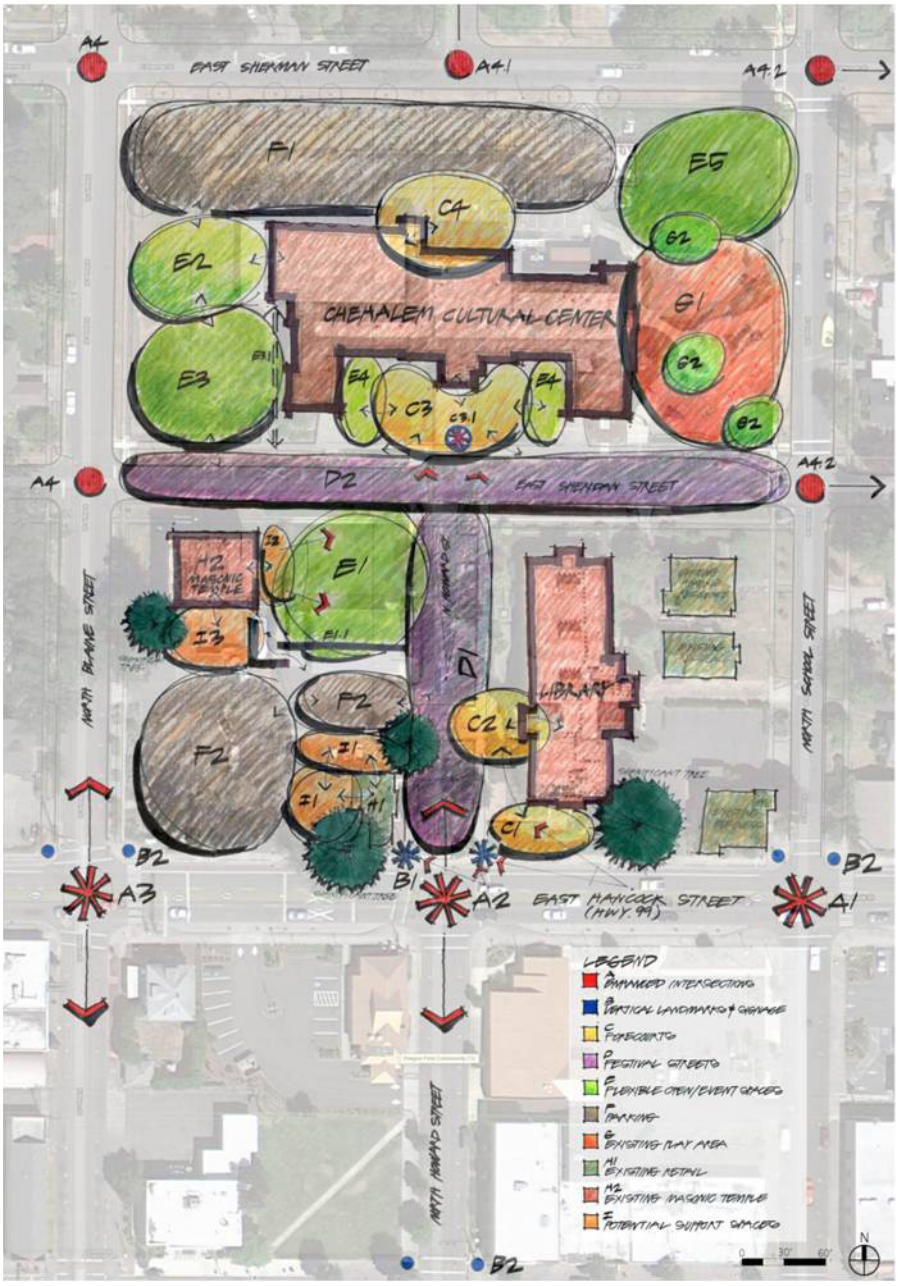
Rail Road Tracks
E. Franklin St.
George Fox University
E. Sherman St.
Newberg Cultural District
E. Sheridan St.
E. Hancock St.
E. 1st St.
S Main St.
S Howard St.
S C St
S Edwards St
E. 2nd St
E. 3rd St.
E. 4th St.

N

Project for Public Spaces Plan

PPS PROJECT FOR PUBLIC SPACES

Site Diagram



A Enhanced Intersections
B Vertical Landmarks and Signage
C Forecourts
D Festival Streets
E Flexible Event Spaces
F Parking
G Play Area
H Potential Development Opportunities
I Potential Development Opportunities

Design Considerations

Objectives to Support District Identity

- Create recognizable gateways and landmarks
- Develop signage and wayfinding program
- Design and program spaces to be active, useful and flexible, including streets
- Capitalize on unique qualities of Newberg and surrounding region
- Enhance framework of historic buildings
- Reflect community values and create district character through urban design treatments

Urban Design Strategies

- Recognize importance of corners
- Consider physical flow and scale of spaces
- Provide visual connectivity
- Design a flexible framework
- Give special consideration to edges of spaces
- Design with Crime Prevention Through Environmental Design (CPTED) in mind
- Remove barriers and sources of urban blight
- Maintain streets and public spaces to an adequate level
- Incorporate sustainable practices

Urban Design Treatments

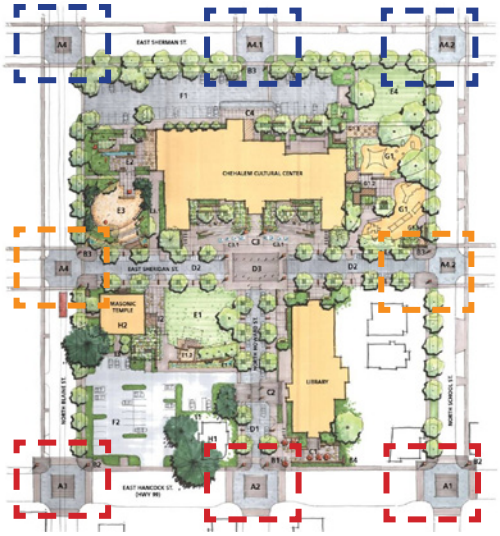
- Special paving for visual interest, color and texture
- Energy-efficient lighting
- Colorful banners and graphic displays
- Building and wayfinding signage
- Site furnishings such as benches, bike racks, trash receptacles and drinking fountains
- Portable performance stage
- Public art
- Water features as focal points
- Stormwater treatment as a sustainable strategy
- Teaching opportunities

Landscape Components

- Historic and significant trees as framework
- Street trees
- Shade trees and shrubs to define and reinforce spaces
- Lawn for flexible use spaces
- Special gardens and plantings such as flowering camellias
- Plants selected for seasonal color and effect
- Foundation plantings for historic buildings
- Drought-tolerant native and adapted species to the greatest degree possible

Master Plan Components

A - ENHANCED ROADWAY INTERSECTIONS



Description:

A1: Special paving and crosswalks on E. Hancock provide visual cues and mark the approach to the cultural district on the north side of the street.

A2: Special paving and crosswalks on E. Hancock connect the cultural district with the Newberg downtown business district and beyond.

A3: Special paving and crosswalks on E. Hancock connect the cultural district to downtown, parks and the waterfront with a possible future trolley connection on N. Blaine St.

A4: Special paving on N. Blaine establishes the west cultural district perimeter and reinforces connections to neighborhoods.

A4.1: Special paving on E. Sherman St. establishes the north cultural district perimeter and reinforces connections to neighborhoods and the Lions Gate Inn.

A4.2: Special paving on N. School St. establishes the east cultural district perimeter and reinforces connections to neighborhoods and George Fox University.

Estimated Cost: $ 1,490,100

B - HIERARCHY OF VERTICAL LANDMARKS AND WAYFINDING SIGNAGE AT KEY INTERSECTIONS

Description:

B1: Primary vertical landmarks and signage at E. Hancock and N. Howard St. can formally mark the primary gateway to the Newberg Cultural District.

B2: Secondary vertical markers and signage on E. First St. and N. Howard; at E. Hancock and N. School St; and E Hancock and N. Blaine St. assist with wayfinding to the district.

B3: Tertiary vertical markers and signage at perimeter vehicular entries along N. Blaine St., E. Sherman St. and N. School St.

B4: New library sign integrated into the wall system will provide better visibility and welcome to the library and District.

Estimated Cost: Costs included in “A - Enhanced Roadway Intersections” and “D - Festival Streets”

Master Plan Components

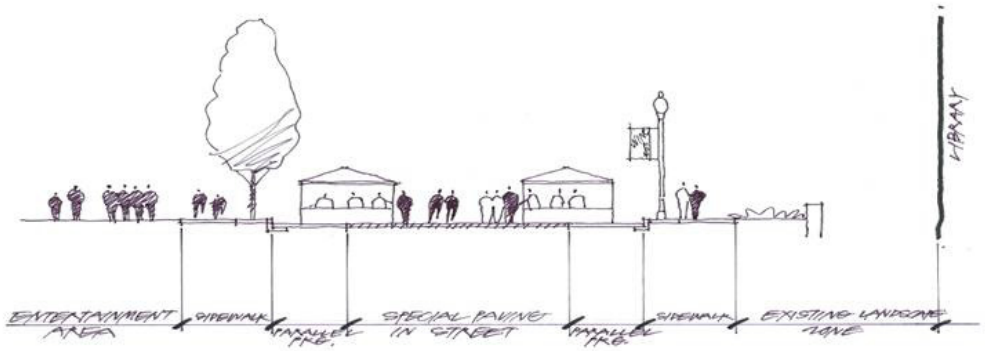
C1 & C2 - FORECOURTS AT LIBRARY

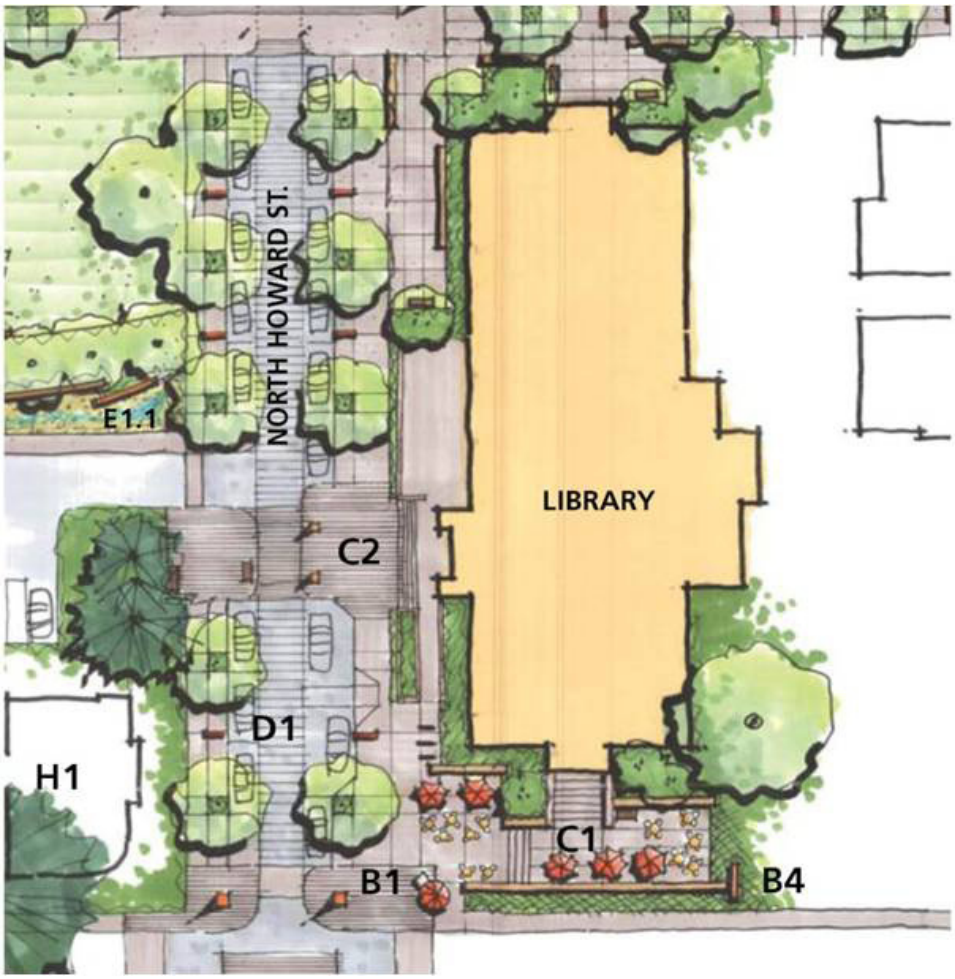
Description:

C1: A civic forecourt on the south side of the library can help generate commerce and activity through a flexible space with sitting/reading areas, food/coffee carts, colorful umbrellas, planters, tables, chairs and bike parking.

C2: A new library forecourt and small water feature have the potential to be a multi-terraced building entry with improved connection to the main floor; it can be used for used book sales, author signings.

Estimated Cost: C1 $ 164,400 C2 $ 132,800


LIBRARY
ENTERTAINMENT AREA
SIDEWALK
PARALLEL PKG.
SPECIAL PAVING IN STREET
PARALLEL PKG.
SIDEWALK
EXISTING LANDSCAPE ZONE


NORTH HOWARD ST.
E1.1
LIBRARY
C2
D1
H1
C1
B1
B4

Master Plan Components

C3 & C4 - CULTURAL CENTER FORECOURT AND HOSPITALITY PLAZA

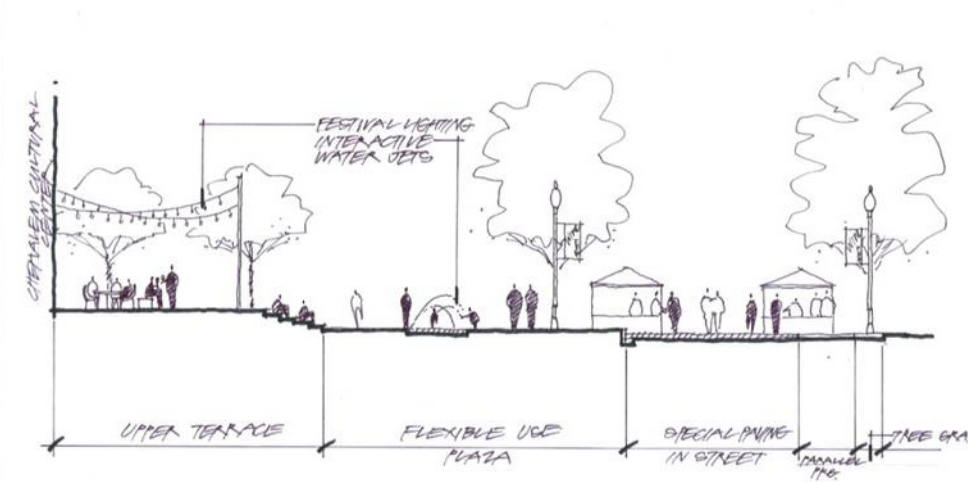
Description:

C3: The Cultural Center forecourt can become a flexible plaza for outdoor sitting/dining and specified events such as farmer's market, art shows, cultural celebrations, craft fairs, etc. Vertical urban markers, lighting, overhead structures (that support vines and festival lights), accent walls, site furnishings (including bike parking), special paving, trees and planting reinforce the identity of the district and create a festive central space to attract users.

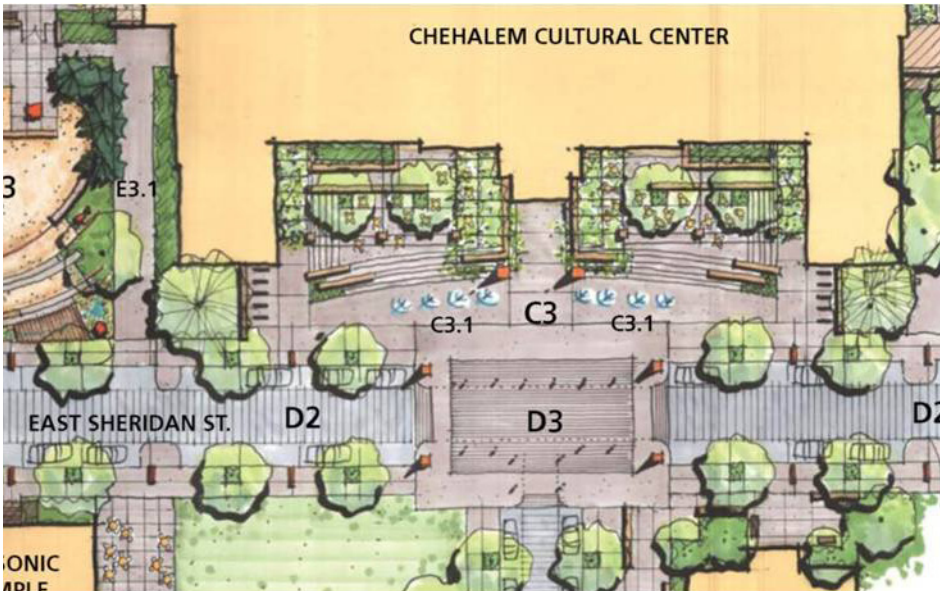
C3.1: A water feature can become a focal point and terminus to N. Howard St. providing interest to draw people to the site. The design can be interactive for kids; yet allow water to be shut-off during events.

C4: The Cultural Center hospitality plaza on the north side provides bus drop-off, planting and sitting areas to welcome visitors and attendees to events. A covered entry, lighting, accent walls, bike parking, paving and planting continue the theme of the district.

Estimated Cost: C3 $ 1,544,900 C4 $ 180,100



Cultural Center Forecourt east sheridan st



Master Plan Components

D1 - FESTIVAL STREET - NORTH HOWARD STREET

Description:

D1: North Howard Festival Street will be open for traffic parking, with potential for closure during specified events. The street can host event booths or small musical venues in front of the library. The street design can incorporate special paving, lighting, furnishings, banners and new street trees and planting.

Estimated Cost: $ 617,900

D2 - FESTIVAL STREET - EAST SHERIDAN STREET

Description:

D2: East Sheridan Festival Street will be open for traffic and parking on a daily basis. It has potential for full or partial street closure during specified events, while allowing access to the private driveway. The street can host booths or musical venues in front of the Chehalem Cultural Center. The street can incorporate special paving, lighting, furnishings, banners and street trees and planting.

Estimated Cost: $ 890,200

Master Plan Components

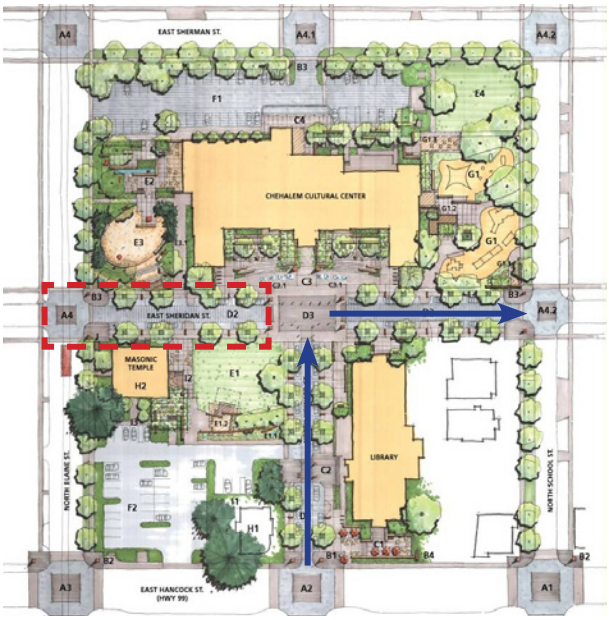
D3 - CENTRAL PLAZA

Description:

D3: Central Plaza at the intersection of North Howard and East Sheridan Festival Streets could be open for traffic on a daily basis with drop-off areas on both sides of the street accommodating east and westbound travelers. It has the potential to function as an extension of the Cultural Center forecourt as well as creating a vital link to the E1 flexible event space and library. A curbless design (with removable bollards that offer flexibility), vertical urban markers, lighting and special paving create an energetic gathering place to draw visitors in and enhance their experience.

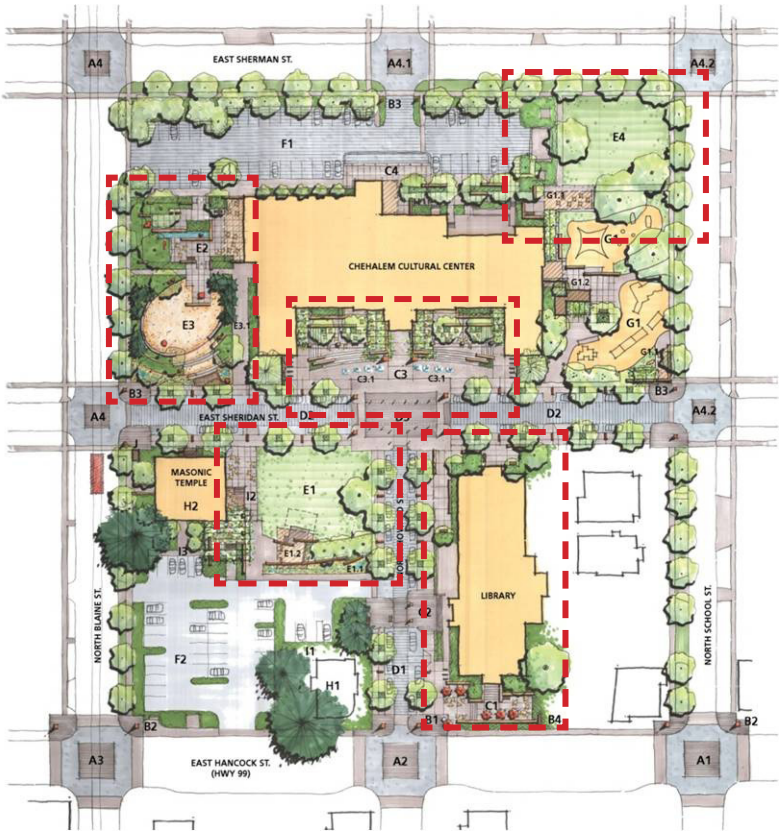
Estimated Cost: $ 300,000

FESTIVAL STREET: PARTIAL CLOSURE OPTIONS ON EAST SHERDIAN STREET



Master Plan Components

E - FLEXIBLE OPEN EVENT SPACES



E1 - EVENT SPACE

Description:

E1: Flexible event space provides for special events such as music concerts, theater productions, outdoor movies, Tunes on Tuesday, farmer's markets, art shows, etc. Note that the existing building is removed.

E1.1: A multi-purpose art wall (could feature local artists, history/ecology of the area, etc.) can mitigate sound from Highway 99 and function as a backdrop. The art wall could draw people into the site and the bio swale planter on the south side of the wall could filter site water before release in to the storm system.

E1.2: An enclosed storage facility (with power and utilities) can be integrated with the art wall and a permanent stage possibly providing a "back of house" staging/restroom/dressing area for performances. The building could be architecturally interesting as well as provide an overhead structure for the permanent stage area. It could be designed to allow for easy attachment of a temporary stage. A walkway connection to the existing parking lot could function as vehicular access to the site for drop-off/set-up etc.

Estimated Cost: $ 596,900 * Does not include purchase/demolition of existing buildings

Master Plan Components

E2 - CULTURAL CENTER EVENT COURT

Description:

E2: This open space has the potential to be an event court/garden and rental area for intimate dining venues and activities such as weddings, family parties, wine tasting, dinners, etc. The space can be tented and function together or independently from the banquet facility in the cultural center. On a daily basis the outdoor court will be open to the public and could provide a peaceful contemplative space to relax. The space could be fenced and gated with a visual transparency for security. A water feature, lighting, overhead structure, accent walls, special paving, site furnishings and planting (camellias could be featured here), would create an attractive place for people seek respite.

Estimated Cost: $ 542,800

E3 - GARDEN EVENT SPACE

Description:

E3: This open space has potential to extend the event court into a sculpture garden with decomposed granite areas for larger outdoor activities, dining venues and specified events. It could also be used as an informal bocce ball area similar to Jamison Park in Portland. Space can be tented and function together or separately from the smaller E2 site. Camellias and sculptures could be featured here. Accent walls, weathering steel terraces combined with concrete or stone steps lead down to a bridge over a bio swale to East Sheridan Street connecting to the central portion of the site. If necessary, this area could also function as overflow or permanent parking depending on the development of the site.

E3.1: Service access and delivery area can support the cultural center banquet facility and events.

Estimated Cost: $ 356,500

Master Plan Components

E4 - PLAY AREA OPEN SPACE

Description:

E4: Existing open space has potential for informal sports play, lawn games and picnics related to the children's play area. Additional trees and plantings will create more inviting spaces and shade.

Estimated Cost: $ 55,400

F - ON-SITE PARKING OPPORTUNITIES

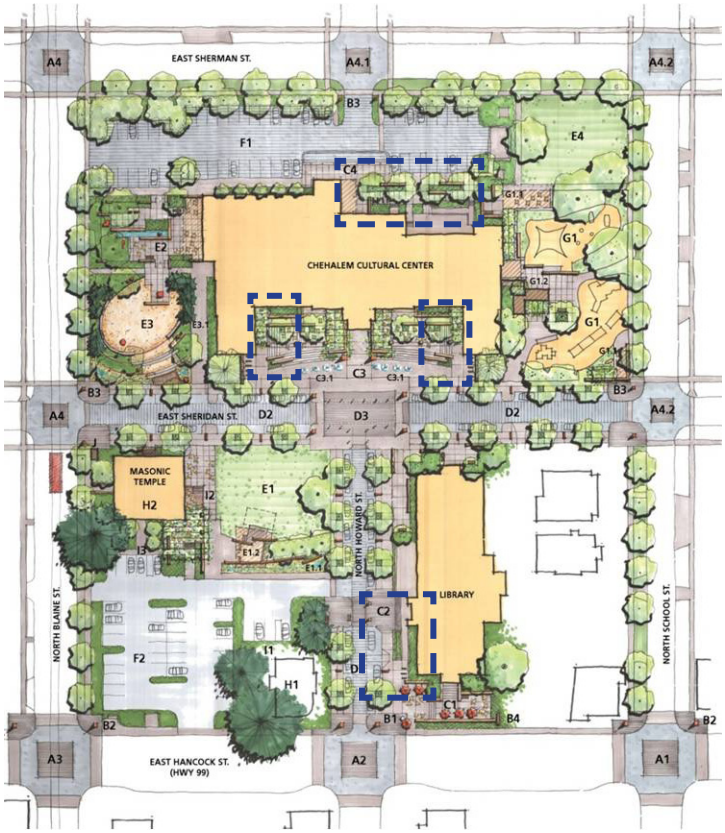
Description:

F1: The new parking lot, bus drop-off and flexible festival open space north of the Chehalem Cultural Center have sustainable features such as permeable pavers, drought-tolerant landscape and dark-sky friendly light fixtures.

F2: The existing parking lot is an additional flexible open space and potential staging area for E1.

Master Plan Components

F - BIKE PARKING OPPORTUNITIES



G1 - PLAY AREA

Description:

G1: The existing play area is a popular feature that attracts kids and their families. The addition of a covered entry to the Chehalem Cultural Center and elements listed below will enhance this space and create an inviting place.

G1.1: New shaded (structures with vines) and covered (for weather protection) sitting areas with lighting, accent walls, site furnishings and planting will encourage families to extend their stays and have picnics in the District.

G1.2: New restroom facility and storage room with trellis structure.

Estimated Cost: $ 1,012,600

H AND I - POTENTIAL FUTURE DEVELOPMENT OPPORTUNITIES

Description:

H1: The existing building is in a position to take advantage of increased activity and may consider an outdoor café or coffee service.

H2: The existing Masonic Temple is also in a position to take advantage of increased activity; and in the future has potential to become a mixed-use commercial space with a restaurant, wine bar or pub; apartments, live/work units or artist studios above on upper floors will give a 24/7 use or other civic re-use.

I1: Existing parking lot perimeter and side yard are in a position to support outdoor activities.

I2: An outdoor dining deck or elevated courtyard have future potential to activate the E1 event space.

I3: The existing residential lot has potential to provide a small parking lot for the Masonic Temple building or extend its outdoor space.

Appendix

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18,2017	
Order ___Ordinance ___Resolution ___ Motion ___ Information XX	
SUBJECT: Future Focus Discussion	**Contact Person (Preparer) for this Item: Joe Hannan Dept.: City Manager**

EXECUTIVE SUMMARY:

Chehalem Park and Recreation District Board identified Future Focus as a topic of interest to the District and the City. Attached is information about the program

BACKGROUND

The first Chehalem Future Focus was developed by cities of Dundee and Newberg, the Newberg School District and the Chehalem Park and Recreation District, Yamhill County and the Newberg Downtown Association to articulate a vision of what the future of the Newberg area should be.

Extensive community involvement has characterized all of these efforts. Broad based community involvement has included participation by residents in public forums, community surveys and small group meeting that included residents, policy makers and staff of the participating jurisdictions.

The first Chehalem Future Focus was developed by these same jurisdictions in 1991and adopted by each in 1992. Chehalem Future Focus II was carried out by these same jurisdictions in 1994, and its results were published in early 1995. In early 2001, the city of Dundee and the Dundee Citizen Action Committee completed a 20-year vision statement for Dundee. Concurrently, the Newberg Downtown Association completed their 20-year vision statement for the future of downtown Newberg.

In April, 2016 elected officials met to discuss the Chehalem Valley Strategic Plan, “Beyond the Vision” (brochure attached that summarizes the plan. Participants will include Portland Community College, Newberg School District, Yamhill County, Dundee, Newberg and Chehalem Park & Recreation District.

Beyond the Vision

The Chehalem Valley in 2020

CITIES OF NEWBERG AND DUNDEE, CHEHALEM PARK AND RECREATION DISTRICT, NEWBERG PUBLIC SCHOOLS AND YAMHILL COUNTY

Dear Chehalem Valley Residents

"*Beyond the Vision*" is a joint effort of five local jurisdictions in the Chehalem Valley: the cities of Newberg and Dundee, Newberg PUBLIC SCHOOLS, Chehalem Park and Recreation District, and Yamhill County, to implement the VISION for the Chehalem Valley created by our residents and public officials over the past several years.

This vision was clearly articulated by members of our community several times since the mid 1990's. Chehalem Future Focus I and II, the Dundee Citizen Action Committee, the City of Dundee, the Newberg Downtown Association, and the Newberg City Council have all put forward a consistent VISION of a "desired future" for the Chehalem Valley and the Cities of Dundee and Newberg. All these efforts involved extensive community input and participation from the residents of the Chehalem Valley.

This current effort to move "*Beyond the Vision*" began in November of 2001 with two workshops that included all the elected officials of the five jurisdictions in this joint effort. Based on the VISION created by our community, the elected officials identified capital improvements and operating projects that could be jointly implemented at a cost savings to local taxpayers. Since that time this process has been guided by a Steering Committee comprised of elected officials and the chief administrative officers of the participating jurisdictions.

Extensive community input for this effort was solicited through three community forums, two in English and one in Spanish. These efforts were supplemented by two random sample surveys of the residents of the Chehalem Valley. Together, these efforts provided excellent community guidance in ranking the various projects according to the priority of local residents.

To provide continuity for this effort into the future, "*Beyond the Vision*" will be brought before the governing bodies of each of the jurisdictions for final comments from our citizens and formal adoption in February 2004. It is the intent of the Steering Committee guiding this process to update this strategic plan annually after first checking in with our Chehalem Valley citizens as we have done in the preparation of this document.

We would like to thank the many participants who willingly gave of their time to attend public forums, meetings, and to respond to the questions which were asked in the random sample surveys carried out as part of this process. We look forward to a continuing dialogue with the residents of the Chehalem Valley as we move forward with the continuing implementation of "*Beyond the Vision*."

Roger Worrall
Former Mayor of Dundee

Bob Stewart
Mayor of Newberg

Melinda Van Bossuyt
Chair, Newberg Public Schools Board of Directors

Mike McBride
Chair, Chehalem Park and Recreation District Board of Directors

Leslie Lewis
Chair, Yamhill County Board of Commissioners

A cooperative governmental effort by

City of Dundee

City of Newberg

Chehalem Park and Recreation District

Newberg Public Schools

Yamhill County

The preparation of this report was funded in part with a grant from the Oregon State Lottery through the Mid-Willamette Valley Community Development Partnership for the purpose of promoting economic and community development.

Beyond the Vision

A Strategic Plan for the Chehalem Valley

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Background
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Capital Projects
Operational Projects
Communication Plan
Financial Data
Survey Data
Latino Forum

A Vision of the Chehalem Valley in 2020

The downtown Newberg and Dundee core areas are vibrant commercial areas, with both cities maintaining a "small town" downtown atmosphere and character.

Community Identity

Around the year 2020, the Chehalem Valley continues to be independent from the larger Portland Metropolitan Area to the north, and is characterized by a friendly, small-town atmosphere. It's a community that retains its distinct geographical, historical and cultural identity, preserving a "small town" feeling of livability.

The downtown Newberg and Dundee core areas are vibrant commercial areas, with both cities maintaining a "small town" downtown atmosphere and character. Newberg's downtown is integrated with George Fox University and linked to the riverfront, while Dundee's small town atmosphere is characterized by a redesigned business district lying just west of 99W and linked to the riverfront. The riverfront is a focus of economic and recreational activity.

The towns are characterized by well-planned and livable neighborhoods. The area's healthy environment preserves the beauty of the natural surroundings—the valley and hills, forests, agricultural lands, rivers, streams and air quality. Agricultural activities and open space preserve the views from surrounding hillsides. Cultural diversity creates opportunities, and local residents have engaged those opportunities. General happiness, personal growth and strong families are encouraged and promoted.

Governance and Civic Involvement

Citizen engagement and involvement are emphasized in planning and implementation. Collaboration and both informal and formal partnerships between local governments, the business community, schools, private organizations and citizens lead to successful planning and completion of civic projects. The cities of Newberg and Dundee have developed a highly organized volunteer program representative of the diverse population of the area, and the public sector, the private sector, George Fox University and local churches collaborate to ensure that new ways for citizen engagement are constantly offered. Local governments are proactive and assertive in sharing information with the citizens of the Chehalem Valley, and listen carefully to citizen responses to their communiqués.

Education

Students achieve high academic standards. Students are actively involved in community service and leadership roles within the community. Schools are safe and orderly and reflect the cultural diversity of the community. The individual needs of students are met through special programs and by providing alternatives to traditional schooling.

Technological changes provide easy access to information and education for all Valley residents. A second high school, third middle school and additional elementary schools have been constructed to meet the needs of a growing student population. Public school facilities are designed and maintained to meet the needs of public school students and to serve the greater community. Where practical, facilities are jointly financed and managed by cooperating jurisdictions and other entities. The school district lead a coalition of community groups to establish an Early Childhood Education Center.

The Newberg School District has broadened partnerships with the community college, George Fox University and local business to provide professional technical opportunities for high school youth. Newberg School District is an active partner with other educational entities in creating opportunities for continuous learning throughout the community.

Economy and Employment

A diversified economy provides balanced economic opportunities for the residents of the Chehalem Valley. Agriculture and agribusinesses are an important component of the local economy. The natural beauty of the area encourages tourism and the wine industry. A carefully targeted retail recapture strategy has encouraged more local shopping and minimized buying outside of the area. Downtown areas are vibrant commercial areas that support the local economy.

Clean industries have been developed using a "campus" design. Plenty of family wage jobs are available for citizens of the area. Tourism is a major economic force, its strengths based on the premise that the Chehalem Valley is 1) the gateway to the wine country; 2) characterized by a clean and comfortable environment; and, 3) offers the historical experience of a friendly, small town and village America in the earlier period of the 20th century. As a destination location for visitors, the community of Dundee now has two small exclusive hotels and bed and breakfast inns. The service industry has expanded, with the health industry and health research being a major provider of employment in this sector of the economy.

Health and Social Services

Health care is provided locally through a one-stop health care facility. Social services are also available locally.

Public Safety

The Chehalem Valley is an ideal and safe place for families and children. Local citizens work closely with the business community, churches, schools, public agencies and law enforcement to develop programs that promote public safety for youth and the general citizenry. The result is a physically safe community, downtown, and park areas that allow a diverse population to grow and prosper without threat to person or property.

Housing

Diverse housing opportunities of high quality are available, including executive housing with a golf facility that attracts residents of higher income, historic homes, affordable housing for low and moderate income residents, rentals, condominiums, and housing for the elderly, disabled and disadvantaged.

Plenty of family wage jobs are available for citizens of the area. Tourism is a major economic force.

Culture and the Arts

To meet citizens' cultural needs, diverse amenities are offered that include live theater, museums, historical venues, and public art. Museums focus community and tourist attention on the local heritage and history of the area. George Fox University assists in providing a focus for cultural events promoting the values of the area. The Chehalem Valley Arts Center in the old Central School is home for local groups, classes and visiting artisans and thespians, and a facility for meetings, events and community service

Dundee and Newberg have successfully established an efficient transportation corridor and community transportation system for residential and commercial traffic.

Diversity

The trend towards greater cultural diversity that began in the early 1990's has continued through 2020, providing new opportunities for civic and cultural engagement within the Chehalem Valley. The residents of the area have effectively engaged these new opportunities. The Latino population is well represented in both government and business.

Transportation

The Chehalem Valley has developed a safe and efficient transportation network that promotes ease of movement throughout the Valley. A commuter rail line connects the Chehalem Valley with Portland and McMinnville. Dundee and Newberg have successfully established an efficient transportation corridor and community transportation system for residential and commercial traffic. Newberg has embraced the volume of traffic downtown as a symbol of vibrancy. The traffic makeup now includes autos and alternative modes of transportation such as bicycles, pedestrians, trolley and mass transit. Commercial and truck traffic has been rerouted out of downtown. Efficient parking has been provided in both Dundee and in Newberg.

In Newberg, First Street is the main street, a two way street including a landscaped median strip, angled parking, transit stops, bike lanes and extra wide sidewalks for customers. Traffic calming devices exist, including bulb-outs to slow traffic. Hancock Street and Second Street are one way streets with two lanes and parking on both sides. Where appropriate, the street system has been developed in a grid pattern to tie the community together physically and socially. In Dundee, the redesigned street and bypass system for 99W enhances and supports the local economy. The highway is visually attractive with its award winning landscaping, creative traffic islands and accessible parking areas. The eastern and western portions of the community are connected by appealing pedestrian bridges over 99W.

Downtown Development

The Newberg Downtown Association, the City of Newberg, The Newberg Area Chamber of Commerce and a diversity of local groups worked in partnership to revitalize the downtown Newberg area along a "vintage eclectic" downtown theme. The downtown is seen as customer-friendly with a variety of successful businesses including retail shops, restaurants, sidewalk cafes, boutique shops, salons, bakeries and other commercial activities.

The area from the Police building to the Old Central School has been redeveloped into a central plaza that ties the community together while anchoring downtown. Downtown vacancies have been filled, and the old Loren Berg property is now Butler Market Place, a charming place for shopping and entertainment located on the Civic Corridor that goes from Central School to Memorial Park. Adequate parking characterizes the downtown areas of Newberg and Dundee. Newberg now has a successful Farmer's Market located in a highly visible area of the downtown, showcasing local agricultural, craft and artistic products.

The businesses and buildings reflect the bygone era of the early 1900's with historic street lighting, while the sidewalks have brink extensions making them wider. There are benches, hanging baskets and flower boxes, public restrooms, waste receptacles and water fountains located throughout the downtown area. The Hess Creek gateway to downtown has been improved with flowering trees, vintage lighting, wrought iron railings and a footbridge linking both sides of Newberg over Hess Creek. The Newberg downtown is linked to the riverfront by the charming restored vintage trolley named the Red Electric" after the electric railway system of the early 1900's.

Dundee's redesigned business district lies just west of 99W and includes the Sociability-Administrative Center and a series of specialty shops and services pioneered by Ponzi in the late 1990's. The Visitor's Center and civic facilities anchor the center and its activities near the town square. The main street and new businesses have been beautified and are linked to a 20-acre riverfront park.

Parks, Greenways, Riverfront Development and Open Space

A park system of neighborhood, community and regional parks is in place to provide opportunities for individuals and groups within the Chehalem Valley to become physically, socially, psychologically and spiritually enhanced. The Willamette River has been reclaimed and is an integral part of the community.

The Cities of Dundee and Newberg, the County, the Chehalem Park and Recreation District, the State of Oregon and other public and private organizations have cooperated to create a riverfront park that connects Newberg with Dundee and other parts of the region. Dundee's and Newberg's pedestrian friendly riverfront, scenic picnic areas, quality regional and neighborhood parks, specialized recreational facilities, fine shops and eateries attract local families as well as connoisseurs of fine wines and restaurants. This riverfront park has become the community gathering place and helps to support the sense of community and the rejuvenated downtown. Natural areas, habitat for wildlife, agricultural land and open space have preserved the views from surrounding hills. A greenway system links pedestrian paths along clean rivers and streams and a public golf course provides recreational opportunities for local citizens.

Dundee's and Newberg's pedestrian friendly riverfront, scenic picnic areas, quality regional and neighborhood parks, specialized recreational facilities, fine shops and eateries attract local families as well as connoisseurs of fine wines and restaurants.

Moving Beyond the Vision

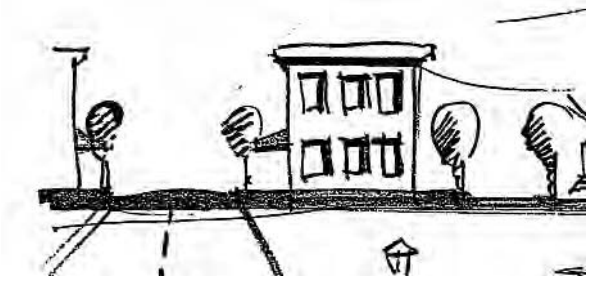
Creating a Strategic Plan for the Chehalem Valley

Mission

The mission of the Chehalem Valley Strategic Planning process is to complete a collaborative strategic plan, based upon a common vision, that will provide collective guidance for programs, projects, plans and policies among the jurisdictions of the Chehalem Valley to benefit their citizens.

Goals

- To identify specific collaborative and independent jurisdictions' programs and projects and to work with the community towards their implementation.
- To involve citizens in all aspects of strategic planning and implementation.
- To develop mechanisms that broaden and strengthen sustainable collaborative communication among and between jurisdictions and the citizens of the community.
- To continue the process of reviewing, revising and implementing the strategic plan and its programs on an ongoing basis.
- To insure wise and prudent use of public resources.



Background

Initiatives to articulate a vision of the future of the Chehalem Valley were carried out at the jurisdictional and joint jurisdictional levels by the cities of Dundee and Newberg, the Newberg School District and the Chehalem Park and Recreation District since the beginning of the 1990's. More recently, Yamhill County and the Newberg Downtown Association joined these efforts to articulate a vision of what the future of the Newberg downtown area should be.

Extensive community involvement has characterized all of these efforts. Broad based community involvement has included participation by residents in public forums, community surveys and small group meeting that included residents, policy makers and staff of the participating jurisdictions.

The first Chehalem Future Focus was developed by these same jurisdictions in 1991 and adopted by each in 1992. Chehalem Future Focus II was carried out by these same jurisdictions in 1994, and its results were published in early 1995. In early 2001, the city of Dundee and the Dundee Citizen Action Committee completed a 20-year vision statement for Dundee. Concurrently, the Newberg Downtown Association completed their 20-year vision statement for the future of downtown Newberg. The Newberg City Council included a statement of their "desired future" in their City Council Advance published in March of 2001.

A comparison of these efforts shows surprising similarity and congruence among the visions developed in the different visioning processes undertaken over the past 10 years. Following is a summary of the more important elements of this shared vision of how the Chehalem Valley might look in the year 2020.

Citizen Involvement

Extensive citizen involvement characterized the development of "Beyond the Vision." The project was conceived and designed as a joint project of four Chehalem Valley jurisdictions, and guided by a cooperative Steering Committee including the cities of Dundee and Newberg, the Newberg School District and the Chehalem Park and Recreation District. Representatives of Yamhill County later joined the Steering Committee.

Because of the long history of visioning work that had been carried out in the Chehalem Valley, it was decided to focus the Chehalem Strategic Plan on implementing the commonly shared Vision identified over previous years. The plan was named "*Beyond the Vision: The Chehalem Valley in 2020*".

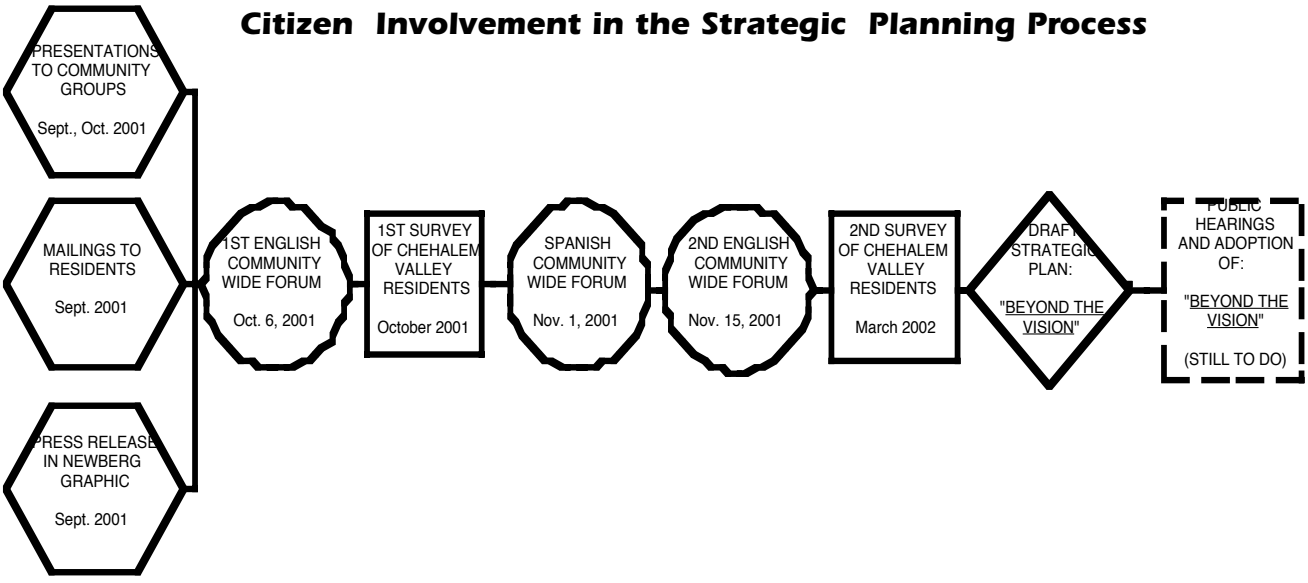
Elected and administrative officials from all of the jurisdictions first came together in two workshops to identify how the common Vision for the future of the Chehalem Valley might become a reality. Elected representatives and administrative staff identified specific projects that jurisdictions could complete collaboratively and individually. These projects became the basis for extensive community involvement and input.

To involve residents in this process, three community-wide forums were held. Two of these forums were held in English. A Latino forum was held in Spanish to involve the Chehalem Valley Latino population in the planning process.

To inform community members about these forums, the Steering Committee made presentations to 17 community groups, mailed 720 invitations to invite residents to the forums, and advertised the forums in the *Newberg Graphic*. Presentations were made to the AM and PM Rotary Clubs, Newberg Block Parties, City Club, Kiwanis, Ministerial Alliance, the Economic Development Chamber Forum, George Fox University, Yamhill County, the Chamber Board, *The Newberg Graphic* Board of Directors, High School Leadership, and to citizens attending the Transportation forums.

Citizen feedback further developed the strategic plan. Two random sample surveys of Chehalem Valley residents were conducted by the *Nelson Group* in 2001 and 2002 to identify issues of importance and to rank projects according to resident preferences and priorities. The executive summary of these surveys is included in the appendices.

Citizen Involvement in the Strategic Planning Process



Moving Beyond the Vision

A Plan for Action

"Doing government better" in the Chehalem Valley means more efficient operations through greater cooperation, combining resources and regular communication.

The plan to move "Bey*ond the Vision*" focuses on tangible, "bricks and mortar" capital improvements plus changes in the way local governments operate. The Steering Committee established several smaller work groups to develop a series of initiatives to improve government operations in several areas.

Governance and Civic Involvement

Operational Improvements

"Doing government better" in the Chehalem Valley means more efficient operations through greater cooperation, combining resources and regular communication. Collaborative operational efforts focus on:

- Information systems and telecommunications to save costs and expand networking systems
- Land use planning to determine potential areas for future growth and development
- Maintenance and equipment sharing to explore ways to create cost savings
- Purchasing goods and services cooperatively to create cost savings
- Public works projects to create cost savings

Education

Operational Improvements

Newberg School District, Chemeketa community College, the Newberg Area Chamber of Commerce, Chehalem Park and Recreation District and George Fox University are working together to:

- Improve opportunities for continuing education for local residents
- Create an Early Childhood Education Center
- Increase partnerships

Capital Improvements

Through generous community support of a $46 million capital improvement bond issue in November 2002, public schools in the Chehalem Valley are being repaired, renovated and expanded to support a growing school population. These projects include:

- Expansion of Newberg High School
- New 550-student Joan Austin Elementary School
- Repairs and safety improvements at all elementary and middle schools
- Purchase of property for a future elementary and high school

Planning will commence in 2009 for a third middle school to be constructed on the former Renne School site in Newberg.

Economy and Employment

Operational Improvements

In consultation with the major economic development players in the Chehalem Valley, the Economic Development Subcommittee for "*Beyond the Vision*" recommended that economic development was a high priority for immediate action. The strategic approach identified by this group included development of a broad economic development partnership with the major players for the Chehalem Valley, including:

- Newberg Area Chamber of Commerce
- Cities of Newberg and Dundee

- local businesses and property owners
- Newberg School District
- Yamhill County
- Newberg Downtown Association
- Mid-Willamette Valley Council of Governments
- Oregon Economic and Community Development Department

Key strategic steps include:

- Hold a broad community forum on economic development to build consensus
- Invigorate the Chamber of Commerce Economic Development Committee
- Seek financial aid in the form of grants
- Develop community college training programs tailored to the labor force needs of prospective employers

Health and Social Services

Operational Improvements

The Latino Community Forum identified development of a primary care health clinicin Newberg as a major priority for lower and moderate-income families in the Chehalem Valley. Recommended services included:

- General medicine
- Pediatric services
- Gynecology
- Chiropractic services
- Dental services
- A direct 24 hour/day emergency line

Capital Improvements

Updating and expanding water and sanitary sewer systems is a priority as populations in Dundee and Newberg continue to grow. The City of Dundee's wastewater facilities plan currently being prepared by Murray, Smith and Associates. The firm is evaluating the possibility of abandoning the Dundee treatment plan and consolidating wastewater treatment at the Newberg treatment plan.Projects in the planning stages include:

- Dundee wastewater treatment plan
- Master plan for Dundee water system
- Newberg water treatment plant
- Newberg wastewater treamtnet plant and improvements to the collection system

Providence Newberg Hospital began construction of a new regional hospital in October 2003. Local jurisdicitions continue to work in partnership with the hospital to support this project.

Public Safety

Operational Improvements

City and County jurisdicitions are engaged in planning efforts to improve public safety for all Chehalem Valley residents. Project include:

1. Emergency Operations

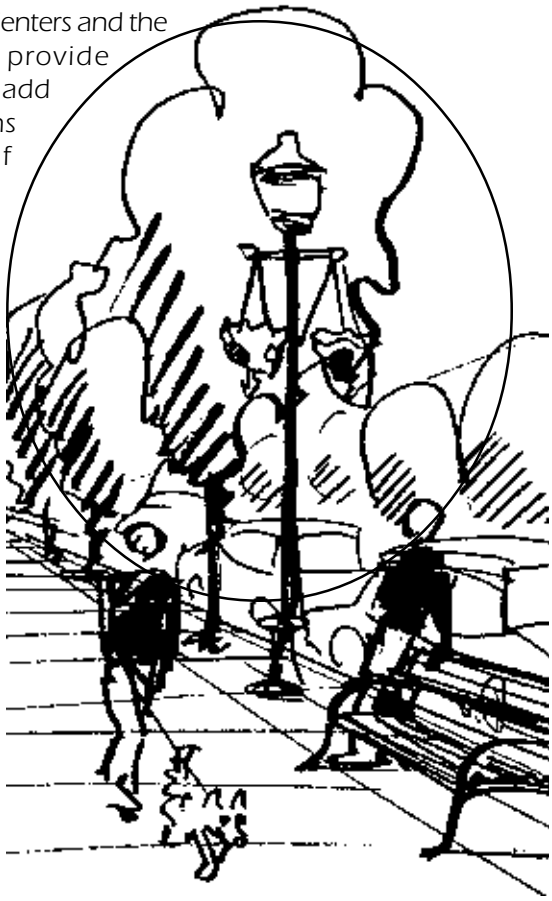
- Planning is in progress to improve coordination between emergency services providers that coordinate resources and plans of all citieis, fire districts and Yamhill County.
- Purchasing disaster management and relief supplies through grant opportunities is also in the planning stages.

2. Newberg Public Safety Improvements

As the Newberg community grows, police and fire personnel are required to keep up with increased demands for service. Cost savings to the City of Newberg from consolidation of the Communications Centers and the public libraries will provide additional revenues to add needed police positions within the City of Newberg.

3. Dundee Public Safety Improvements

The City of Dundee is considering the formation of a cooperative fire district with other communities.



Housing

Operational Improvements

Local governements continue to work together to determine potential areas for future growth and development.

Capital Improvements

Plans to construction of a golf course in Newberg has attracted new housing development that will include single family homes, condominiums and senior housing.

Culture and the Arts

Operational Improvements

The Newberg Library Baord continues to explore ways to improve and expand library services to Dundee, Newberg and Yamhill County residents.

Capital Improvements

The renovation of Central School for cultural and art activities continues through grant funds. Under the leadership of Chehalem Park and Recreation District, thisproject continues forward as funds are available.

Transportation

Operational Improvements

Improving public transit linkages to better connect the Newberg-Dundee area with the Portland Area Public Transit System (Tri-Met) was identified as the highest priority identified in the resident telephone survey carried out by the Nelson Group and by Latino residents in the Spanish forum.

Recommendations to address expanded transportation services include:

- Completion and implementation of Yamhill County's two year countywide alternative transportation planning effort, a collaborative effort by Yamhill County, the Cities in Yamhill County, the Grand Ronde Tribe, and citizens from throughout the county to address transit questions within the county, including the Chehalem Valley.
- Publicity in English and Spanish about the existing transit service
- Expansion of existing transit service
- Clarifying that transit is for all public and not only senior citizens
- Carpool and vanpool programs in both English and Spanish
- Using school buses and Mid-Valley Workshop buses for public transit

Capital Improvements

Long identified as the Chehalem Valley's chief concern, jurisdictions are activiely planning and constructing improvements to ease congested roads. These projects include:

- Newberg street improvements
- Dundee street improvements
- Public transit bus shelters, park and ride locations and equipment

The Oregon Department of Transportation continues planning efforts to consturct the Newberg-Dundee bypass. Local jurisdicitions are actively involved in supporting this effort.

Downtown Development

Capital Improvements

Newberg and Dundee are engaged in plans to revitalize downtown areas. The Newberg Downtown Associaion and the Newberg Area Chamber of Commerce are partners in this effort.

Parks, Greenways and Riverfront Development

Operational Improvements

Local governements continue to work together to determine potential areas for future growth and development. Specifically jurisdicitions are clarifying the role of the Newberg Urban Area Management Commission (NUAMC) and analyze the Urban Growth Boundary.

Capital Improvements

The vision for green public spaces in 2020 is on the drawing board. Specific projects include:

- A public golf course in Newberg operatived by the Chehalem Park and Recreation District
- Additional parks in both Newberg and Dundee
- Development of the Willamette Riverfront Parkway is in the early planning stages. This is a collaborative effort between the Cities of Newberg and Dundee and Yamhill County

Sustainability

To insure the sustainability of this strategic planning effort, "Beyond the Vision" will be updated annually, and community forums will be held in both English and in Spanish to insure effective community input and participation in this effort. The updated strategic plan will be printed and circulated in draft form for final public comment during the public hearing and adoption process before each of the five jurisdictions participating in this effort: Cities of Dundee and Newberg, Newberg School District, Chehalem Park and Recreation District, and Yamhill County

Communications

Communication between government jurisdictions and the citizens they serve continue to be an essential part of this planning effort. A plan for systematic, ongoing, two-way communication continues to guide efforts to "move beyond the vision."

Communications goals include:

- Involve citizens and local jurisdicitions in developing and implementing the strategic plan.
- Local jurisdictions and citizens understand and support the stategic plan for the Chehalem Valley
- Market the Chehalem Valley to prospective businesses and residents.

Beyond the Vision

Strategic Planning Steering Committee

The following elected and administrative officials participated actively in guiding the development of "Beyond the Vision":

Chehalem Park and Recreation District
- Donna McCain, Board of Directors
- Don Clements, Superintendent

City of Dundee
- Eve Foote, Administrator
- Roger Worrall, Former Mayor

City of Newberg
- Katherine Tri, Finance Director
- Barton Brierley, Planner
- Donna McCain, Councilor
- Lisa Helickson, Councilor
- Chuck Cox, Former Mayor
- Bob Stewart, Mayor
- Jim Bennett, City Manager
- Duane Cole, Former City Manager

Newberg School District
- Melinda Van Bossuyt, Board of Directors
- Dr. Paula Radich, Superintendent
- Claudia Stewart, Communications Specialist

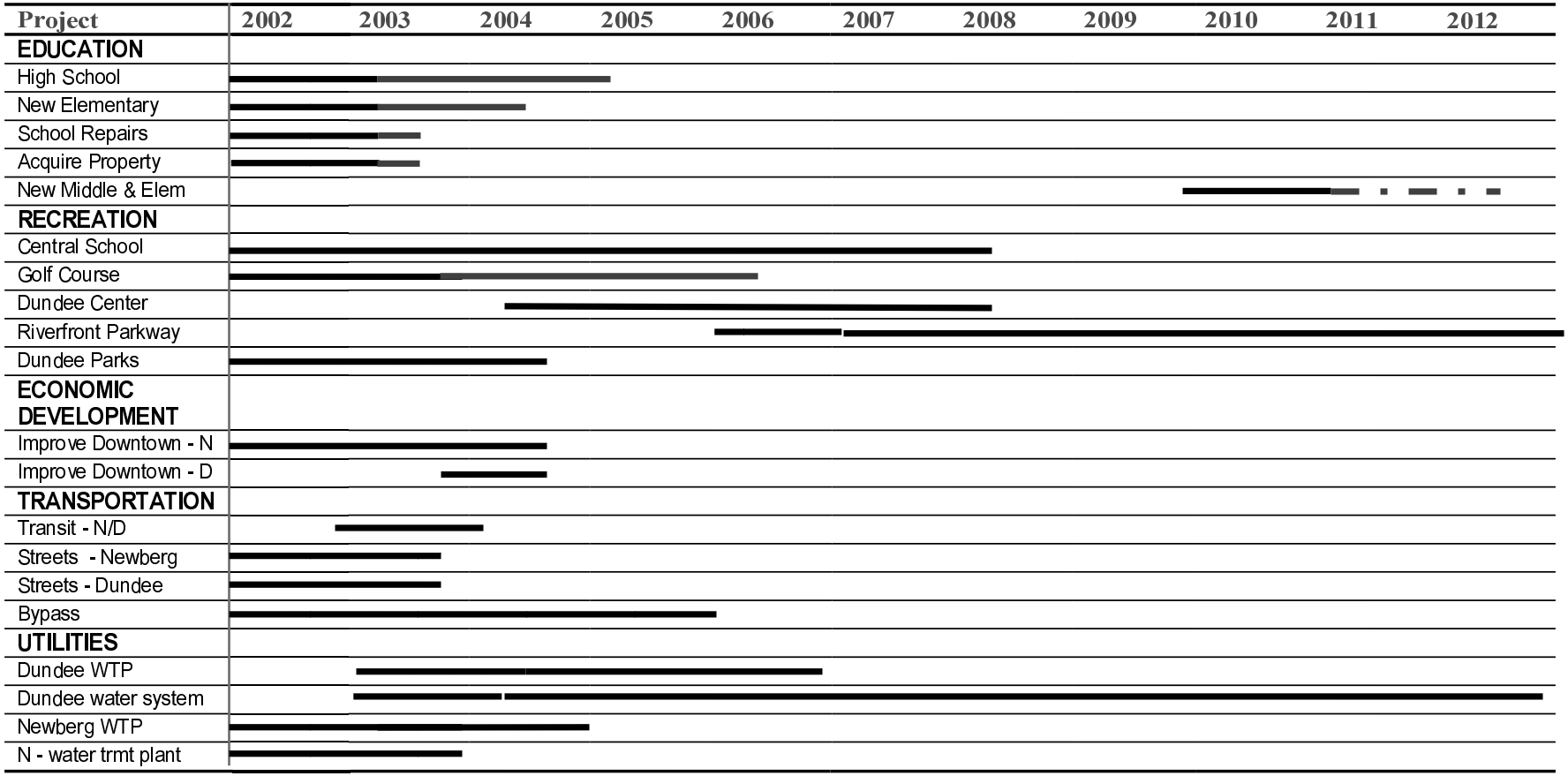
Yamhill County
- Leslie Lewis, Commissioner
- John Krawczyk, Administrator

Organization of Latino Public Forum

The following persons were instrumental in the organization and implementation of the Latino Forum:

- Rogelio Vivanco, Newberg School District
- Julio Galián, Newberg School District
- Anita Galián, Newberg School District
- Gerardo Ibarra, Newberg School District
- Kristian Frack, Newberg School District
- Martha Frack, Newberg School District
- Maria Smith, Latino Network, Multnomah County

Capital Projects



EDUCATION

- Expand Newberg High School
- Build new elementary school
- Repairs at all district schools; major renovation and expansion at Mabel Rush and Ewing Young Elementary Schools
- Acquire property for future schools
- Construct new middle school and elementary school

RECREATION & CULTURE

- Redevelop Central School
- Public Golf Course
- Dundee Community Center
- Willamette Riverfront Parkway Development (Newberg, Dundee and Yamhill County)
- Newberg, Dundee Parks

TRANSPORTATION

- Public transit bus shelters, park and ride locations and equipment
- Newberg street improvements
- Dundee street system
- Newberg - Dundee Bypass is a state transportation project supported by local jurisdictions

UTILITIES

- Dundee wastewater treatment plant
- Dundee water system master plan
- Newberg wastewater treatment plan and collection system improvements
- Newberg water treatment plant

ECONOMIC DEVELOPMENT

- Newberg downtown improvements
- Dundee downtown improvements

Cooperative Operational Projects Matrix

COOPERATIVE OPERATIONAL PROJECT	PARTICIPANTS	PROJECT LEAD	EXPECTED OUTCOMES & BENEFITS	CURRENT STATUS	TIMELINE
ECONOMIC DEVELOPMENT	Interim Convener: Newberg Area Chamber of Commerce Participation: • Newberg Downtown Association • Local businesses & property owners • Cities of Newberg & Dundee • Newberg School District • Yamhill County • Newberg Job & Career Center, Mid-Willamette Jobs Council • OR Economic & Community Dev. Department	Dundee Mayor	• A clear economic development strategy and work plan • A broad partnership with major Chehalem Valley economic development players	Ongoing	
PUBLIC TRANSIT	Yamhill Transportation Committee	Yamhill County Commissioner, Leslie Lewis	• Potential consolidation of multiple public transportation services • Clear vehicle & ground signage identifying public transit • Improved public information and marketing in English & Spanish • Changed perceptions of public transit		
EMERGENCY OPERATIONS PLANNING	Yamhill County City of Newberg City of Dundee	Yamhill County Administrator, John Krawczyk	• Improved coordination between emergency services providers that coordinate resources and plans of all cities, fire districts and the county • Improved grant opportunities for purchase of disaster management and relief supplies	Ongoing	Spring 2004

Cooperative Operational Projects Matrix, Continued

COOPERATIVE OPERATIONAL PROJECT	RESPONSIBILITY	PROJECT LEAD	EXPECTED OUTCOMES & BENEFITS	CURRENT STATUS	TIMELINE
LIBRARY SERVICES	Newberg Library Board	Leah Griffith, Library Director, City of Newberg	• Improve and expand library services to Dundee, Newberg and Yamhill County residents	Ongoing	
NEWBERG PUBLIC SAFETY IMPROVEMENTS	Newberg Police and Fire Departments	Chief of Police, Bob Tardiff Fire Chief, Michael Sherman	• Develop capacity for service to meet police and fire demands as the community grows	Planning	
PRIMARY HEALTH CARE CLINIC OFFERING HEALTH SERVICES TO MEET NEEDS OF UNDERSERVED AND LATINO POPULATION	Providence Newberg Hospital and SMG Foundation	Mark May, Providence Newberg Hospital Administrator Dr. Paula Radich, Newberg Schools Superintendent	• Develop a local health care clinic serving the "under-served" citizens of the Newberg-Dundee-St. Paul area	Planning and discussion in progress	2005
INFORMATION SYSTEMS and TELE-COMMUN-ICATIONS	Information Systems Technical Group • Yamhill County Information Systems Department. • Cities of Newberg, Dundee, McMinnville • Newberg School District • Chehalem Valley Recreation District • Mid-Willamette Valley Council of Governments	Claire Hertz, Director of Business Services, Newberg School District Michael Clark, Technology Supervisor, Newberg School District	• Establish technical group to meet regularly to find ways to cooperate and create cost savings • Cooperate with Mid-Willamette Valley Council of Government in computer networking program	TBD	ongoing

Cooperative Operational Projects Matrix, Continued

COOPERATIVE OPERATIONAL PROJECT	RESPONSIBILITY	PROJECT LEAD	EXPECTED OUTCOMES & BENEFITS	CURRENT STATUS	TIMELINE
LAND USE	• Review of NUMAC • UGB Analysis	Barton Brierly, City Planner	• Clarify the role of NUMAC • Determine potential areas for UGB expansion	Planning	Spring 2005
MAINTENANCE: EQUIPMENT SHARING	• City of Newberg • City of Dundee • CPRD • Newberg School District • Yamhill County	Waide Bailey, Maintenance Supervisor and Scott Woods, Custodial Supervisor, Newberg School District	• Establish technical group to meet regularly to find ways to cooperate and create cost savings	Planning	
PURCHASING	• City of Newberg • City of Dundee • CPRD • Newberg School District • Yamhill County	Claire Hertz, Director of Business Services, Newberg School District	• Establish technical group to meet regularly to find ways to cooperate and create cost savings	Planning	Spring 2004
PUBLIC WORKS	• City of Newberg • City of Dundee • CPRD • Newberg School District • Yamhill County	Waide Bailey, Maintenance Supervisor and Scott Woods, Custodial Supervisor, Newberg School District	• Establish technical group to meet regularly to find ways to cooperate and create cost savings	Planning	Spring 2004
EDUCATION	• Newberg School District • Chemeketa Community College • Newberg Area Chamber of Commerce • CPRD • George Fox University • Portland Community College	Dr. Paula Radich, Superintendent, Newberg School District Dr. Sandra Lawson, Asst. Superintendent, Newberg School District	• Establish a plan to implement sustained and improved opportunities for continuing education for area residents. • Identify consortium and begin planning for Early Childhood Education Center • Establish increased partnerships with George Fox University	Planning	January 2005

Cooperative Operational Projects Matrix, Continued

COOPERATIVE OPERATIONAL PROJECT	PARTICIPANTS	PROJECT LEAD	EXPECTED OUTCOMES & BENEFITS	CURRENT STATUS	TIMELINE
DUNDEE PUBLIC SAFETY	Dundee Police and Fire Departments	Chief Stock	• Explore formation of a cooperative fire district with other communities	Planning	
DUNDEE PARKS	Dundee Parks Committee	Jeanette Adlong, Chairman	• Create parks and open space master plan	Draft in review	Spring 2005

2003-2005 Communication Plan

Goal 1

Involve citizens and local jurisdictions in developing and implementing the strategic plan

Strategies

A. Public forums to engage citizens
B. Community surveys
C. Identify key community members
D. Brochure and mailers seeking feedback
E. Engage jurisdiction staff members in developing ideas or strategies for operational improvements

Goal 2

Local jurisdictions and citizens understand and support the strategic plan for the Chehalem Valley.

Strategies

A. Formal adoption of the Chehalem Valley Strategic Plan by elected bodies of participating jurisdictions
   a. Presentation at joint jurisdictional meeting
B. Publicize the strategic plan
   a. Report on the Chehalem Valley Strategic Plan
      - Produce and distribute a comprehensive report on the Chehalem Valley Strategic Plan
      - Produce a 4-page summary for broad community distribution
      - Presentations (power point) to service organizations, businesses, governmental partners and audiences within each jurisdiction
      - Work with local media on story and editorial
   b. Create a presence on the web
      - Include a "Chehalem Valley Strategic Planning"
      - area in each jurisdiction's website
      - Post report on the web sites
   c. Inform employees of each jurisdiction
      - Presentation to staff with emphasis on the role and effect on their jurisdiction
      - Story in staff newsletters or normal communication channel
      - Provide a report summary for staff members
   d. Inform jurisdiction's stakeholder groups
      - Stories in newsletters, reports or other channels of communication
      - Include in face-to-face opportunities i.e. meetings

C. Provide accountability for progress of strategic plan
   a. Annual update of the Strategic Plan

Goal 3

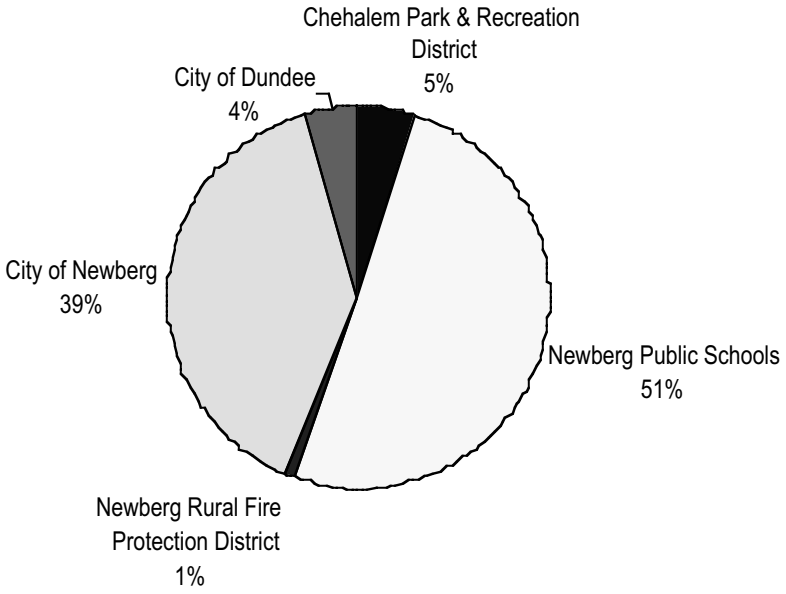
Market the Chehalem Valley to prospective businesses and residents

Strategies

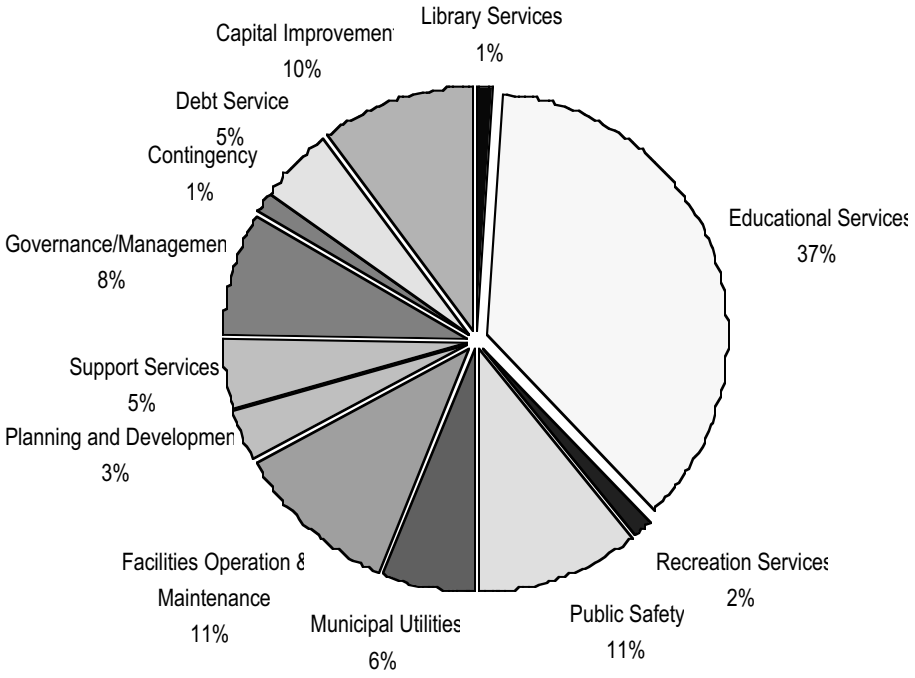
A. Coordinate with Economic Development Committee and Visitors Bureau to develop a marketing plan for the Chehalem Valley.

Financial Summary

2000-01 Jurisdiction Expenditures



2000-01 Jurisdiction Expenditures by Function



Chehalem Valley 2001 Survey

Executive Summary November 2, 2002

The following survey research report provides some valuable information regarding the public's perception of cities of Newberg, Dundee, Newberg School District, and Chehalem Park and Recreation District, and the list of potential projects currently being considered. This report should assist in helping the strategic planning committee identify projects the community views as most important.

Below, The Nelson Report has highlighted the key results of the survey research report. The final report is over 200 pages in length, with multiple tables designed to assist the district in understanding and analyzing the respondents' views.

Throughout this executive summary, The Nelson Report identifies "key" demographics for many of the questions. Key demographics are those subgroups that respond at a higher percentage rate than the total sample for any given response. The key demographic groups for any given opinion are not necessarily the only subgroups in the survey who share that opinion. They are however, the ones that hold that opinion most strongly.

A total of 375 respondents were interviewed between October 18 and October 24, 2001. The margin of error for this survey is +/-5.0% at the 95% level of confidence.

Conclusions

1. Issues surrounding the "economy" are perceived as the most serious problems facing Oregon today, followed by issues relating to "growth", and "schools/education".

2. Respondents clearly identify issues relating to "growth" as the most serious problems facing Newberg-Dundee and the surrounding area today, followed by "schools/education", and "the economy". A need for a bypass is the overwhelming growth issue.

3. A large majority of respondents give the City of Newberg a positive performance rating while just under a third rate the city negatively.

4. "Doing well" tops the list of reasons for giving the city a positive rating, followed by "no problems", and "takes care of problems".

5. Main reasons respondents give the city a negative rating are "room for improvement", "government", and "need bypass/traffic".

6. A plurality of respondents give the City of Dundee a negative rating, while fewer numbers rate the city positively. An unusually large number of respondents are not sure how to rate the city. In a small sub-sample, isolating only Dundee residents, less than half give the city a negative rating, while fewer numbers rate the city positively.

7. Primary reasons for a negative rating are "traffic/need bypass", "problems between government/mayor/council", and "they are trying".

8. "Need bypass" tops the list of reasons for giving the city a positive rating, followed by "what I see/read/hear", "do pretty good", and "pretty progressive".

9. Well over half of respondents give the Newberg School District a positive performance rating, while just under a quarter rate the district negatively.

10. Principal reasons for giving the district a positive rating are, "children are getting educated/ doing well", and "what I hear/see/read".

11. Foremost reasons for giving the district a negative rating are "overcrowded", "poor quality of education", "drop out rate", and "lack of funding".

12. A very high percentage of respondents give the Chehalem Park and Recreation District a positive performance rating, while fewer numbers rate the district negatively.

13. Main reasons for giving a positive rating are "variety of activities for all ages", and "children's activities".

14. "Expensive" tops the list of reasons for giving the district a negative rating, followed by "personal experience", and "room for improvement".

15. A plurality of respondents give the level of cooperation between the cities of Newberg, Dundee, the Newberg School District, and the Chehalem Park and Recreation District a positive rating, while fewer numbers rate the level of cooperation negatively. In addition, when comparing to results from 1991, there has been a noticeable decrease in the cooperation rating with the difference primarily going to the undecided column.

16. Principal reasons for giving a positive cooperation rating are "work together/get along" "no problems", and "from I see/hear/know".

17. Foremost reasons for giving a negative cooperation rating are "what I hear/read", and "get along most of the time".

18. A large majority of respondents favor the cities of Newberg and Dundee jointly providing certain governmental services, while fewer numbers opposed.

19. Top reasons for opposing the cities jointly providing services are, "should stay separate/ function better separately", Dundee has a lot of issues/Newberg should not get involved", and "would like to see library/police and fire departments connected".

20. An extremely high number of respondents rate the quality of life in Newberg, Dundee and the surrounding areas positively, while fewer numbers rate the quality of life negatively.

21. "Nice place to live" tops the list of reasons for giving a positive quality of life rating followed by, "small town feel", and "crime is low/feel safe".

22. Primary reasons for giving a negative quality of life rating are "traffic", "overcrowded", and "room for improvement".

23. A very high percentage of respondents rate "providing an hourly link to Tri-Met's transit system" and "a construction project that would replace portable classrooms at Newberg High School" as highest priorities. A large number of respondents also give "safety, security and energy improvements to Mabel Rush and Ewing Young Elementary schools", "building and improving roads to alleviate congestion", and the "development of agreements between local governments to jointly operate, and maintain basic services" a higher priority ranking. On the other hand, "moving Dundee's downtown commercial district away from Highway 99", "developing a community center in Dundee", and "creating a public self-supporting 18-hole golf course" are given lower priority rankings.

24. Clearly the community has identified issues relating to growth, and more specifically to traffic as serious issues for Newberg, Dundee and the surrounding areas. These issues, however, have not had a negative impact on respondent's quality of life. A good part of the community does not appear aware of the collaboration occurring between the cities of Newberg, Dundee, the Newberg School District, and the Chehalem Park and Recreation District, although a large majority support the cities jointly providing certain governmental services. Important priorities to the community appear to be related to improving roads, easing traffic congestion, and linking the community to the Portland metropolitan area. Education projects also rate as very high priorities.

Chehalem Valley 2002 Survey

Executive Summary April 2, 2002

The Nelson Report recently went back into the field to conduct its third survey for The City of Newberg. Although a few questions were identical to those presented in the previous November 2001 and September 1991 surveys, many questions were different and distinct. In terms of those questions that were repeated, the reader will note there are slight differences in responses from the previous surveys conducted in 2001 and 1991.

The following survey research report provides some valuable information regarding the public's perception of cities of Newberg, Dundee, Newberg School District, the Chehalem Park and Recreation District, and Yamhill County. This report should assist the strategic planning committee in its planning and decision making process in regards to the proposed school district bond measure, transportation projects, urban renewal district, and emergency communication tax district.

Below, The Nelson Report has highlighted the key results of the survey research report. The final report is over 200 pages in length, with multiple tables designed to assist the committee in understanding and analyzing the respondents' views.

Throughout this executive summary, The Nelson Report identifies "key" demographics for many of the questions. Key demographics are those subgroups that respond at a higher percentage rate than the total sample for any given response. The key demographic groups for any given opinion are not necessarily the only subgroups in the survey who share that opinion. They are however, the ones that hold that opinion most strongly.

A total of 374 respondents were interviewed between March 15 and March 28, 2002. The margin of error for this survey is +/-5.0% at the 95% level of confidence.

Conclusions

1. Respondents overwhelmingly list issues related to "growth" driven primarily by transportation as the most serious problems facing Newberg-Dundee and the surrounding area today, followed by "schools/education".

2. Slightly over half of respondents give the level of cooperation between the cities of Newberg, Dundee, the Newberg School District, the Chehalem Park and Recreation District, and Yamhill County a positive rating. When comparing current results with the November 2001 survey results, there has been a noticeable increase in the cooperation rating.

3. Principal reasons for a positive cooperation rating are "work and communicate well together" and "from what I have seen and read".

4. Foremost reasons for a negative cooperation rating are "room for improvement", and "lack of coordination".

5. Half of respondents believe the cities of Newberg, Dundee, the Newberg School District, the Chehalem Park and Recreation District, and Yamhill County working together are heading in the right direction.

6. An extremely high percentage of respondents believe Newberg residents are safe.

7. Respondents identify "budget cuts/lack of funding" as the most serious problem facing the Newberg School District today, followed by "overcrowded schools".

8. Slightly less than half of respondents believe Newberg schools are overcrowded, while one-quarter do not believe the schools are overcrowded.

9. A high percentage of respondents believe the quality of education will decline if the school district does not construct space to address current and future enrollment growth.

10. Slightly over half of respondents favor the $39.5 million school district bond measure, while fewer numbers oppose the proposal.

11. Primary reasons for favoring the bond measure are "education is important/children are the future", "maintain quality of education/ buildings/teachers", and "need more facilities to reduce class size".

12. "Taxes are too high" tops the list of reasons for opposing the school district bond measure, followed by "too much money", and "misused funds in the past".

13. The argument that produces the largest increase in support for the bond measure is knowledge that due to current interest rates, the district would be able to finance its school construction projects at a much lower cost. Cost savings is a primary theme for respondents.

14. In addition, the argument that the bond payments will be structured so that new residents who move into the community in the future will assist in the payment of the bond measure, also moves respondents to favor the proposed bond measure. This is a primary theme for respondents.

15. The fact that Mabel Rush and Ewing Young Elementary are in need of major maintenance and repairs such as heating and ventilation, as well as septic improvements and a new well, also significantly pushes respondents to favor the bond measure. Improvements to Mabel Rush and Ewing Young Elementary are primary issues for respondents.

16. Knowing that all of the district's elementary schools are at or above enrollment capacity and the passage of the proposal would relieve overcrowding also pushes respondents to favor the bond measure. Addressing enrollment growth, especially as it relates to the elementary school is a primary theme.

17. The argument that property has been donated to the district in order to construct a new elementary school, moves respondents to favor the proposal. Again reducing costs, and addressing enrollment growth are primary issues for respondents.

18. In addition, knowing that current projections show student enrollment at the elementary school level will increase by 462 students in the next eight years, also noticeably increases support for the bond measure. Once again, addressing enrollment growth is a primary theme.

19. The argument that current projections show that student capacity at the high school is currently at 1,500 students. Out of the 1,500 students, 450 were in portable classrooms and that the proposed renovations would increase student capacity to 1,700 students increases support for the bond measure. Again, addressing enrollment growth is a primary theme for respondents.

20. A high percentage of respondents rate "make major repairs and safety improvements at Mabel Rush and Ewing Young and other district schools" as the highest priority. Well over half of respondents also give "construct new classrooms, cafeteria, auditorium and replace portable classrooms at the high school" a higher priority rating. On the other hand "purchase property for future school sites at today's market value" is given a lower priority ranking.

21. Respondents are split with a plurality both favoring and opposing the $15 million in transportation projects. In a smaller sub-sample, isolating only Newberg residents, results appear consistent with those of the total universe.

22. Main reasons for favoring the projects are "need transportation and road improvements", "it is necessary", and "will correct traffic problems".

23. Top reasons for opposing the proposed projects are "too much money wasted", "too much money at once", and "money should go to bypass".

24. The argument that produces the largest increase in support for the $15 million in transportation projects is knowledge that improvements to Elliott Street from 99W to Newberg High School would convert this heavily traveled road into 2 lanes with improved sidewalks for pedestrians. Improving travel through Newberg is a primary issue.

25. The fact that building a Northside Road connecting 99W to North Main would improve east/ west travel across the city and ease congestion on 99W and on Haworth, pushes respondents to favor the projects. Again, improving travel in Newberg is a primary issue.

26. Similarly the argument that pedestrian safety would be improved by upgrading sidewalks and pedestrian crossings again moves respondents to support the proposed projects. Pedestrian upgrades and safety improvements in Newberg are secondary issues.

27. On the other hand, an argument that pushes respondents to decrease support for the proposed projects is knowledge that the city transportation projects do not include state funding for a bypass.

28. Decreasing support by the largest margin, is knowledge that the City of Newberg is considering a $3 per month residential fee for transportation projects instead of $5, and this reduction would not include North Main improvements, Villa Road improvements and the Wilsonville Road intersection.

29. Slightly over half of respondents rate "improve Elliott Street from 99W to Newberg High School" as the highest priority. On the other hand, "improve the intersections at Villa Road and Springbrook Road", and "pave gravel streets throughout the city" are given lower priority rankings. Furthermore, when isolating Newberg resident responses, percentages appear consistent with the total universe.

30. Slightly less than half of respondents agree with the City of Newberg's $15 million urban renewal district, while over one-third disagree with the creation of the district. Again, Newberg responses appear consistent with the total universe.

31. "Will increase livability in the city" tops the list of reasons why respondents agree with the creation of the urban renewal district, followed by "more appealing to business", and "downtown project already started/should continue".

32. Principal reasons respondents disagree with the urban renewal district are "too many projects/too much money", "not necessary/justified", and "address more important things first".

33. The argument that produces the largest increase in support of the urban renewal district is knowledge that the creation of an urban renewal district does not increase the property tax rate. This is a primary issue for respondents.

34. In addition, knowing the urban renewal district would improve the street appearance in downtown Newberg through improved landscaping, lighting, sidewalks, and public restrooms also noticeably increases support for urban renewal. Improvements to Newberg's core areas are secondary issues.

35. The fact that the City of Newberg is working cooperatively with the Chehalem Park and Recreation District to use a portion of urban renewal development dollars to help renovate Central School for cultural and art activities also pushes respondents to support creation of the urban renewal district. Working collaboratively to renovate Central School is a primary theme.

36. Slightly over half of respondents rate "promote commercial and industrial growth", finance public improvements and create economic development opportunities", and "contribute a portion of urban renewal dollars to assist in the renovation of Central School" as highest priorities. On the other hand, "improve parking opportunities in downtown Newberg", and "improve the street appearance in downtown Newberg" were given lower priority rankings. Once again, isolating only Newberg responses, "finance public improvements and create economic development opportunities in downtown Newberg", is rated as the highest priority, followed by "promote commercial and industrial growth".

37. Slightly less than half of respondents favored the emergency communication tax district, while fewer numbers opposed.

38. Top reasons for favoring the proposal are "will improve response time/services", and "makes sense/good idea".

39. Main reasons for opposing the tax district are "has been separate/leave it that way" and "taxes are too high".

40. The argument that produces the largest increase in support for the tax district is knowledge that the consolidation of emergency communications into a taxing district would free up $400,000 for the City of Newberg, and these funds would be used to hire additional police officers. Cost savings applied to more police in Newberg is a primary theme for respondents.

41. Similarly, the argument that the emergency communication district would free up $45,000 for the City of Dundee that would be used to fund emergency services and transportation also pushes respondents to favor the proposal. Once again cost savings applied to emergency services and transportation in Dundee is a primary theme.

42. A plurality of respondents prefer that Newberg use the additional revenue from the emergency communication tax district to hire additional police officers, while one-quarter prefer that Newberg reduce taxes. Newberg responses appear consistent with those of the total universe.

43. A plurality of respondents prefer that Dundee use the additional revenue from the emergency communication tax district to fund emergency services and transportation, while fewer numbers prefer that Dundee reduce taxes. In a smaller sub-sample, isolating only Dundee residents, half of respondents prefer that Dundee use the additional revenue to fund emergency services and transportation, while much fewer numbers prefer that Dundee reduce taxes.

44. Clearly the community has identified issues relating to growth, and more specifically to traffic as serious issues for Newberg, Dundee and the surrounding areas. A majority of the community appears to be aware of the collaboration occurring between the cities of Newberg, Dundee, the Newberg School District, the Chehalem Park and Recreation District, and Yamhill County. This is a significant improvement from November 2001.

While it appears respondents are initially slightly supportive of the $39.5 million school district bond measure, support significantly increases when presented with information related to cost savings due to current interest rates, that new residents in the future will assist in the payment of the bond measure, and that the proposal includes maintenance and repairs to Mabel Rush and Ewing Young Elementary Schools. The community also appears very supportive and aware of addressing enrollment growth issues in the district.

It is interesting to note, that while transportation and growth are identified as serious issues for the community, well under half of respondents initially support the proposed transportation projects. Support increases slightly with information that specified projects will provide pedestrian and travel improvements across the city.

Less than half of respondents initially agree with Newberg's decision to create an urban renewal district. Support substantially increases however, when presented with information that the district does not increase the property tax rate, and will improve Newberg's core areas. Respondents also support the collaboration to renovate Central School.

Once again, respondents initially appear less supportive of the emergency communication tax district until presented with information that the consolidation would provide significant cost savings for both Newberg and Dundee if applied to more police officers in Newberg and emergency services and transportation in Dundee.

Even with these positive responses, it is clear that respondents are struggling with the combined costs of the proposed projects.

Overall, it appears the proposed school district bond measure receives the highest and most consistent support at this time.

Latino Forum

Executive Summary November 1, 2001

A forum to hear from Spanish-speaking residents was conducted on November 1, 2001, to gather feedback on the same issues that earl;ier public forums touched on: transportation, health care, education, recreation and culture, economic development and employment, and governmental operations.

The forum was sponsored by the Chehalem Valley Strategic Planning partners: the Cities of Newberg and Dundee, Chehalem Park and Recreation District, Newberg School District and Yamhill County. Spanish-speaking promoters encouraged attendance, resulting in participation by approximately 100 local Spanish-speaking residents. Participants discussed and evaluated specific projects and added their own suggestions for meeting needs in the community. *(Note: the number following the statement under each heading indicates the number of votes participants gave each item. Each votes indicates support for an item.)*

Transportation

(Note: The freeway bypass will not be discussed tonight because it has been discussed in the transportation plans of the Cities of Newberg and Dundee)

- Construct and improve the local streets and roads to resolve traffic problems, financed through transportation fees. 8
- Develop a system of autobuses to connect Newberg and Dundee with the surrounding area. 10
- Bus service every hour between Newberg-Dundee and Sherwood-Portland 66
- Construct and improve sidewalks for pedesterians to improve pedestrian safety 12
- Other Projects
  1. Microbuses (a type of public transport in Latin America 1
  2. Combis (same) 1
  3. Better transport between Newberg and Portland
  4. Better transport between Newberg and McMinnville
  5. The project from Dundee to Newberg on Sundays and in the afternoons
  6. Public bus service for outside of Newberg. In Areas near Newberg, provide low cost tickets. Provide instruction in Spanish 12
  7. Service to be able to go to work
  8. Bus service around Newberg and Dundee with specific hours 7

Education

- A new high school, with classrooms, a cafeteria, and an auditorium to accommodate the growth of students in the area. 15
- A new elementary school for 600 students to accommodate the growth of students in the area.14
- Construct a special facility for students who are at "high risk" in the schools. 11
- Improve the elementary schools of Mabel Rush, Ewing-Young, and other facilities of the school district. 4
- Other Projects
  1. Recognition of the education obtained in Latin America
  2. Need more teachers so the students could get more attention and to graduate knowing a lot. Some students get passed from grade to grade but not learning nothing.
  3. We need more teachers so the students can receive more attention and graduate with more knowledge. Some students graduate but have not learned sufficiently.
  4. Increase the hours and the days for kindergarten
  5. A technical school for short courses: example: tinplating, sewing, beauty parlors, mechanics, plumbing, computers, first aid classes, librarians 13
  6. English classes for adults (intensive). Of various levels (writing, reading) 6
  7. More counseling for Hispanic families
  8. Short vocational courses in Spanish to prepare us for work 9
  9. Adult literacy classes
  10. Technical courses 4
  11. University courses 2
  12. Security in the schools 7

13. Construction of a community college in this area
14. To promote or create English classes for adult Hispanics on a daily basis in the area

Recreation and Culture

- Development of a Multi-Cultural Center in the old Central School in downtown Newberg. 21
- A community center in Dundee 2
- Create a library district to improve the library system of the area. 7
- A riverfront park which has pedestrian paths and streets to connect to the downtowns of Newberg and Dundee. 22
- A golf course financed and operated with the revenues generated by the project. 4
- Other Projects
  1. Museum for all cultures
  2. More books in Spanish in the libraries
  3. Develop multicultural sports leagues 2
  4. More opportunity to present Hispanic Folklore in the community 1
  5. The library should provide books and materials in Spanish on Latin American countries
  6. Provide information in Spanish on sports events in the community
  7. A location for families to exercise together: 8
  8. Books at appropriate levels
  9. Communication of existing activities in our language 9

Economic Development and Employment

- Downtown redevelopment in the commercial centers of Newberg and Dundee through creation of an Urban Renewal District. 18
- Relocate the commercial center of Dundee away from Highway 99 4
- Promote industrial and commercial growth to create new jobs and to increase the value of local property taxes. 27
- Other Projects
  1. A central agency to protect the Hispanic works here in Newberg in general
  2. Public childcare with bilingual services 1
  3. More bilingual training in different areas
  4. Small business licenses and orientation for the development of the knowledge and talents of the community. For example: dressmaking and tailoring, beauty salons; small business licenses and permits and information for those who are caterers, hair stylists, etc, so they can become licensed as well as be aware of resources such as commercial kitchens to rent for a caterer to provide a meal.7
  5. High Rents 2
  6. Placement office for temporary workers 3
  7. More work 2
  8. Information office for employment in Newberg and Dundee 3
  9. Information office on how to utilize food stamps 3
  10. Training on how to start new Hispanic businesses 4
  11. Employment office in Newberg; Newberg Graphic needs a Spanish page/column to inform about events and social services 7
  12. To create more employment for the Hispanic community
  13. Improve buildings in downtown area to attract business
  14. Construction of a parking lot on First Street.
  15. More affordable housing developments for the Hispanic community
  16. To have or to create better opportunities for Hispanics to buy a house
  17. To build pedestrian bridges on 99W mainly in commercial areas.
  18. To improve relations between landlords and renters (high rents and poor conditions)

Improve Governmental Operations

- Increase police and fire service to improve public safety. Added In: to be bilingual; to speak Spanish 17
- Intergovernmental cooperation regarding basic services of the jurisdictions, such as water, sewer, streets, police, fire, library, technical and administrative functions. 10
- Improve communication and participation between governmental jurisdictions and the public. 14
- Other Projects
  1. To improve communication between governments and the Hispanic community
  2. Better treatment to Hispanics from police depart.
  3. A committee representative of the Hispanics from Newberg and Dundee to promote these ideas
  4. To have a representative from the Hispanic community on the Government Board of Directors, the Fire Department, the Library…… 3
  5. Bilingual persons for employment services for the Hispanic community 3
  6. Inferior treatment because we are Mexican
  7. A health clinic 11
  8. Need more help with money w/the community/ Chemeketa college students have a better opportunity to have a career 5
  9. Program of nighttime public safety to avoid crimes
  10. Health Clinic for the community 16

Other Projects of Interest to the Latino Community

1. To create a medical center with more affordable health services for the Hispanic community
2. A low income clinic such as Virginia Garcia and dental in Washington County 4
3. More meetings like this one tonight to express different ideas and the opportunity of getting to know each other 2
4. Help for low income people for housing such as in LaFayette 4
5. Domestic violence shelters 3
6. Health Clinic at low cost including dental, pediatric, general medicine, gynecology, chiropractor and a direct line for 24 hours emergencies 13

Other Projects Generated by Participants

Group 1

1. Transportation : Autobuses, highway bicycles
2. Education
   a. More information in the student community
   b. Classes for young people 15-19; for laborers 20-26
3. Recreation and Culture : Multicultural festivals, Mecha, cultural groups
4. Economic Development: More opportunities to seek work through an employment office
5. Governmental operations: Bilingual personnel
6. Other: PCC courses, community center, medical clinic, books in Spanish, bilingual personnel in library and DMV

Group 2

1. Program of Neighborwatch, in cooperation with police.
2. Low income health clinic in Newberg
3. Public transportation from Newberg to Sherwood—6:00am to 10:00 pm
4. Intensive English classes
5. Industrial growth with opportunities for work

Group 3

1. Technical courses in the schools
2. Extension university courses
3. High rents; need for apartments for low income families
4. Temporary work in offices
5. Books at the appropriate levels
6. CAFÉ treatment has become better
7. Health clinic
8. A way to have more work
9. Security in the schools

Group 4

1. Transportation: Van service to get to work, bus service for areas around Newberg and Dundee, transportation to assist with school activities and to able to seek work
2. Education: More counselors for Hispanic families, short vocational courses in Spanish to prepare us for work, literacy for adults
3. Recreation and Culture: Recreation programs for young people after school, construct soccer fields, classes of traditional dances from different countries, adult basketball courts, communicate activities in our own language, bilingual personnel to work in these areas
4. Employment: Information Office for work opportunities in Newberg and Dundee, a place where we can go without fear of being questioned about our legal status, information office for food stamps, training on how to start Hispanic businesses
5. Government: Have a representative to the government in Newberg/Dundee; organize a committee which will promote the ideas presented tonight, Hispanic representative for the different governments mentioned (police, fire, library, City Councils)
6. Other Projects: First aid classes in Spanish, emergency systems, a Spanish newspaper connected to the existing newspaper—Newberg Graphic, health clinic, counseling for Mental Health with bilingual and bicultural counselors

Group 5

1. Bus service for areas outside Newberg—eg—Sherwood, Tualatin, etc.
2. Add more time for the lights for pedestrians to cross
3. A new highway or bypass to McMinville
4. Provide short course technical school for short courses
5. Library: provide materials in Spanish about different Latin American countries
6. Recreation: provide a brochure in Spanish about the sports events in the community
7. Newberg Graphic: A column in Spanish to offer social services, sports, work, health and events in town.
8. A place for family exercise
9. An employment office open 7 days a week
10. Need for a low cost health clinic; direct line in Spanish for health services when there is an emergency
11. Low cost tickets for public transportation

Group 6

1. Location where employers can pick up day laborers
2. Teaching Latin American culture
3. Access to sports fields
4. League for sports; opportunity for informal groups to use sports fields

Group 7

1. Microbuses for 30 passengers
2. Combis for 10 passengers
3. Improve transportation between Newberg and Portland
4. Improve transportation between Newberg and McMinnville

A cooperative governmental effort by

City of Dundee

City of Newberg

Chehalem Park and Recreation District

Newberg Public Schools

Yamhill County

The preparation of this report was funded in part with a grant from the Oregon State Lottery through the Mid-Willamette Valley Community Development Partnership for the purpose of promoting economic and community development.

What are the current and future challenges your jurisdiction is facing?

- Infrastructure:
    - adequate supply of potable water
    - wastewater treatment
    - transportation
- Transportation safety – increased commuters
- Radio systems – WCCCA
- Cyber crime
- Need fire department volunteers
- New fire department service through TVF&R
- Funding TSP projects
- Bypass
- Transportation
- Road condition and need for maintenance
- Transportation
- Deferred maintenance
- Wastewater treatment
- Rate of change
- School safety
- Preparation for a crisis
- Natural disaster / subduction earthquake
- School safety
- Expansion of the trail system and connection to the greater region (e.g. Heritage and Harvey trails) Golf course expansion (revenue generating)
- Develop new parks / need to support maintenance, where do funds come from?
- Economic stability
- Need diverse economy / employment opportunities in Dundee
- Downtown revitalization
- Bypass and 99W
- Transportation

- Bypass fishhook issue
- Bypass – other offers on land development (fixing Wilsonville Rd. will funnel money away)
- Traffic inflow
- Bypass
- Bypass
- Update Yamhill Transit transportation devices (e.g. bus stops) – partner with Newberg to provide services, pursue grants
- All jurisdictional issues
- Wastewater treatment
- Billick Park remaining part/center of recreation for Dundee (zoned residential)
- Dundee school facility
- Enhance relationships between schools & business community – workforce readiness, STEM, support of vocational aspects of education
- PCC maintaining enrollment and increasing visibility
- PCC outreach to business
- Stable/sustainable revenue ******
- New source of funding (federal, state, raising fees, bonds, levy, grants, water rates, utility rates)
- Workload / increase staff
- Teacher pay
- Hiring
- Aging equipment
- Aging infrastructure
- Road repair costs going up
- Growth
- Need enrollment growth in schools
- Affordable housing
- Growing number of voters (25-30%)
- Land use / expand Urban Growth Boundary
- Deficit of buildable land
- Tourism – need for affordable accommodations
- Zone for hotel/motel

- Need hotel/motel building
- Way finding signage for tourists
- Preparing kids for 21st Century
- Increase PCC enrollment
- Graduate rate
- Technology and broader, free internet connectivity
- Meeting needs of diverse and at-risk students
- Education in trades
- Workforce development – workers, soft skills (especially young people)
- Need to increase graduation rate
- 21st Century education
- Reduce achievement gap
- Increase in economically challenged families
- Affordable housing
- Lack of community ownership
- What is important to the community? What does the community want?
- Dundee future collaboration with CPRD
- Integrating Parks Plan & Riverside Master Plan for regional waterfront park (purchase island)
- Connect Newberg & Dundee with walking trails (easements/land ownership)
- Collaboration - CYFS and county health and human services
- Impact of generational poverty on community, education – break cycle. Expand opportunities for early childhood education; AVID, soft skills, critical thinking, change structure of classroom for students in poverty
- Engage Latinos
- Mill closure, Climax layoff - what to do with the mill building? purchase?
- Downtown revitalization project – pipes collapsing under 100-year old buildings

Would you change the vision or is it still relevant for 2040?

- Evolution of wine industry and mill
- Acknowledge diversity, changing demographics (aging population)
- Be careful not to muddy the vision
- Maybe make some specifics for economic opportunities – e.g. Tourism
- Transportation – still need more transit for citizens, maybe tourism too? Rail?
- Rewrite in today's context
- The vision is still relevant
- The names have changed but the vision is still relevant
- Transportation is still relevant
- New "best practices" to implement
- Money still a critical issue - How do we use what we have intelligently? work smarter, more collaboration, more unification
- Prioritization – ask public what they want (E.g. bonds – jurisdictions don't want to compete)
- Lobbyist? Collaborate together on a lobbyist
- Dynamic plan
- Celebrate accomplishments
- Additional survey
- Re-do every 10 years
- Civic involvement, greater diversity
- Education – include PCC
- Do not relocate downtown Dundee
- Revitalize 99W corridor
- Riverside park
- Vertical integration in wine industry/economic development
- Dundee-Billick-Dundee School Park
- Affordable internet connectivity
- Complete all phases of the bypass

- Point 5 – Amenities that support an active lifestyle and a connection to the environment
- Point 8 – Updated public infrastructure
- Vision needs to be framed more actively
- Continued efforts for the completion of the bypass
- Plethora of vegetation and green spaces downtown
- Keep community identity – small town feel
- Keep "safe place for families"
- Keep Partnerships with education to provide opportunities to community
- Keep housing – a priority in that access is a significant problem, shortage of
- Keep economic opportunities for living wages in community
- Need great schools to support thriving community - 21st century education – opportunities
- Dundee – does it need to relocate downtown?
- What do we mean by "commercial core" in Newberg? Bypass influence?
- Parkway on the Willamette River – is that still a goal?
- Transportation availability? Need vision for accessibility

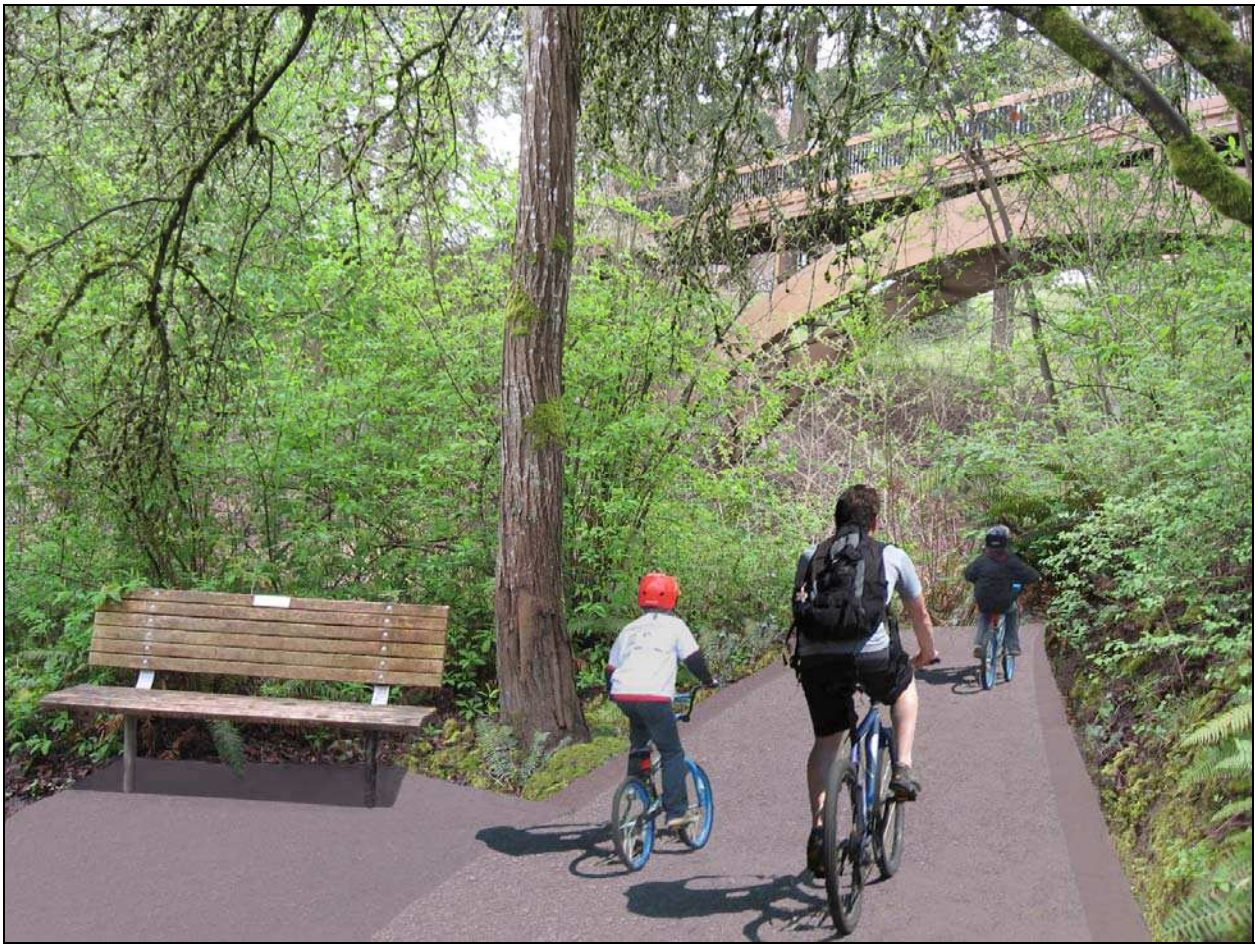
What value do you see in continued collaboration between jurisdictions?

- Resource
- Collaboration continued and enlarges
- Collaboration – how does it look?
- Revisit the area between Newberg and Dundee
- Awareness – community grows, it grows
- Yes it has value
- Helps get the projects/vision accomplished
- Avoids mission silos
- Acute awareness of collaborative efforts – more meetings between jurisdictions
- Administrators to actively look for collaborative projects
- Maximizes resources
- Coordination of growth
- Stronger leverage for support at state level
- More complete offering of services to community
- Unity of vision for our community

Chehalem Heritage Trails

Connecting Neighbors and Communities With Each Other and Their Heritage

Phase 1 Master Plan



April 23, 2012

▪ INTRODUCTION

Chehalem Park and Recreation District (CPRD) is developing a network of pedestrian, bicycle, and equestrian trail improvements named the Chehalem Heritage Trails in the Yamhill Valley, Oregon. This trail development will ultimately provide over 70 miles of pedestrian, bicycle, and equestrian trails throughout the communities of Newberg and Dundee and beyond. Figure 1 shows the contextual setting for this trail system. The Chehalem Heritage Trails will provide regional, community, and neighborhood connections that celebrate the cultural history, the natural history, and the recreational potential of the region.

The Chehalem Heritage Trails Phase 1 Master Plan proposes implementing the first of multiple phases of the Chehalem Heritage Trails. Phase 1 includes approximately 24 miles of trails in Newberg and Dundee with a focus on improved pedestrian and bicycle access between Newberg, Dundee, and the Willamette River. These trails will vastly improve community connections between Newberg and Dundee.

▪ BACKGROUND

CPRD worked closely with a multi-disciplinary consultant team to develop the Chehalem Heritage Trails Phase 1 Master Plan. Vigil-Agrimis, Inc. (VAI) led planning for the Chehalem Heritage Trails from the Strategic Plan that began in 2009, and through the Master Plan in 2012 with support from several teammates. Hanna, McEldowney & Associates provided right-of-way planning services to determine potential right-of-way opportunities along the proposed trails. KPFF Consulting Engineers provided transportation and structural engineering recommendations on trail alignments; Stephens Planning and Design assisted with urban and regional planning; and Jerry M. Palmer provided civil engineering services. Additionally, Anderson-Krygier provided graphic design support for trails wayfinding signage throughout the Phase 1 Master Plan process.

CPRD actively engaged multiple stakeholders to gain input for design during development of the Strategic Plan and the Master Plan. CPRD sponsored a series of public open houses in 2009 and 2010 to gather input for the proposed trails, and this input was incorporated into a cohesive Strategic Plan in 2010 that proposed a trail network functioning at regional, community, and neighborhood scales. Proposed improvements include installation of accessible multi-use trails, retrofitting streets to become shared roadways with bike boulevards, providing boardwalk trails in sensitive habitats, adding bicycle lanes along busier roads, and providing consistent wayfinding signage throughout the network. Restoration of natural areas and implementation of cultural resources educational signage along the proposed trail system are key elements.

Stakeholder involvement continued during the Phase 1 Master Plan development with public meetings and with convening an Advisory Committee that met four times during 2010 - 2011. The Advisory Committee helped to refine proposed alignments according to their understanding of community needs and based on input from contacted property owners.

STRATEGIC PLAN

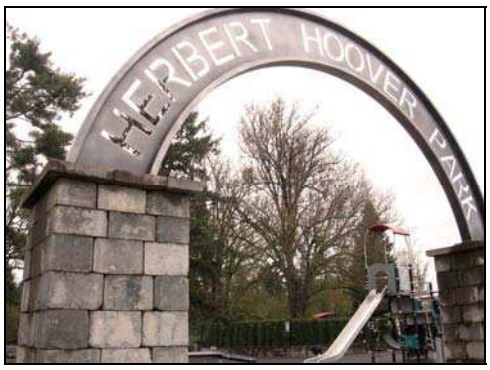
The strategic plan identified goals and objectives for the Chehalem Heritage Trails; solicited and refined points of interest for the region, communities, and neighborhoods; and sketched out potential trails to make connections between those points of interest. Figure 2 shows points of interest identified during planning. Restoration opportunities along Hess Creek, Chehalem Creek, Springbrook Creek, and the Willamette River were also identified in the Strategic Plan.

Goals and Objectives- CPRD created the Chehalem Heritage Trails Strategic Plan to communicate the proposed trail development concepts and key recommendations with the community, funding organizations, and other potential stakeholders. The goal for the trail system is to create an outstanding 70+ mile trail system that preserves and enhances the greater Chehalem Valley communities' parks, historic heritage, natural resources heritage, open space, and community connectivity.

Six key objectives were determined for the Chehalem Heritage Trails:

1. Provide a safe trail system which promotes fitness, recreation, and increased transportation opportunities within the local region
2. Link the network to trails, parks, and open space systems outside the Chehalem Valley
3. Emphasize the historical legacy of the Chehalem Valley, including historical figures and interpretive materials
4. Promote habitat restoration, including the removal of invasive species and creation of interpretive materials
5. Provide safe connections within the region, emphasizing off-street trails and side street shoulders for non-motorized users (with lighting as appropriate
6. Promote local economy, tourism, education, and wellness.

Points of Interest- the Chehalem Heritage Trails will connect key points of interest that hold historical, community/cultural, educational, natural resources, and civic/commercial significance in the Newberg and Dundee areas. These points were identified by stakeholders and the public at a series of public involvement meetings held in 2009 and 2010. At these meetings, the public ranked key local points based on their popularity and usage. The planning team then utilized these prioritized points to develop a consistent network of trails that meet property, land use, and topographic constraints. These points of interest informed the formation of the Strategic Plan with review of the Newberg ADA/Pedestrian/Bikeway Improvement Plan and the Downtown Newberg Vision 2020.



Trails Network

The Chehalem Heritage Trails are planned to function on regional, community, and neighborhood scales. The entire trails network connects key regional points of interest within the Chehalem Valley and beyond, such as Champoeg State Park and Bald Peak State Park. On a community scale, the network provides accessible multi-modal connections between Newberg and Dundee to facilitate better access to recreation facilities, shops and services, and bicycle-oriented commuting. The Chehalem Heritage Trails will also support neighborhood connections with safe routes to schools and will promote recreation opportunities between local parks. The trails network was identified as having 15 potential phases of approximately five miles.

- **PHASE 1 MASTER PLAN**

The Phase 1 Master Plan focuses on the core of the Chehalem Heritage Trails. It does this by planning improved pedestrian and bicycle access within Newberg and Dundee and connections between these communities. Figure 3 shows the proposed Phase 1 trails to be developed or improved. There are five focus areas of the master plan:

1. Utilize portions of existing Rights of Way, sidewalks, and trails that are available
2. Approach landowners along proposed trail corridors to learn who might be willing sellers
3. Continue working with key stakeholders in Newberg, Dundee, George Fox University, Yamhill County, ODOT, Union Pacific, School District, Oregon State Parks, and others to develop trails design
4. Develop wayfinding signage with the City of Newberg and City of Dundee that identifies the Chehalem Heritage Trails and allows users to readily navigate between features along the trails
5. Prepare the Hess Creek Canyon Native Plant Garden Master Plan as a natural resources restoration model along Hess Creek.

The Phase 1 Master Plan continued stakeholder engagement.

Utilize Existing Right of Ways

The proposed trails include portions of developed Right of Ways for shared roadways, bicycle boulevards, sidewalks, and multiuse trails. Developing these alignments will be accomplished through careful coordination with Newberg, Dundee, Yamhill County, and ODOT. Development of the Newberg-Dundee Bypass will create stream crossing and other opportunities for the Chehalem Heritage Trails.

Approach Landowners

CPRD contacted landowners along key trail segments directly and through the consultant team. These initial contacts served to identify property owners who would be willing to negotiate for easements or purchase, those that might be open, and those who were unlikely to participate. Some of these conversations have continued with willing and potentially willing land owners, but most have been paused prior to passage of the anticipated Bond Measure.

Continue Working with Key Stakeholders

The District continued outreach to stakeholders during the Phase 1 Master Plan process. Key stakeholders were engaged through an advisory committee. CPRD held two Community Meetings to gather input from the public to contribute to the completion of the Master Plan. Some comments were also obtained from the CPRD web site. The planning team incorporated feedback from the Community Meetings and the web site to inform the preliminary alignment of the Master Plan.

Advisory Committee

CPRD convened an Advisory Committee of 15 members to lead the vetting of the proposed trails plan and to further develop relationships with key stakeholders. A list of the Advisory Committee members is in Appendix A. The Advisory Committee met four times and conducted a tour that included key points of interest and proposed trail alignments and trail types.

Community Meeting 1 for Chehalem Heritage Trails Phase 1 Master Plan, November 4, 2010

The meeting was held at the CPRD Adult Enrichment Center, and VAI provided an overview of the Chehalem Heritage Trails to the public and presented potential key trail segment locations in Newberg and Dundee. VAI also presented three proposed trail types to the public, including multi-use trails, on-street bike lanes/sidewalks, and on-street bicycle boulevards and sidewalks.

Community Meeting 2 for Chehalem Heritage Trails Phase 1 Master Plan, March 8, 2011

The meeting reviewed project intentions and informed the public of key features of the Draft Master Plan, including 16 miles of off-street and on-street trails with initial costs. VAI solicited input from the public for preferred alignments and orientations of the trail network to complete the Master Plan Phase 1. Both meetings were run as open houses and summaries were prepared that are in Appendix B.

Web Site- CPRD also provided information to the public regarding the Chehalem Heritage Trails Master Planning process on its web site to solicit feedback during the Master Planning process.

Develop Wayfinding Signage

CPRD developed signage with four components to assist in wayfinding along the Chehalem Heritage Trails:

- Chehalem Heritage Trails logo
- Individual trail name
- Universal bicycle trail symbol.
- Directional and distance information.

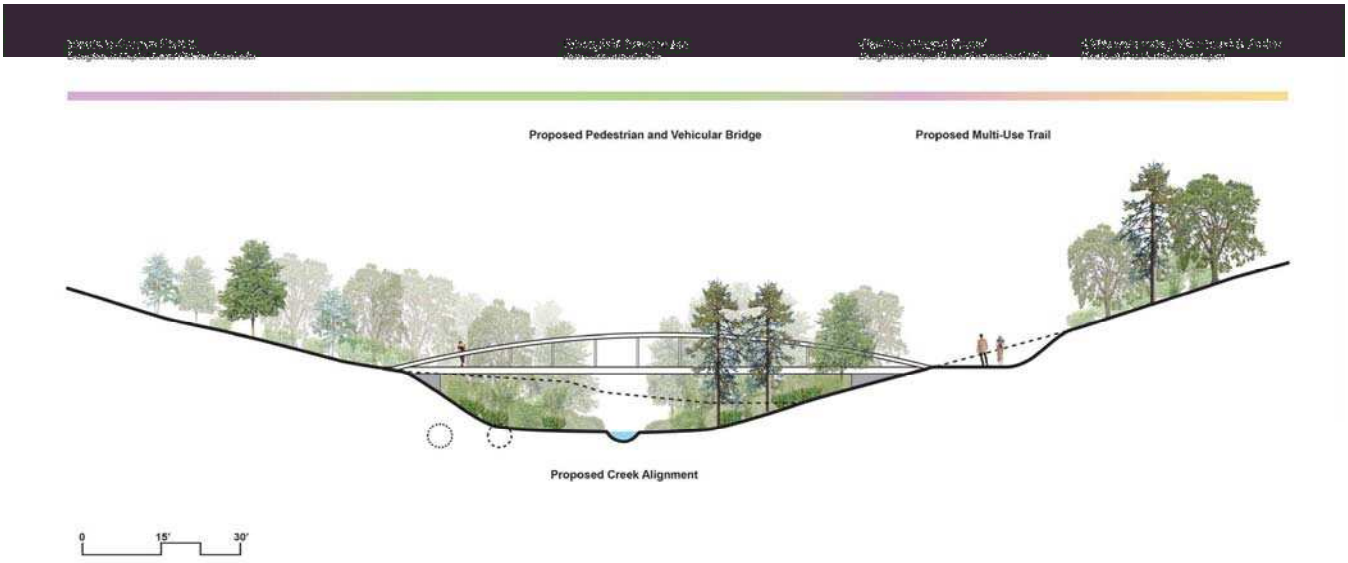
Numerous drafts were prepared and shared with the City of Newberg as part of the process of obtaining approval for the signs from the Newberg Traffic Safety Committee. Dundee planning staff was also engaged in this process.

Proposed Wayfinding Signage

Hess Creek Canyon Gardens Master Plan

George Fox University (GFU) is a key stakeholder involved in planning the Chehalem Heritage Trails since the development of the Strategic Plan. Clyde Thomas, facilities manager for GFU, has led the development of a botanical garden within the existing Hess Creek Canyon. The botanical collection will comprise the majority of the Hess Creek Canyon from the north edge at Fulton Street through the south edge at Highway 99. This collection would showcase a large portion of botanical species from distinct ecosystems of the Pacific Northwest, including the Willamette Valley, the Cascades foothills, and the Coastal Range. The Hess Creek Canyon Gardens Master Plan is shown in Appendix C.

The Hess Creek Canyon Trail was identified as a key point of interest by the public throughout the planning process of the Chehalem Heritage Trails. The proposed improvements to this trail will increase public access to this outstanding natural area and provide restoration through removal of invasive plant species and stream restoration through replacement of undersized culverts and removal of abandoned utility lines. With the education potential of the GFU Botanical Garden, the Hess Creek Canyon trail would provide an outstanding opportunity for ecological education as part of the Chehalem Heritage Trails.



Descriptions of Trail Segments

The Chehalem Heritage Trails will feature three basic trail types within its network. The three trail types are: off-street multi-use trails (paved 10-12 feet wide), on-street bicycle lanes/bike shoulders and sidewalks, and on-street bicycle boulevards (shared roadways with signage for bicycles) and sidewalks. The Chehalem Heritage Trails Master Plan features these trail types in several trail segments that provide connections between key points as shown in Figure 4. These trail segments include:

Central Newberg Trail Segment- This portion of trail system proposes bike boulevards (shared roadways with signage for bicycles) that create important connections to the Chehalem Cultural Center, the Newberg Library, Newberg City Hall, city center shops, George Fox University, local parks, and other points of interest. Three streets will serve as important links in the system, including Sheridan, Howard, and Meridian Street. The initial implementation will use the existing three-foot wide sidewalks, and expand the sidewalks on one side of the street to six feet.

Dayton Avenue Trail Segment- This proposed trail will feature a combination of bike boulevards, bike lanes/bike shoulders, and multi-use paths that connect Memorial Park in Newberg to Billick Park in Dundee. The trail would include a shared roadway/bicycle boulevard and six foot sidewalks at the west side of Howard Street and south-east side of East 6th. Existing three-foot and four-foot sidewalks would be replaced with six-foot sidewalks in Newberg. Road surface widening will be needed beyond Newberg city limits.

The Average Daily Traffic (ADT) is below 2,000, which is used as a rough threshold below which mixing vehicles and bicycles work well. A traffic calming toolkit will be developed for intersections in this area including elements such as marked or raised crosswalks, speed bumps, curb extensions, and median islands. This trail segment will also be planned with consideration for the operational needs of emergency vehicles.

The existing bridge at Chehalem Creek will not be widened in Master Plan Phase 1, but the bridge will be resurfaced and new railing will be installed for safety. A bicycle lane will be provided for uphill climbs on both sides of the bridge, and speed limit signage will be developed and posted to facilitate mixing confident bicyclists and motorists on the downhill approaches across the bridge.

Right of Way (20-foot minimum) will be needed to connect from Dayton Avenue to Edwards Street in Dundee. An alignment parallel to the Union Pacific tracks is preferred for this portion of the trail system.

Proposed Future Dayton Avenue

Dundee to River Trail Segment- This trail will feature a bike boulevard along Southeast 8th Street in Dundee. The trail will join the Dayton Avenue Trail to the north, will provide connection to downtown Dundee across Southwest 5th Street, and will extend east-west along Southeast 8th Street to the Willamette Riverfront at Ash Island.

Willamette Riverfront Trail Segment- This trail will be a multi-use path that stretches along the Willamette River from Ash Island near Dundee to Rogers Landing Park in the south of Newberg. The segment will feature expansive views along the Willamette River, including the floodplain communities of Ash Island, and will provide unique wildlife viewing opportunities.

Proposed Future Rogers Landing Road

Chehalem Creek Trail Segment- This segment will be a multi-use path that connects the Willamette riverfront with Ewing Young Park in Newberg. This trail will extend through a range of floodplain and upland ecosystems that will provide a rich environmental experience for trail users and provide opportunities for natural resources restoration.

Hess Creek Corridor Trail Segment- This trail is intended to be an off-street multi-use trail that will put users in close contact with natural resource assets in the east area of Newberg. The trail will provide rich opportunities for viewing wildlife that frequent this corridor, such as Great Blue Herons, other migratory birds, deer, and small mammals. The existing gravel trail system developed by George Fox University will be enhanced to meet the regional trail 10- foot paved surface standard. As the future vision of the Hess Creek Botanical Garden at George Fox University is realized, this trail will provide a unique opportunity for public education and interaction with ecosystems of the Pacific Northwest. The trail segment will connect Babe Niclous Pool Park on Fulton Street at its Northern edge through the improved trails at Hess Creek Canyon. The segment will continue as bike boulevards along downtown Newberg via Hancock, Sheridan, and Meridian. The trail will then continue as a multi-use path from Hoover Park to the south toward the Willamette River at Highway 219.

Haworth-Springbrook Trail Segment- This trail will connect to the Hess Creek Corridor Trail at its western edge and will feature a bike boulevard along Fulton Street and Haworth Avenue. The trail will provide a north-south connection to the Allison Inn (point of interest to the northeast of central Newberg) through a series of existing and proposed bike lanes along Springbrook Street.

- **Cost Estimate and Implementation**

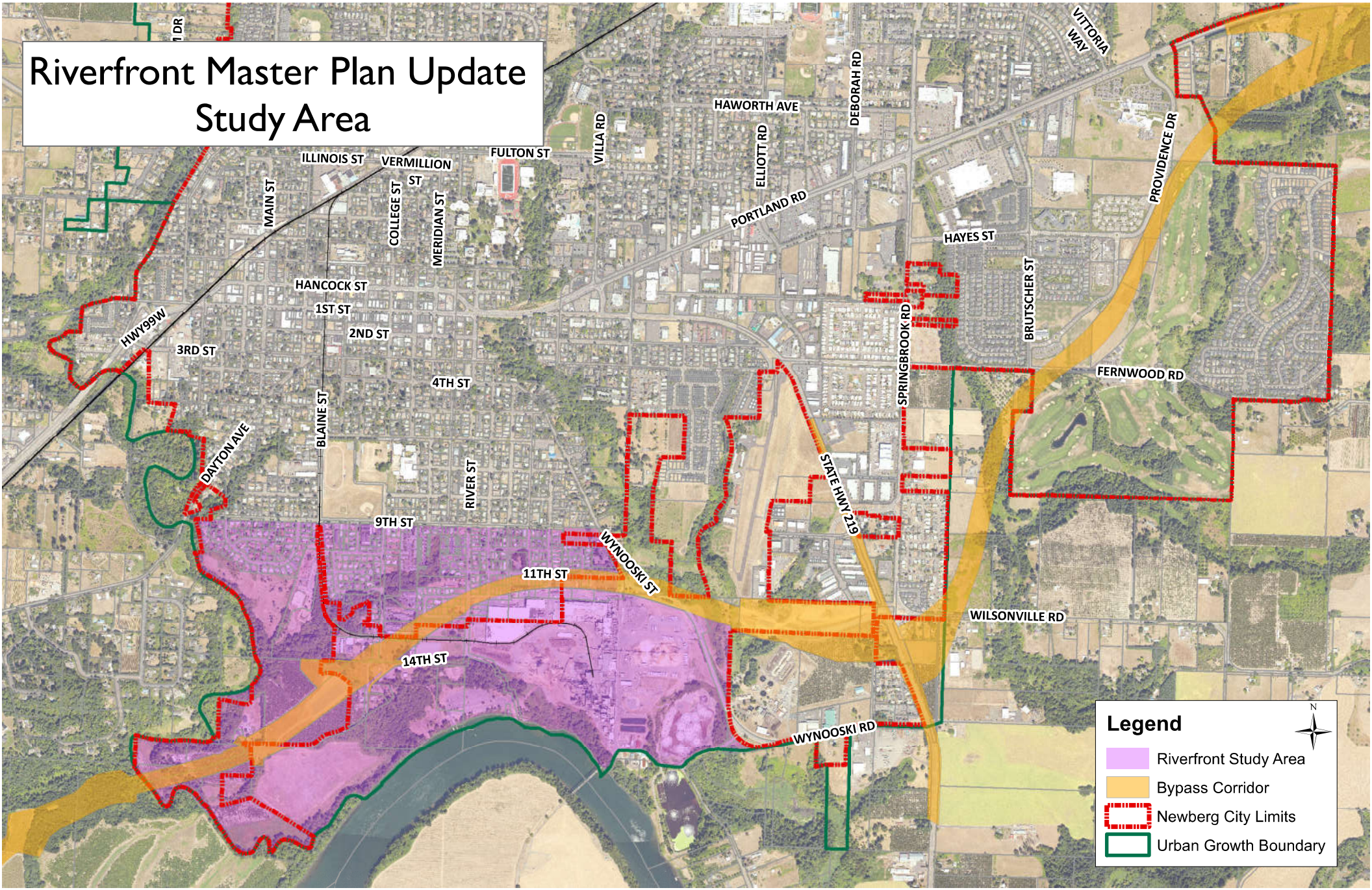
The cost estimate for the completion of Chehalem Heritage Trails Phase 1 is $19.5 million. A cost breakout by trail portion is shown in Table 1.

Table 1
Estimated Cost

Portion	Bounds	ROW Cost	Construc-tion Cost	25% Contin-gency	20% Engi-neering	10% Mobil. & Bond	Estimat-ed Cost
Central Newberg	Sheridan/Rogers Landing	$0	$1,196,300	$299,100	$239,300	$149,500	$1,884,200
Central Dundee	Upland to Edwards	$0	$417,300	$104,300	$83,500	$52,200	$657,300
Dayton Ave	Howard to Edwards	$102,200	$1,023,500	$281,400	$225,100	$130,500	$1,762,700
Dundee to River	8th/R. Landing/E. Young	$2,251,200	$1,604,500	$963,900	$771,100	$256,800	$5,847,500
Hess Creek	Allison/90 Acres	$1,854,500	$4,107,500	$1,490,500	$1,192,400	$559,800	$9,204,700
Chehalem Glenn	N & S of Fernwood	$36,300	$58,300	$23,700	$18,900	$8,200	$145,400
		$4,244,200	**$8,407,400**	**$3,162,900**	**$2,530,300**	**$1,157,000**	**$19,501,800**

Phase 1 would be implemented over five to seven years should an anticipated bond measure be approved. Grant funding from ODOT and other sources would be needed to supplement the potential bond measure funding.

Proposed Future 6th Street, Newberg


Riverfront Master Plan Update
Study Area
ILLINOIS ST
VERMILLION ST
FULTON ST
VILLA RD
HAWORTH AVE
DEBORAH RD
VITTORIA WAY
ELLIOTT RD
PROVIDENCE DR
MAIN ST
COLLEGE ST
MERIDIAN ST
PORTLAND RD
HAYES ST
HANCOCK ST
1ST ST
2ND ST
3RD ST
HWY99W
BRUTSCHER ST
SPRINGBROOK RD
FERNWOOD RD
4TH ST
BLAINE ST
DAYTON AVE
RIVER ST
STATE HWY 219
9TH ST
WYNOOSKI ST
11TH ST
WILSONVILLE RD
14TH ST
WYNOOSKI RD
Legend
Riverfront Study Area
Bypass Corridor
Newberg City Limits
Urban Growth Boundary
N

City Council Business Session
September 18, 2017 - 7:00 PM
Public Safety Building 401 East Third Street

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CITY MANAGER'S REPORT

V. PUBLIC COMMENTS

(30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)

VI. CONSENT CALENDAR

VI.a Council Minutes August 14, 2017
RCA Council Minutes Aug. 14, 2017.pdf

VII. PUBLIC HEARINGS

VII.a Ordinance 2017-2820, An Ordinance amending the Newberg Development Code for marijuana regulations as they relate to the Airport Overlay (AO) Subdistrict and Bypass Interchange (BI) Overlay Subdistrict as permitted, conditional or prohibited uses within the City of Newberg
RCA ORD 2820 with Exhibits.pdf
Attachments 1- 8.pdf
Powerpoint

VIII. CONTINUED BUSINESS

VIII.a Council Priorities
RCA_Council_Priorities_Sept. 18 2017.docx
City_Council_Priorities.pdf

IX. NEW BUSINESS

IX.a A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code for hours of operation of marijuana retail and dispensary

facilities
Res. 2017-3407 Marijuana Hours Operation retail-dispensaries.doc
Exhibit A Ralston Request.pdf

IX.b Resolution 2017-3410 Ratification of the Newberg-Dundee Public Safety Association Union Contract 7-1-2017 thru 6-30-2022
Newberg-Dundee Public Safety Association and The City of Newberg Oregon 7-1-17 to 6-30-22 Exhibit A.pdf
Resolution 2017-3410 Ratification of Newberg-Dundee Public Safety Assoication union contract.pdf

IX.c Resolution 2017-3391 Adopting a Memorandum of Understanding with Washington County Consolidated Communications Agency Pertaining to the Emergency Communications System Upgrade Project
MOU_RCA_-_Resolution_3391 revised.docx
Reso 2017-3391 Exhibit A-Newberg Radio System Agreement.pdf
Reso 2017-3391 Exhibit B-MOU 9-11-2017 Newberg Final.docx

IX.d Resolution 2017-3411 Authorizing the City Manager to Enter into an Agreement with Motorola Solutions, Inc. for $2,019,576.91
Reso 2017-3411 Motorola Contract.doc

IX.e Glass Recycling
RCA Glass Recycling Sept. 18.docx
Public Comment on Glass Recycling Sept. 18.txt

X. COUNCIL BUSINESS

X.a Councilor Essin report on YCTA
RCA YCTA Report for Sept. 18.pdf

XI. ADJOURNMENT

COMMENTS

Council accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the City Recorder. Speakers who wish the Council to consider written material are encouraged to submit written information in writing by 12:00 p.m. (noon) the day of the meeting.

ADA STATEMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

ORDER

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No.** ___	**Motion** XX	**Information** ___
SUBJECT: Minutes			**Contact Person (Preparer) for this Motion: Sue Ryan, City Recorder Dept.: Administration**	

RECOMMENDATION:

Approve City Council Minutes from Special Session on August 14th, 2017.

NEWBERG CITY COUNCIL MINUTES
SPECIAL SESSION
August 14, 2017, 6:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

CALL MEETING TO ORDER
The Mayor called the business session to order at 6:00 p.m.

ROLL CALL

Members Present:	Mayor Bob Andrews	Scott Essin	Stephen McKinney
	Denise Bacon	Patrick Johnson	
Members Absent:	Mike Corey was excused	*District 1 seat vacant	
Staff Present:	Joe Hannan, City Manager	Truman Stone, City Attorney	
	Sue Ryan, City Recorder	Kaaren Hofmann, City Engineer	
	DawnKaren Bevill, Assistant to the City Administrator		
	Jay Harris, Public Works Director	Doug Rux, Community Development Director	
	Mary Newell, Police Support Services Manager		
	Matt Zook, Finance Director		

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

PUBLIC COMMENTS: None.

CONTINUED BUSINESS: Resolution 2017-3377: KWDS LLC Agreement
City Engineer Kaaren Hofmann said this resolution related to KWDS paying for their portion of the Villa Road project and providing the necessary right-of-way and easement dedications. Their portion was $342,750 which was about 12% of the project cost. There was no financial compensation for acquiring the right-of-way or easements in this project.

Councilor Johnson said if the City was to pay for the right-of-way it would be $100,000. CE Hofmann said that was correct.

Councilor Essin asked about the width of the right-of-way. CE Hofmann said it was related to the left hand turn. Councilor Essin clarified they needed the right-of-way to make this a safer street. After re-inspecting the trees he was concerned about the survival of the north tree due the digging for the construction. He thought the south tree could still be preserved and that could be done through a change order.

Councilor McKinney asked if there was a methodology in place for change orders to allow for further adaption as the Villa Road project was underway. CE Hofmann said the change orders were limited in nature and were not intended for complete redesign of a project. Change orders were used to change quantities or make minor changes. Significant changes such as redesigning would not fit the contract. She explained the design for the road to be 25 mph and how changing the grade would change the project significantly. She said unless they obtained more right-of-way, the southern tree would not be able to be saved. If they were going to build the project as designed, the tree would have to be removed. Stopping the project now would be an issue to discuss with the City Attorney as the bid had been awarded.

Councilor McKinney said Councilor Essin was looking at the tree as an arborist. Councilor Essin asked if the design was within standards and was safe. CE Hofmann verified it was.

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MOTION: McKinney/Johnson moved to approve Resolution 2017-3377, A Resolution authorizing the City Manager to enter into a right-of-way dedication easement and improvement agreement with KWDS, LLC on the Villa Road improvement project. Motion carried (5 Yes/0 No/1 Absent [Corey]).

NEW BUSINESS: City Council District 1 Candidate Interviews:
Mayor Andrews said three candidates would be interviewed for the Council vacancy. He explained the process.

Helen Brown interview:
Mayor Andrews asked Ms. Brown to introduce herself and explain why she was interested in serving on the City Council. Ms. Brown applied because she thought citizens should be involved in their government. She grew up on the San Francisco peninsula and attended school there. She became a teacher and earned a degree in Interdisciplinary Social Science. She lived with her kids on a Rancheria for seven months in California and it was a life changing experience. She worked in the Head Start program at the Rancheria. She moved to Grants Pass where she lived and worked for 25 years. Her daughters went on to college and she worked as a counselor in a mental health program. She returned to the early childhood field and earned a masters' degree in Early Childhood Special Education at the University of Oregon. She was involved in Grants Pass on the Planning Commission and Urban Area Planning Commission. She moved to Humboldt County, Northern California for six years and then moved back to Oregon where she taught at Mt. Hood Community College. During her time there she worked on the passage of a sales tax. When she moved to Newberg she applied to serve on the Citizens Rate Review Committee and later the Budget Committee. She was interested in serving on the Council because local government was the grassroots of democracy and she wanted to be a part of it and wanted to have a voice in the decision making.

Councilor McKinney asked what she thought was the most positive attribute of the City of Newberg. Ms. Brown explained how there was a community way of solving issues that she had seen during the 10 years she had resided here. There was a feeling of community and connection in the City.

Councilor Johnson asked what was her understanding of being on the Council and what had prepared her to be a Councilor. Ms. Brown said she had experience being on the Planning Commission and going to City Council meetings. Councilors needed to come to the meetings prepared and informed. Those who elected the Council expected them to take care of the business of the City even though not a lot of people attended meetings.

Councilor McKinney asked her to remind them what committees and commissions she had served on in Newberg. Ms. Brown said the Budget Committee for two terms and Citizens Rate Review Committee for one term. She explained why she had been interested in rate review. It was difficult to commit to other committees because she had not had a car for three years, but she had attended several Council meetings.

Councilor Bacon asked her to share an assessment of a recent decision of the City Council and what was the most critical issue facing the City today. Ms. Brown said she was at the Council meeting last week where people applied for an annexation and there were semantics that got in the way, such as definitions for large and some. She expected someone to say let's have an ad hoc committee to deal with the issues and did not think the Council should define those terms at that time. She said the most critical issues were change, growth, and what direction the City wanted to go in or not go in.

Councilor Essin asked if she was prepared to meet the time commitment associated with serving on the Council. Ms. Brown said she would be able to manage her time to serve on the Council.

Mayor Andrews asked if she had any questions for them. Ms. Brown was interested in the City's Master Plan and when it was due for review. Legal issues were another concern she had. She was concerned about the possibility of a big earthquake and the impacts it would have on the City.

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Mayor Andrews said City staff was working hard on emergency preparedness.

Michelle Joslin interview:

Mayor Andrews asked her to introduce herself and give her background. Ms. Joslin had moved to Newberg to get away from the Portland area. She had a degree in small business management. She believed in a sustainable community. She worked in the financial industry for several years and worked as a branch manager of a mortgage lender in Beaverton. She served on the Newberg Habitat for Humanity and participated with the Newberg Downtown Coalition. She was interested in serving on the Council because she had a two year old son and wanted to improve the community for him.

Councilor McKinney asked what the most positive attribute was of the City. Ms. Joslin said Newberg was a very welcoming community. The residents cared about each other and the future of the City. That took lots of different variations in different areas.

Councilor Johnson asked what was the role of the City Council and what had prepared her to be a Councilor. Ms. Joslin said a Councilor was someone who listened to the issues and was a good steward of the City.

Councilor Bacon asked her to share an assessment of a recent decision of the City Council and what was the most critical issue facing the City today. Ms. Joslin said one recent decision was the College Street improvement contract and how it would make the City safer especially since there were four schools and many families in that area. She appreciated the safeguards that were put in place regarding the cost overruns. She thought the most critical issue facing the City was opportunity. Newberg Schools had good test scores but there was a disparity between the test scores of those economically disadvantaged and those who were not. There were also opportunities to grow economically, especially in creating jobs.

Councilor McKinney asked about the College Street project and what she thought about how it was resolved. Ms. Joslin stated she did not read about how it was resolved.

Councilor Essin asked her to describe her understanding of the time commitment to serve on the City Council. Ms. Joslin was used to reading thick legal documents. She was self-employed and her schedule was flexible. She thought she could meet the Council obligations.

Mayor Andrews asked if she had any questions for the Council. Ms. Joslin asked what viewpoint wasn't represented or what experience was not on the Council now. What could give the Council more diversity? Mayor Andrews said in this community the Council represented the City by district. They were not looking for a certain viewpoint other than someone who wanted to serve the community. Councilor Bacon said each Councilor viewed every topic through the lens of their own experiences. Councilor McKinney said you bring your skill sets to the Council, but her background in mortgage and housing would be an asset. They all had certain filters and the Council had to follow the promises of past Councils. The diversity of viewpoints, skill sets, and backgrounds on the Council made a better Council.

Matthew Murray interview:

Mr. Murray introduced himself. He had moved here five years ago from Tualatin to buy a house. He was a senior sales engineer with ITT Gould Pumps. His sales territory covered 14 paper mills throughout the Northwest. He spent time in the community at events and with his family. He was interested in serving as a Newberg City Councilor because the City was in an important place with opportunity for development and growth. It was his civic duty to represent the community. He thought Newberg was the best place to live in the Willamette Valley and he wanted to make a difference.

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Councilor McKinney asked what he thought was the most positive attribute of the City. Mr. Murray said the physical location of Newberg as it was permanent and being midway between Mt. Hood and the Oregon Coast. They had many wineries, the Willamette River, and historic downtown. He said Newberg was special because it was here. The community involvement was unmatched.

Councilor Johnson asked what he thought the role of Councilor was and what had prepared him to be one. Mr. Murray said he was an expert in his field. He solved problems and exhausted all options with customers to fix issues. He did not have any experience being on committees or previous Councils, but to solve a problem you have to look at all different possibilities and ask experts. He knew to be on the Council you couldn't be an expert on all of the issues. Part of the role was attending the meetings and dealing with complex issues. He had been reading past Council packets, City Committee packets, the City Charter, and Council Rules. He was committed to doing the preparation work of reading the materials for meetings.

Councilor Bacon asked for an assessment of a recent Council decision and what was the most critical issue facing the City today. Mr. Murray said it was hard to assess their recent decisions having not been in their seats. He respected the process and he believed in it. The last two meetings he had listened to the conversations going on. He thought he could help bridge the gap between the community and the Council. The most critical issue facing Newberg was growth and how the City would handle it. He was passionate about affordable housing while at the same time promoting economic development. They needed to create jobs, decide how the City should grow and in what direction, and consider infrastructure needs. These were the things he was excited about in serving on the Council.

Councilor Essin asked about the time commitment associated with the City Council and was he prepared to meet it. Mr. Murray said he wouldn't be sitting here now if he did not have the time. He worked from a home office so his schedule was flexible except for when he was travelling. He had already talked with his company about this opportunity and they supported it. He would be able to move his schedule around to meet the demands of serving on the City Council. He also had the support of his family.

Councilor McKinney agreed growth was one of the most significant concerns in the City. The City had 22 volumes of Master Plans.

Mayor Andrews asked if he had questions for the Council. Mr. Murray asked how being on the Council had affected your personal lives. Mayor Andrews said it did impact your personal life because it was a commitment. Councilor Bacon said she was often stopped in the store to discuss issues. Councilor Johnson said he did a lot of research being on the Council and it could take over. You had to balance your home and work life along with the Council. Setting boundaries was important. Councilor Essin shared his personal experience with the time commitments on Council. You were involved as much as you wanted to be.

There was a 10 minute recess.

Resolution 2017-3394, Annexation Election Measure:
City Attorney Truman Stone said this resolution called for an election on the TVF&R annexation on November 7 and approved the information to go to the ballot, including the title, question, summary, and explanatory statement.

Councilor Essin asked about the agreement with TVF&R regarding the firehouses. City Manager Joe Hannan said the particulars had not been settled but the scope had been discussed. There was no change to the fire stations, the two would continue operation after annexation and for the foreseeable future. Regarding the cost of equipment and facilities, he shared the value of the property used for insurance with TVF&R. At September's work session when they presented on the budget, they would also talk about the stations, the disposition, the rolling stock, turnouts, etc. He had given TVF&R the position that for next year they had a communications

upgrade estimated at $3.4 million. Of that $3.4 million, there would be some participation from the Fire District helping to fund that. He knew it needed to be resolved before the election.

Councilor Johnson clarified they were voting on whether or not to send the Fire District annexation to the voters. Where could the citizens go with their concerns about TVF&R? CM Hannan explained TVF&R was a government entity with an elected board. A resident could go to a local station and file a complaint or ask questions and if they were not satisfied with the answers they could go to the Fire Chief. If that was not enough, they could go to the Fire Board. If they came to the City, staff would try to answer the questions as well which was what they did for questions or complaints regarding CPRD.

Councilor Johnson asked if the communications upgrade would streamline the calls to dispatch. CM Hannan said yes, the software system would be upgraded to what WCCCA had for a quicker interface and immediate sharing of information.

Councilor Bacon said in the case of a big emergency and lines were down, how would they contact WCCCA? CM Hannan said if they were cut off from any dispatching center, they would go remote and create a dispatch center somewhere else. They could use the upgraded radios as well.

There was discussion regarding the information that would be shared with the Council at the September work session.

Councilor McKinney discussed the equipment that had been repaired and was back in service and how TVF&R provided two fiber optic lines to make sure they were prepared for the communications upgrade. He had been impressed with the incremental steps that had been taken to deal with some of these issues.

Councilor Essin did not want to find out TVF&R had no intention of paying anything for the upgrade. He suggested leasing the City's property to TFV&R, not giving it away. CM Hannan said the Council would make the decision ultimately, and they were in negotiations with TVF&R on these issues.

There was lengthy discussion over the process of the communication upgrade, how it would be paid for, and the Fire Department assets the City owned.

Robert Soppe, Newberg resident, said the issue of transferring assets to TVF&R had been raised tonight. Item 4 of the TVF&R resolution stated that the annexation was subject to the conveyance and turnover of all fire and emergency response assets from the City to TVF&R. If they were going to transfer all assets, what leverage did they have during negotiations with TVF&R? CM Hannan said conveyance was mentioned in the resolution, but there was nothing about the value and the amount that would be conveyed in the total package. That was what they were working on now. Mr. Soppe clarified a lease could be one way of conveyance. CM Hannan said that was correct.

Lon Wall, Newberg resident, was here to congratulate staff and Council on sending the annexation to the citizens to vote on it. There was concern about the 38% in the General Fund, but that was being addressed as well. He was happy with how the Council was representing the citizens of Newberg. There were issues with the turnover to TVF&R and he thought it was appropriate that they would be discussed openly. He thought it was in the best interest of the City to annex into TVF&R. He suggested taking the 3% property tax limitation out of the Charter amendment measure.

MOTION: Bacon/Essin moved to approve Resolution 2017-3394, A Resolution calling for an election in the City of Newberg on November 7, 2017 to consider annexation of Newberg to Tualatin Valley Fire and Rescue District to receive Fire and Emergency Medical Service; and Approving the Ballot Title and Explanatory Statement. 8

Discussion: Councilor Johnson had done a lot of research and every issue he had looked into had been resolved. He thought if any citizen had an issue or a question, they would be able to get an answer. He was nervous that Newberg did not have a seat on the Fire Board, however he was comfortable sending this issue to the voters. He would vote in favor of the resolution.

Councilor McKinney was also in support. He thought annexation was the right thing to do and was financially responsible. He thought the voters would overwhelmingly be in favor of the annexation.

Councilor Essin said citizens wanted to vote on this issue and he had no trouble supporting the resolution.

Mayor Andrews would be voting in favor as well. The City was not able to provide the level of fire service the community desired and annexing into TVF&R was the right thing to do. The Council was committed to extending the vote to the people.

Motion carried (5 Yes/0 No/1 Absent [Corey]).

Resolution 2017-3406, Charter amendment election measure:
CA Stone said at the Council's July 31 meeting, staff was directed to draft a resolution amending the Charter with certain provisions. Those provisions were to reduce the property tax rate by $1.88 per $1,000 of assessed value in the first fiscal year of the annexation, the tax rate could be increased a maximum of 3% per fiscal year after that, and any rate increase that exceeded the 3% per year would require a vote. This measure would be contingent on the passing of the annexation. This measure would also be on the November 7 ballot. The resolution included the ballot title, question, summary, and explanatory statement. If the rate went up 3% consistently each year, it would take about 21 years to reach the permanent tax rate which could not be exceeded.

Councilor Essin said TVF&R's permanent tax rate was $1.52. He was concerned about being tied into the $1.88 when the rest of the district would be at $1.52. CA Stone said the City was subtracting $1.88 from the current permanent rate of $4.38. It could slowly increase up to the maximum of the $4.38.

Captain Brian Sherrard explained the base rate was $1.52, plus there was a local option levy of $0.45 and the remaining $0.10 was from bonds. The amount levied for the bonds would continue to decrease each year as they were retired and the assessed value of the district continued to rise.

Councilor Johnson said the City had a base rate of $4.38 and within that they were providing fire service. The Council asked the Finance Department to find out how much it cost for the fire service and the department said $1.88. The reason they were lowering it by $1.88 was they were not providing that service anymore. They were not reducing what it cost TVF&R, they were reducing what it cost the City.

Robert Soppe, Newberg resident, asked the Council to respect the overwhelming public input to remove the potential annual increase of 3%. He had emailed the Council earlier in the day with two technical issues (Exhibit A). The first was the use of the term permanent ad valorem property tax rate. While it was a commonly repeated phrase, he thought it showed a misunderstanding of Measure 50. Measure 50 did not set a permanent tax rate, but a permanent tax rate limit. He suggested adding the word "limit" after the "permanent ad valorem property tax rate" in Section A to correct this. He said in Section B it stated the City Council might increase the tax rate limit but gave no mechanism to do so. Was the method a Council vote to levy the increased amount? There needed to be a clear statement by the Council about what was intended. Regarding the possibility of TVF&R's rate dropping to $1.52, four years of 3% increases would bring the City's restriction to that level.

Sue Osborne, Newberg resident, appreciated the City Council's stamina. She believed the annexation to TVF&R was needed after attending many meetings. She questioned whether a Charter amendment was

necessary. She disagreed with the 3% because it gave the Council a free pass to raise taxes over the next 20 years. She wondered how much more money the City would get in the first year they assessed the 3%. She did not think this ballot measure would help gain citizens' trust by telling them taxes would be increased by 3% every year. She thought it would fail.

Mayor Andrews explained how the City could not assess greater than $4.38. The state allowed a 3% increase in the assessment, which increased the tax bill but not the tax rate. The first year of 3% would not be more than seven and a half cents per $1,000 of assessed value.

Councilor Johnson asked where the 3% came from.

Mayor Andrews said the 3% was to keep pace with the increased demands that inflation put on the City to provide services. He thought it was a reasonable amount.

CA Stone discussed adding the word "limit" as suggested by Mr. Soppe. He thought Mr. Soppe was technically correct. The Oregon Constitution did say permanent tax rate limit, but the way it was used in conversation was permanent tax rate as it was an easily understood term. He did not think it would negatively affect the Charter language to add it, but it could lead to confusion on the part of those who did not understand the system. He then explained the mechanism for the levy, which was review and approval by the Budget Committee and the final adoption by the Council. It would be done in the tax rate levy portion of the budget.

MOTION: Johnson moved to approve Resolution 2017-3406 and to amend Section B by deleting the sentence that referred to the 3% per year. Motion failed for lack of a second.

MOTION: Bacon/Johnson moved to approve Resolution 2017-3406, A Resolution approving ballot title and explanatory statement and submitting a proposed charter amendment to City voters which would reduce the authority to levy ad valorem property taxes contingent upon annexation of the city into the Tualatin Valley Fire and Rescue District.

Discussion:
Councilor McKinney would not support the resolution as it would reinstate the $1.88 which the Council said they would not do. Limiting the tax levy to $2.50 was a disservice to the citizens. A change in the Charter was not a good choice. It was contrary to their promise and it robbed them of the opportunity to grow and move forward.

Councilor Essin was in support because it gave citizens some assurances about their taxes. They were letting the voters decide.

Councilor Johnson was not in favor because they were not providing fire service and they were already getting a 3% per year increase on the assessed value. He thought it was double dipping and collecting a tax rate that did not provide a service.

Councilor Bacon was in support as the 3% was much less than the costs went up every year. They could have kept the $1.88 and spent it on needs the City had. The 3% would help the City continue the level of services that citizens wanted.

Mayor Andrews was reluctantly in support as he thought they could manage the budget through an ordinance instead of a Charter amendment.

Councilor McKinney was hopeful he could persuade the others to not vote for this. The Charter amendment in no way reflected the wants of the people who brought forward the idea of a Charter amendment. It did not

achieve their goals or the City's and it would make the City a second rate community. Why would they want to limit themselves to a $2.50 rate when they knew to keep the community going it had to be closer to $4.38? This was a black hole and limited all future Councils to an unlivable rate.

Councilor Bacon said if there was a catastrophe and the City needed money, they had a mechanism to go to the people and ask for more. Historically when there was a good argument, the voters voted yes. She trusted that if they needed more and made a good argument the voters would support it. If they did nothing, the money was at the Council's whim to use it. The Charter amendment was a compromise and was a way for citizens to have a say in how the money was spent.

Councilor Essin thought they should trust the voters.

Councilor Johnson said his issue with the Charter amendment was that the City would get an automatic increase. If they did not provide the service, they should not levy the tax.

Councilor McKinney stated it was not a good idea to change the Charter to achieve some administrative policy. There was no guarantee that the voters would support a tax increase. This was not the best path to take.

Motion passed (3 Yes/2 No [Johnson, McKinney]/1 Absent [Corey]).

There was a five minute recess.

COUNCIL APPOINTMENT DISTRICT 1:
Councilor Bacon thanked all three of the applicants for being willing to step up and serve on the City Council.

Councilor McKinney appreciated meeting all three of the candidates and discussed what each one would bring to the Council.

MOTION: Johnson moved to appoint Michelle Joslin to the vacant Council seat for District 1 for the remainder of the term through December 31, 2020.

Mayor Andrews appreciated the insight of Mr. Murray on the issues facing Newberg. Ms. Joslin discussed the opportunity for children and test scores, and that did not have anything to do with the City. He thought they needed Ms. Brown in the committee roles she was already in instead of sitting on the Council.

Councilor Johnson said he made the motion because Ms. Joslin brought a point of view that they might not get from the other two candidates. She could speak to financial issues, was coming in with the future in mind, and he knew she could do the work in reading the legal documents. She could help with affordable housing issues and was well spoken.

Councilor Essin said he would be satisfied with any of the candidates. He was impressed with Mr. Murray and his grasp of the issues. He thought Mr. Murray would bring a lot to the discussions. Ms. Brown was not as responsive to the questions and Ms. Joslin gave short answers, but had a good background.

Motion failed for lack of a second.

MOTION: Essin/McKinney moved to appoint Matthew Murray to the vacant Council seat for District 1 for the remainder of the term through December 31, 2020.

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Councilor Bacon said Ms. Brown was a valuable member of the Budget Committee. Mr. Murray did all of his homework and he understood the critical issues and would find answers to problems. She thought his answers to the questions were what she was looking for.

Councilor McKinney said Ms. Brown would still influence what the City did. He liked Ms. Joslin's answers, but he did not have enough information from her. He thought she could serve on a City committee.

Councilor Johnson agreed Mr. Murray was a good candidate.

Motion carried (5 Yes/0 No/1 Absent [Corey]).

ADJOURNMENT: The meeting was adjourned at 10:02 p.m.

ADOPTED by the Newberg City Council this 5th of September, 2017.

_____
Sue Ryan, City Recorder

ATTESTED by the Mayor this ___ day of September, 2017.

_____
Bob Andrews, Mayor

DRAFT

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017

Order No.	Ordinance No. 2017-2820	Resolution No.	Motion	Information
___	XX	___	___	___

SUBJECT: An Ordinance amending the Newberg Development Code for marijuana regulations as they relate to the Airport Overlay (AO) Subdistrict and Bypass Interchange (BI) Overlay Subdistrict as permitted, conditional or prohibited uses within the City of Newberg	**Contact Person (Preparer) for this Motion: Doug Rux, Director** **Dept.: Community Development** **File No.: DCA-17-001**

HEARING TYPE: ☒ **LEGISLATIVE** ☐ **QUASI-JUDICIAL** ☐ **NOT APPLICABLE**

RECOMMENDATION:

Adopt Ordinance No. 2017-2820.

EXECUTIVE SUMMARY:

A. SUMMARY: The proposed Development Code amendments do the following:

Airport Overlay (AO) Subdistrict

- Identifies if Medical Marijuana Dispensaries, Medical Marijuana Processor, Medical Marijuana Wholesaler, Recreational Marijuana Processor, Recreational Marijuana Producer (indoor/outdoor), Recreational Marijuana Retailer, Recreational Marijuana Wholesale, Marijuana Laboratories and Marijuana Research Certificates are permitted uses subject to the base District allowing or prohibiting the activities as noted in 15.305.020 Zoning use table - Use Districts.

Bypass Interchange (BI) Overlay Subdistrict

- Identifies if Medical Marijuana Dispensaries, Medical Marijuana Processor, Medical Marijuana Wholesaler, Recreational Marijuana Processor, Recreational Marijuana Producer (indoor/outdoor), Recreational Marijuana Retailer, Recreational Marijuana Wholesale, Marijuana Laboratories and Marijuana Research Certificates are permitted uses subject to the base District allowing or prohibiting the activities as noted in 15.305.020 Zoning use table - Use Districts.

B. BACKGROUND:

The City of Newberg passed ordinances regarding medical marijuana dispensaries (Ordinance No. 2015-2780), medical marijuana processors, growers and wholesalers (Ordinance No. 2016-2793 and Ordinance No. 2016-2809), and recreational marijuana processors, producers, wholesalers and laboratories (Ordinance No. 2016-2798 and Ordinance No. 2016-2801). Ordinance 2016-2809 addressed reconciling previously adopted regulations.

Oregon Revised Statutes (ORS) provides for local government to regulate time, place and manner of marijuana operations. Specifically the ORS states "475B.340 Local time, place and manner regulations. (1) For purposes of this section, "reasonable regulations" includes:

(a) Reasonable conditions on the manner in which a marijuana producer licensed under ORS 475B.070 may produce marijuana;
(b) Reasonable conditions on the manner in which a marijuana processor licensed under ORS 475B.090 may process marijuana;
(c) Reasonable conditions on the manner in which a marijuana wholesaler licensed under ORS 475B.100 may sell marijuana at wholesale;
(d) Reasonable limitations on the hours during which a marijuana retailer licensed under ORS 475B.110 may operate;
(e) Reasonable conditions on the manner in which a marijuana retailer licensed under ORS 475B.110 may sell marijuana items;
(f) Reasonable requirements related to the public's access to a premises for which a license has been issued under ORS 475B.070, 475B.090, 475B.100 or 475B.110; and
(g) Reasonable limitations on where a premises for which a license may be issued under ORS 475B.070, 475B.090, 475B.100 or 475B.110 may be located.
(2) Notwithstanding ORS 633.738, the governing body of a city or county may adopt ordinances that impose reasonable regulations on the operation of businesses located at premises for which a license has been issued under ORS 475B.070, 475B.090, 475B.100 or 475B.110 if the premises are located in the area subject to the jurisdiction of the city or county, except that the governing body of a city or county may not adopt an ordinance that prohibits a premises for which a license has been issued under ORS 475B.110 from being located within a distance that is greater than 1,000 feet of another premises for which a license has been issued under ORS 475B.110.
(3) Regulations adopted under this section must be consistent with city and county comprehensive plans and zoning ordinances and applicable provisions of public health and safety laws. [2015 c.1 §59; 2015 c.614 §33]"

As staff has implemented local ordinances some anomalies have arose concerning the Airport Overlay (AO) Subdistrict and the Bypass Interchange (BI) Overlay Subdistrict as they relate to the base Districts (Zones). For lands around the airport questions have arose that the base zoning allows certain marijuana activities listed in 15.305.020, but the AO Subdistrict prohibits the activities. Questions have been asked to what extent does the Runway, Airport Primary Surface (APS), Runway Protection Zone (RPZ), Airport Approach Safety Zone (AASZ), Airport Transitional Surface (ATS), Airport Inner Horizontal Surface (AIHIS), and Airport Conical Surface (ACS), all which are part of the Airport Overlay Zone, apply or does only a subset of the Airport Overlay (AO) apply such as the Displaced Threshold which includes the Runway, Airport Primary Surface (APS), Airport Transitional Surface (ATS), Runway Protection Zone (RPZ) and Airport Approach Safety Zone (AASZ).

For the Bypass Interchange (BI) Overlay Subdistrict questions have been raised about industrial zones (M-1, M-2, M-3 and M-4-I) that allow medical marijuana processors, growers and wholesalers, and recreational marijuana processors, producers, wholesalers and laboratories but the BI Overlay Subdistrict prohibits these activities. The intent of the BI Overlay was to preserve the interchange capacity for the Bypass/Highway 219 and Bypass/Highway 99W interchanges, to avoid development of commercial uses within planned industrial areas, and to ensure the interchanges had long term capacity. The marijuana uses noted above are not commercial in nature but are industrial and are allowed under the base industrial zone. The discrepancy between the base zone and overlay need to be clarified.

The Newberg Planning Commission initiated a Development Code Amendment on May 11, 2017 to review possible changes for marijuana regulations as they relate to the Airport Overlay

(AO) Subdistrict and Bypass Interchange (BI) Overlay Subdistrict (Attachment 1.)

C. PROCESS:

A development code amendment is a Type IV application and follows the procedures in Newberg Development Code 15.100.060. The Planning Commission will hold a legislative hearing on the application. The Commission will make a recommendation to the Newberg City Council. Following the Planning Commission's recommendation, the Newberg City Council will hold a legislative hearing to consider the matter. Important dates related to this application are as follows:

5/11/17: The Newberg Planning Commission initiated the Development Code amendment (Attachment 1).
8/10/17: After proper notice, the Planning Commission held a legislative hearing to consider the item, took public comment, and approved Resolution No. 2017-333 (Attachment 2).
9/18/17: After proper notice, the City Council held a legislative hearing to consider the item.

D. PUBLIC COMMENTS:

As of the writing of this report, the city has received no comments on the application. If the city receives additional written comments by the comment deadline, Planning staff will forward them to the City Council.

E. AGENCY COMMENTS:

Newberg School District – no conflict.
Tualatin Valley Fire & Rescue – no conflict.
Frontier – no conflict.

F. DISCUSSION:

Oregon Revised Statutes (ORS) 475B Cannabis Regulation (2015 Edition) and laws adopted by the Legislative Assembly in 2016 regulate marijuana activities within the State of Oregon. The City of Newberg adopted local regulations related to time, place and manner for marijuana operations in conformance with ORS 475B.340. During the implementation of the local regulations two issue have come up that need to be clarified and corrected. The first is in regards to the AO Subdistrict. There are a variety of imaginary surfaces that apply to the AO Subdistrict including Runway, Airport Primary Surface (APS), Runway Protection Zone (RPZ), Airport Approach Safety Zone (AASZ), Airport Transitional Surface (ATS), Airport Inner Horizontal Surface (AIHS), and Airport Conical Surface (ACS) which are represented in Attachments 2 - 4. The Displaced Threshold Approach Surface designation includes the Runway, Airport Primary Surface (APS), Runway Protection Zone (RPZ), Airport Approach Safety Zone (AASZ) and Airport Transitional Surface (ATS). At the time of development of local marijuana regulations the focus was on the Displaced Threshold Approach Surface as reviewed by the Marijuana Subcommittee. Questions have arose though about the Airport Inner Horizontal Surface and Airport Conical Surface and if they apply. In review of the various imaginary surfaces that make up the AO Subdistrict the current prohibition of marijuana activities would be applied to most of

Newberg which is in conflict with the base zoning allowance of marijuana activities listed in 15.305.020 Zoning use table - Use Districts and would preclude the City from State revenue sharing from marijuana taxes. This interpretation is inconsistent with the original intent of utilizing the Displaced Threshold as the surfaces.

The purpose of the Airport Overlay (NMC 15.340.010) is to:

A. In order to carry out the provisions of this airport overlay subdistrict, there are created and established certain zones which include all of the land lying beneath the airport imaginary surfaces as they apply to Sportsman Airpark in Yamhill County. Such zones are shown on the current airport overlay zone map and the displaced threshold approach surface map, prepared by the Newberg engineering department (see Appendix B, Maps 2 and 3).

B. Further, this overlay zone is intended to prevent the establishment of air space obstructions in airport approaches and surrounding areas through height restrictions and other land use controls as deemed essential to protect the health, safety and welfare of the people of the City of Newberg and Yamhill County.

Staff has evaluated the consequence of the Airport Overlay Subdistrict related to marijuana activities and has concluded that that there are land use provisions that would allow marijuana activities within the AO Overlay Subdistrict that protect the various airport surfaces. The purpose of the imaginary surfaces is to protect projections into the airspace for the safety of flight craft. One way to think of the AO Overlay Subdistrict is a conical surface that extends upward and outward from the runway. There are height limits within the entire AO Overlay Subdistrict but those heights limits get taller the farther you are away from the runway. The intent of the AO Overlay Subdistrict is to protect the air space and not the uses that occur within structures within the AO Overlay Subdistrict. There are a few exceptions that the FAA limits certain assembly uses such as hotels in certain imaginary surfaces. Thus staff is recommending that the prohibition of marijuana activities be modified to allow the marijuana activities within the AO Overlay Subdistrict and rely on the base zoning uses to be the governing land use regulations. This is represented in Ordinance No. 2017-2820 in Exhibit "A", Attachment 1.

The second issue is the Bypass Interchange (BI) Overlay Subdistrict. The purpose of the Bypass Interchange (BI) Overlay (NMC 15.356.010) is to:

A. Protect the planned function and capacity of the Newberg-Dundee bypass ("bypass") as an "expressway" as defined in the 1999 Oregon Highway Plan by supporting ODOT's efforts and responsibility to manage access to the state highway system in accordance with the OHP and OAR 734-51 and managing land uses in the vicinity of the East Newberg and Oregon 219 interchanges.

B. Support the Newberg comprehensive plan for urban lands surrounding the East Newberg and Oregon 219 interchanges to protect the planned function of the bypass and interchanges to serve primarily longer-distance statewide and regional through trips.

C. 1. To avoid development of commercial uses within planned industrial areas near the interchanges and ensure the long-term capacity for the through traffic function of the bypass, the BI overlay will prohibit certain uses that would otherwise be permitted outright or with conditional use approval in Newberg's industrial districts (M-1, M-2, and M-3)

within the bypass interchange overlay. The industrial commercial subdistrict of the M-4 district shall not be applied within the boundaries of the BI overlay.

2. The City will coordinate with ODOT, Yamhill County and affected property owners to develop an interchange area management plan for the East Newberg and Oregon 219 interchanges as a means to help protect the function and capacity of each interchange for at least a 20- to 25-year planning period. The IAMPs must be adopted by the Oregon Transportation Commission (OTC) before construction of the respective interchange, consistent with the requirements of the 1999 Oregon Highway Plan and OAR 734-051-0155(7). The bypass interchange overlay may be refined, revised or replaced when final IAMPs are prepared prior to their adoption by the OTC.

When local regulations were developed for the various marijuana activities, the City prohibited within the BI Overlay Subdistrict activities such as Medical Marijuana Processors and Wholesalers, Recreational Marijuana Producers, Processors, Wholesalers, and Marijuana Laboratories and Research Certificates. Attachment 6 is a map identifying the boundary of the BI Overlay Subdistrict. Attachments 7 and 8 are the BI Overlay Subdistrict with comprehensive plan and zoning. There is conflict with the base zoning which allows the above cited industrial type activities within the M-1, M-2, M-4 and M-4-I zones as shown in 15.305.020 Zoning use table - Use Districts. There are also some residential areas within the BI Overlay Subdistrict and marijuana retail and dispensary activities that should not be allowed within the BI Overlay Subdistrict. Staff is proposing that certain marijuana uses be allowed within the BI Overlay Subdistrict and rely on the base zoning uses to be the governing land use regulations. This is represented in Ordinance No. 2017-2820 in Exhibit "A", Exhibit "A", Attachment 1 and Exhibit "A", Attachment 2.

As additional information to support staffs proposal the Newberg Municipal Code states the following regarding heavy manufacturing, industrial services, light manufacturing, retail, wholesale and warehouse as they relate to the Bypass Interchange Overlay Subdistrict:

15.05.030 Definitions.
For the purpose of this title, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

"Heavy manufacturing category" means a category of uses under Chapter 15.303 NMC that involve manufacturing, processing, fabrication, packaging, or assembly of large volumes of raw materials into refined products. These types of firms have significant external impacts. Outdoor storage and processing of goods and materials may exceed 10 percent of the site. Transportation needs are often met by both truck and rail. Goods are generally not displayed or sold on site, but if so, they are a subordinate part of sales. Relatively few customers come to the manufacturing site (typically fewer than five per day per 1,000 square feet of floor area).

"Industrial services category" means a category of uses under Chapter 15.303 NMC that provide services to other businesses or industries. Services often are provided off site at the customer location. Services to the general public are allowed, but general public visits to the site are infrequent. Items to be serviced may be brought in and out by truck,

trailer or forklift. Materials may be stored in warehouses, or outside in enclosed areas. Trailers and medium or heavy duty vehicles may be used and stored on site.

"**Light manufacturing category**" means a category of uses under Chapter 15.303 NMC that involves manufacturing, processing, fabrication, packaging, or assembly of goods. These types of firms are involved in the secondary processing and assembly of materials and components into finished products, generally for the wholesale market, for transfer to other plants, or to order for firms or consumers. The external impact from these uses is generally less than heavy manufacturing. Outdoor storage and processing of goods and materials is less than 10 percent of the site. Transportation needs are often met by truck. Goods are generally not displayed or sold on site, but if so, they are a subordinate part of sales. Relatively few customers come to the manufacturing site (typically fewer than five per day per 1,000 square feet of floor area).

"**Retail sales – general category**" means a category of uses under Chapter 15.303 NMC that sell or rent goods to the general public. Items are sold indoors, or, if outdoors, are limited to small items that do not require machinery to load to customers. Most items for sale are stored on or picked up from the site. Operators may be commercial or nonprofit entities.

"**Wholesale and industry sales category**" means a category of uses under Chapter 15.303 NMC that sell goods or merchandise to retailers, to industrial, commercial, institutional, or other professional business users, or to other wholesalers and related subordinated services. Items are only occasionally sold directly to the general public.

"**Warehouse, storage and distribution category**" means a category of uses under Chapter 15.303 NMC that involve the storage or movement of goods for themselves or other firms. Goods are generally delivered to other firms or the final consumer, except for some will-call pickups. It includes data centers that store and distribute electronic data. There is little on-site sales activity with the customer present.

Use Categories

15.303.421 Retail sales – General category.

A. Characteristics. General retail sales uses sell or rent goods to the general public. Items are sold indoors, or, if outdoors, are limited to small items that do not require machinery to load to customers. Most items for sale are stored on or picked up from the site. Operators may be commercial or nonprofit entities.

C. Examples. Pharmacies, department stores, secondhand stores, pawn shops, art sales.

15.303.502 Industrial services category.

A. Characteristics. Industrial service uses provide services to other businesses or industries. Services often are provided off site at the customer location. Services to the general public are allowed, but general public visits to the site are infrequent. Items to be serviced may be brought in and out by truck, trailer or forklift. Materials may be stored in warehouses, or outside in enclosed areas. Trailers and medium or heavy duty vehicles may be used and stored on site.

C. Examples. Plumbing, heating and cooling services, construction contractors, building or landscape maintenance services, large animal veterinary clinics/hospitals, laboratories, farm implement repair, medium and heavy duty vehicle repair.

15.303.503 Wholesale and industry sales category.

A. Characteristics. Wholesale sales uses sell goods or merchandise to retailers, to industrial, commercial, institutional, or other professional business users, or to other wholesalers and related subordinated services. Items are only occasionally sold directly to the general public.

C. Examples. Wholesale lumber yards, construction materials stores primarily serving contractors, construction equipment rental yards, wholesale nursery sales, agricultural machinery sales, agricultural supply stores.

15.303.504 Warehouse, storage and distribution category.

A. Characteristics. Warehouse. Storage and distribution uses involve the storage, or movement of goods for themselves or other firms. Goods are generally delivered to other firms or the final consumer, except for some will-call pickups. It includes data centers that store and distribute electronic data. There is little on-site sales activity with the customer present.

C. Examples. Examples include separate warehouses used by retail stores such as furniture and appliance stores; household moving and general freight storage; cold storage plants, including frozen food lockers; storage of weapons and ammunition; major wholesale distribution centers; truck, marine, or air freight terminals; bus barns; parcel services; major post offices; grain terminals; the stockpiling of sand, gravel, or other aggregate materials; contractors equipment storage; and data centers.

15.303.506 Light manufacturing category.

A. Characteristics. Light manufacturing uses involve manufacturing, processing, fabrication, packaging, or assembly of goods. These types of firms are involved in the secondary processing and assembly of materials and components into finished products, generally for the wholesale market, for transfer to other plants, or to order for firms or consumers. The external impact from these uses is generally less than heavy manufacturing. Outdoor storage and processing of goods and materials is less than 10 percent of the site. Transportation needs are often met by truck. Goods are generally not displayed or sold on site, but if so, they are a subordinate part of sales. Relatively few

customers come to the manufacturing site (typically fewer than five per day per 1,000 square feet of floor area).

C. Examples. Instrument and machinery manufacturers, food processors, furniture manufacturers, wineries, wholesale bakeries.

15.303.507 Heavy manufacturing category.

A. Characteristics. Heavy manufacturing is a use that involves manufacturing, processing, fabrication, packaging, or assembly of large volumes of raw materials into refined products. These types of firms have significant external impacts. Outdoor storage and processing of goods and materials may exceed 10 percent of the site. Transportation needs are often met by both truck and rail. Goods are generally not displayed or sold on site, but if so, they are a subordinate part of sales. Relatively few customers come to the manufacturing site (typically fewer than five per day per 1,000 square feet of floor area).

C. Examples. Asphalt and concrete plants, paper mills, steel mills, abattoirs.

	USES	**R-1**	**R-2**	**R-3**	**R-4**	**RP**	**C-1**	**C-2**	**C-3**	**C-4**	**M-1**	**M-2**	**M-3**	**M-4-I**	**M-4-C**	**CF**	**I**	**AR**	**AI**	**Notes and Special Use Standards**
400	COMMERCIAL USES																			
	Retail sales - General						P (20)	P	P (15) (21)	P		P (23)								
500	INDUSTRIAL USES																			
	Industrial services							C				P	P	P					P(33)	
	Wholesale and industry sales							C (31)			P (31)	P	P	P					P(33)	
	Warehouse, storage and distribution										P (32)	P	P	P					P (33)	
	Light Manufacturing										P	P	P	P					P(33)	
	Heavy manufacturing											P (34)	P	C						

Key:

P: Permitted use
S: Special use – Use requires a special use permit
C: Conditional use – Requires a conditional use permit
X: Prohibited use
(#): See notes for limitations

Notes.
(15) Facility over 40,000 square feet gross floor area requires a conditional use permit.
(20) Businesses in the C-1 zone that have hours of operation between 10:00 p.m. and 7:00 a.m. require a conditional use permit.
(21) Drive-up service windows accessory to an existing business on the site with walk-in customer service, such as a drive-up bank window, are allowed only with a conditional use permit. Otherwise, drive-up service windows, except those in service on April 1, 2002, are prohibited. Changes in use will not be allowed.
(23) Limited to secondhand stores.
(31) Allowed indoors only.
(32) Allowed indoors only. Outdoor use requires a conditional use permit.
(33) Must be aviation-related. See Chapter 15.332 NMC.
(34) Limited to expansion or change of existing heavy manufacturing uses.

G. PLANNING COMMISSION RECOMMENDATION:

The Newberg Planning Commission held a public hearing on August 10, 2017, heard public testimony, and approved Resolution No.2017-333 recommending the City Council approve the Development Code Amendment (Attachment 2).

FISCAL IMPACT:

There may be additional State shared revenues for the City of Newberg.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable.

City Council Ordinance No. 2017-2820 with:
Exhibit "A": Proposed Development Code Amendments
Exhibit "B": Findings

Attachments:
1. Resolution No. 2017-328 Initiating the Comprehensive Plan Text Amendment
2. Resolution No. 2017-333 Planning Commission Recommendation
3. Airport Overlay
4. Airport Overlay Comp Plan
5. Airport Overlay Zoning
6. Bypass Overlay
7. Bypass Overlay Comp Plan
8. Bypass Overlay Zoning

ORDINANCE NO. 2017-2820

AN ORDINANCE AMENDING THE NEWBERG DEVELOPMENT CODE FOR MARIJUANA REGULATIONS AS THEY RELATE TO THE AIRPORT OVERLAY (AO) SUBDISTRICT AND BYPASS INTERCHANGE (BI) OVERLAY SUBDISTRICT AS PERMITTED, CONDITIONAL OR PROHIBITED USES WITHIN THE CITY OF NEWBERG

RECITALS:

1. In November 2014 voters in Oregon approved Ballot Measure 91 related to recreational marijuana.

2. Oregon Revised Statutes (ORS) 475B Cannabis Regulation (2015 Edition) and laws adopted by the Legislative Assembly in 2016 regulate marijuana activities within the State of Oregon.

3. The Oregon Liquor Control Commission adopted Oregon Administrative Rules (OAR's), Chapter 845, Division 25 for Recreational Marijuana.

4. The Oregon Health Authority adopted Oregon Administrative Rules (OAR's), Chapter 333, Divisions 7, 8 and 64 for medical marijuana and marijuana laboratories.

5. The City of Newberg passed ordinances regarding medical marijuana dispensaries (Ordinance No. 2015-2780), medical marijuana processors, growers and wholesalers (Ordinance No. 2016-2793 and Ordinance No. 2016-2809), and recreational marijuana processors, producers, wholesalers and laboratories (Ordinance No. 2016-2798 and Ordinance No. 2016-2801). Ordinance 2016-2809 addressed reconciling previously adopted regulations.

6. ORS 475B.340 permits local governments to regulate time, place and manner regulations.

7. The Newberg Planning Commission initiated the Development Code amendment on May 11, 2017 by Resolution No. 2017-328.

8. After proper notice the Planning Commission held a public hearing on August 10, 2017 to consider the amendment. The Commission considered testimony, deliberated, and adopted Resolution No. 2017-333 recommending that City Council adopt the Development Code Amendment.

9. After proper notice the Newberg City Council held a public hearing on September 18, 2017, considered testimony and deliberated.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

1. The City Council finds amending the regulations for medical marijuana dispensaries, processors and wholesalers, and recreational marijuana producers, processors and wholesalers, and

marijuana laboratories and research certificates within the Airport Overlay (AO) Subdistrict and Bypass Interchange (BI) Overlay Subdistrict are in the best interests of the city as shown in Exhibit "A". Exhibit "A" is hereby adopted and by this reference incorporated.

2. The findings shown in Exhibit "B" are hereby adopted. Exhibit "B" is by this reference incorporated.

- **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: October 17, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of September, 2017, by the following votes: **AYE: NAY: ABSENT: ABSTAIN:**

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 21st day of September, 2017.

_____
Bob Andrews, Mayor

EXHIBIT "A" TO CITY COUNCIL ORDINANCE NO. 2017-2820
DEVELOPMENT CODE AMENDMENTS –FILE DCA-17-001
MEDICAL AND RECREATIONAL MARIJUANA

Note: Existing text is shown in regular font.
Added text is shown in double-underline
Deleted text is shown in ~~strikethrough~~.

Section 1. Newberg Development Code, Zoning Use Table, Section 15.305.020 shall be amended to read as follows:

See Exhibit A, Attachment 1

Section 2. Newberg Development Code, Zoning Use Table, Section 15.305.030 shall be amended to read as follows:

See Exhibit A, Attachment 2

Section 3. Newberg Development Code, Bypass Interchange Overlay, Section 15.356.050 is amended to read as follows:

15.356.050 Prohibited uses.

A. Several commercial types of **uses** are permitted outright or with conditional **use** approval in Newberg's industrial districts (M-1, M-2, and M-3). The area within the Newberg UGB near the Oregon 219 Interchange is generally planned for industrial **use**. To protect the interchange area from commercial development, the following **uses** are prohibited within the M-1, M-2, and M-3 districts within the boundaries of the bypass interchange overlay:

1. **Automobile sales**, new and used.
2. Billboards.
3. Car washes.
4. Convenience grocery stores.
5. **Restaurants** larger than 2,000 square feet or with drive-up service windows.
6. Service stations.
7. Drive-in theaters.
8. Auction sales.
9. Bakeries, retail.
10. **Building** material sales.
11. Driving ranges.
12. Feed and seed stores.
13. Miniature **golf courses**.
14. Skating rinks.

15. Recreational marijuana processor, producer (indoor and outdoor), retailer, wholesaler, laboratories, and research certificates ~~**marijuana producer** and recreational **marijuana processor**~~ in the R-2 District.

16. Recreational **marijuana** ~~**wholesalers**, laboratories, research certificates and~~ retailers.

17. **Medical marijuana dispensaries**, processor, grow site, and wholesalers in the AI District.

18. Medical marijuana dispensaries, processor, wholesalers, laboratories, and research certificates in the R-2 District.

B. The industrial commercial subdistrict of the M-4 district shall not be applied within the boundaries of the BI overlay. [Ord. 2809 § 1 (Exh. A § 5), 9-19-16; Ord. 2801 § 1 (Exh. A § 6), 6-6-16; Ord. 2798 § 1 (Exh. A § 6), 4-4-16; Ord. 2734 § 1 (Exh. B), 3-7-11; Ord. 2708 § 2, 12-1-08; Ord. 2602, 9-20-04. Code 2001 § 151.531.4.]

Exhibit "B" to City Council Ordinance No. 2017-2820
Findings –File DCA-17-001
Marijuana Regulations in the Airport Overlay and Bypass Interchange Overlay Subdistricts

I. Statewide Planning Goals - relevant goals

Goal 1, Citizen Involvement, requires the provision of opportunities for citizens to be involved in all phases of the planning process.

Finding: The Planning Commission initiated the potential development code amendment at a public meeting on May 11, 2017. The Planning Commission, after proper notice, held a public hearing on August 10, 2017. The Planning Commission passed Resolution No. 2017-333 recommending City Council approved the proposed amendments. The City Council held a public hearing on September 18, 2017 and considered the Planning Commission recommendation and will decided whether or not to adopt the development code amendment. The development code amendment process provides opportunity for public comments throughout the planning process.

Goal 2, Land Use Planning, requires the development of a process and policy framework that acts as a basis for all land use decisions.

Finding: The Airport Overlay Subdistrict and Bypass Interchange Overlay Subdistrict marijuana proposal is supportive of this goal because it was developed following city procedures for legislative action.

II. Comprehensive Plan - relevant policies

A. CITIZEN INVOLVEMENT GOAL: To maintain a Citizen Involvement Program that offers citizens the opportunity for involvement in all phases of the planning process.

Finding: The Planning Commission initiated the potential development code amendment at a public meeting on May 11, 2017. The Planning Commission, after proper notice, held a public hearing on August 10, 2017. The Planning Commission passed Resolution No. 2017-333 recommending City Council approved the proposed amendments. The City Council held a public hearing on September 18, 2017 and considered the Planning Commission recommendation and will decided whether or not to adopt the development code amendment. The development code amendment process provides opportunity for public comments throughout the planning process.

B. LAND USE PLANNING GOAL: To maintain an on-going land use planning program to implement statewide and local goals. The program shall be consistent with natural and cultural resources and needs.

Finding: The Airport Overlay Subdistrict and Bypass Interchange Overlay Subdistrict marijuana proposal is supportive of this goal because it was developed following city procedures for legislative action.

H. THE ECONOMY GOAL: To develop a diverse and stable economic base.
1. General Policies

c. The City will encourage the creation of a diversified employment base, the strengthening of trade centers and the attraction of both capital and labor intensive enterprises.
g. The City shall encourage business and industry to locate within the Newberg City limits.

Finding: The city encourages new businesses to develop within the city. Medical and Recreational Marijuana operations are a legal operation under State law. Allowing Medical and Recreational Marijuana operations as permitted or conditional uses as represented in Exhibit A, Attachments 1 and 2 is consistent with this Comprehensive Plan goal.

III. Conclusion: The proposed development code amendments meet the applicable requirements of the Statewide Planning Goals, and the Newberg Comprehensive Plan, and should be approved.

Exhibit A, Attachment 1

Chapter
15.305
ZONING
USE

15.305.020 Zoning use table - Use Districts.

Newberg Development Code – Zoning Use Table

#	Use	R-1	R-2	R-3	R-4	RP	C-1	C-2	C-3	C-4	M-1	M-2	M-3	M-4-I	M-4-C	CF	I	AR	AI	Notes and Special Use Standards
100	AGRICULTURALUSES																			
Def.	Horticulture	P	P	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	P(1)	
Def.	Livestock and poultry farming	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Def.	Home gardening	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Def.	Home livestock and poultry raising	S	S															S		NMC Title 6
200	RESIDENTIAL USES																			
Def.	Dwelling, single-family detached	P(2)	P	P(3)		P		C(4)	C(5)								P	P(6)		Subject to density limits of NMC15.405.010(B)
Def.	Dwelling, single-family attached	S(2)	S	S(3)		S		C(4)	C(5)								P	P(6)		NMC15.415.050; subject to density limits of NMC15.405.010(B)
Def.	Manufactured home on individual lot	S(2)	S	S(3)	P(7)	S												P(6)		NMC15.445.050 –15.445.070; subject to density limits of NMC15.405.010(B)
Def.	Manufactured dwelling park		S	S	S															NMC15.445.075 –15.445.160
Def.	Mobile home park		S	S	S															NMC15.445.075 –15.445.160
Def.	Manufactured home subdivision		S		S															NMC15.445.075 –15.445.160
Def.	Dwelling, two-family (duplex)	P(2)	P	P	C	P		C(4)	P(8)/C(5)								P			Subject to density limits of NMC15.405.010(B)
Def.	Dwelling, multifamily	C	P	P	C	P		C(4)	P(8)/C(5)								P			Subject to density limits of NMC15.405.010(B)
Def.	Dwelling, accessory	C	S	S		S											S			Chapter15.445 NMC, Article V
Def.	Dwelling, mixed use						P(9)	P(10)	P(8)/C(5)	P(11)	C	C								
Def.	Dwelling, caretaker										P	P	P	C					P(12)	Limited to one per lot, and allowed whenever theuse requires the on-site residence of such person.
Def.	Dormitory		C	P		P											P			
Def.	Home occupation(no more than one outside paid employee)	S	S	S(13)	S	S	S(13)	S(13)	S(13)	S(13)	S(13)	S(13)	S(13)	S(13)	S(13)	S(13)	S	S	S(13)	NMC15.415.060
Def.	Home occupation(more than one outside paid employee)	C	C	C(13)	C	C	C(13)	C(13)	C(13)	C(13)	C(13)	C(13)	C(13)	C(13)	C(13)	C(13)	C	C	C(13)	NMC15.415.060
300	INSTITUTIONAL AND PUBLIC USES																			
310	**INSTITUTIONAL CARE AND HOUSING**																			
Def.	Family child care home	P	P	P(13)	P(13)	P	P(13)	P(13)	P(13)	P(13)							P	P(13)		Chapter 657AORS
312	Day care	P	P	P	C	P	P	P	P		C	C	C	C	P		P		P(14)	Chapter 657AORS
Def.	Residential care home (5 or fewer people)	P	P	P(13)	P(13)	P	P(13)	P(13)	P(13)	P(13)							P	P(13)		ORS 197.665
Def.	Residential care facility (6 – 15 people)	C	P	P	C	P		C	C								P			ORS 197.665
315	Group care facility (16+ people)	C	C	C		C		C									P			
316	Hospital	C	C	C		C		P	P								P			
Def.	Prison										C	C	C	C						
320	**ASSEMBLY**																			
321	Religious institution, place of worship	P	P	P	P	P	P	P	P	P		P(29)				C	P			

322	Private club, lodge, meeting hall			C	C			P	P	C							P			
330	**SCHOOLS**																			
330	School, primary or secondary	P	P	P		P										C				
331	College	P	P	P		P	P	P	P(15)							C	P			
332	Commercial educational services	C	C	C		C	P	P	P								C			
340	**PARKS AND OPEN SPACES**																			
341	Open space	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
342	Park	P	P	P	P	P	P	P	P	P				P(16)		P(17)	P			
Def.	Golf course	P	P	P												P(17)				
350	**PUBLIC SERVICES**																			
351	Community services	C	C	C	C	P		P	P	P						C	P			
352	Emergency services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Def.	Pound, dog or cat							C	C		C	P	P	C	C					
Def.	Cemetery	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Chapter 97.46ORS
360	**TRANSPORTATION**																			
Def.	Transportation facilities and improvements	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Def.	Transit center							P	P	P	P	P	P							
Def.	Parking facility			P		C	C	P	P(18)	C	P	P	P		P		P			
Def.	**Airport**, **landing field**											C	C						P	
Def.	**Heliport**, **helipad**	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	
Def.	Marina									C										
	Pilings, piers, docks, and similar in-water structures									C										
370	UTILITIES																			
Def.	Basic utilities	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Def.	Utility distribution plant or yard											P	P	P						
Def.	Wastewater treatment plant											C	P	C						
Def.	Telecommunication facility incorporated into existing structure/utility pole and no taller than 18 feet above existing structure/utility pole	C	C	C	C	C	S	S	S	S	S	S	S	S	S		S			Chapter15.445 NMC, Article IV
Def.	**Telecommunication facility**, including **radio** towers and transmitters, which are 100 feet or less in height, except those incorporated into an existing **structure** no taller than 18 feet above that **structure**.						C	C	C		C	S(19)	S(19)	P	C		C			Chapter15.445 NMC, Article IV
Def.	**Telecommunication facility**, including **radio** towers and transmitters, which are over 100 feet						C	C	C		C	C	C	C	C		C			Chapter15.445 NMC, Article IV
400	COMMERCIAL USES																			
410	**COMMERCIAL OFFICES**																			
411	Medical office			C		P	P(20)	P	P(21)								P			
412	Local business office					P(22)	P(20)	P	P(21)											
420	**COMMERCIAL SALES AND RENTALS**																			
421	Retail sales – General						P(20)	P	P(15) (21)	P		P(23)								
422	Retail sales – Bulk outdoor							P	C			P								
423	Retail sales – Convenience						P(20)	P	P(21)	P		P(24)			P(25)					
Def.	Temporary merchant							S	S(21)											NMC5.15.050 et seq.
425	Retail food and beverage production							S	S											Chapter15.445 NMC, Article VIII
430	**EATING AND DRINKING ESTABLISHMENTS**																			
430	Eating and drinking – Alcohol-related							P	P(21)	P										Requires liquor license
430	Eating and drinking – Non-alcohol-related						P(20)	P	P(21)	P	P	P							C(26)	
440	COMMERCIAL SERVICES																			
441	Personal services					P	P(20)	P	P(21)	P										
442	Commercial services						P(20)	P	P(21)											
443	Commercial vehicle service							P	C		P(27)	P			P(28)					

Def.	Kennel, commercial							C	C		C	P	P	C	C					
450	**COMMERCIAL RECREATION**																			
451	Commercial recreation – Indoors							P	P(15)		P(29)	P(29)								
452	Commercial recreation – Outdoors							P				C								
453	Commercial recreation – Motor-vehicle-related											C							C(33)	
460	**COMMERCIAL LODGING**																			
Def.	Vacation rental home	C	C	S	S	S	S(13)	S(13)	S(13)	S(13)										Chapter15.445 NMC, Article VII
Def.	Bed and breakfast (2 or fewer rooms)	C	S	S		S	S	S	S	S										NMC15.445.010
Def.	Bed and breakfast (3 or more rooms)	C	C	C		C	C	S	S	S										NMC15.445.010
Def.	**Hotel** or **motel**							P	P(15)	P									C(26)	
Def.	Recreational vehicle park							C		C	C	C	C							NMC15.445.170
500	INDUSTRIAL USES																			
501	Traded sector industry office					P(30)	P(30)	P	P		P	P		P					P(33)	
502	Industrial services							C				P	P	P					P(33)	
503	Wholesale and industry sales							C(31)			P(31)	P	P	P					P(33)	
504	Warehouse, storage, and distribution										P(32)	P	P	P					P(33)	
505	Self-service storage							P			P	P	P	P						
506	Light manufacturing										P	P	P	P					P(33)	
507	Heavy manufacturing											P(34)	P	C						
508	Waste-related												C	C						
600	MISCELLANEOUS USES																			
Def.	**Accessory building**and **use** incidental to other permitted **uses** in the zone	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	Uses similar to permitted **uses** in the zone and not defined or categorized	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	Uses similar to conditional **uses** in the zone and not defined or categorized	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
	Medical Marijuana Dispensary						P(35)	P(35)	P(35)	P(35)										
	Medical Marijuana Processor							P(38)			P(37)	P(37)	P(37)	P(37)						
	Medical Marijuana Grow Site	P(36)	P(36)	P(36)	C	C	C	C	C	C	C	C	C	C	C	C	C	C		
	Medical Marijuana Wholesaer	X	X	X	X	X	X	C(31)/ (38)	X	X	P(38)	P(38)	P(38)	P(38)	X	X	X	P(38)	X	
	Recreational Marijuana Processor	X	X	X	X	X	X	C(38)	X	X	P(37)	P(37)	P(37)	P(37)	X	X	X	X	X	
	Recreational Marijuana Producer (Indoor)	X	X	X	X	X	X	X	X	X	P	P	P	P	X	X	X	X	X	
	Recreational Marijuana Producer (Outdoor)	X	X	X	X	X	X	X	X	X	C	C	C	C	X	X	X	X	X	
	Recreational Marijuana Retailer	X	X	X	X	X	P(38)/ (39)/ (40)	P(38)/ (39)/ (40)	P(38)/ (39)/(40)	P(38) /(39)/ (40)	X	X	X	X	X	X	X	X	X	
	Recreational Marijuana Wholesaler	X	X	X	X	X	X	C(31)/(38)	X	X	P(38)	P(38)	P(38)	P(38)	X	X	X	P(38)	X	
	~~Recreational~~ Marijuana Laboratories	X	X	X	X	X	P	P	P	P	P	P	P	P	P	X	P	X	X	
	~~Recreational~~ Marijuana Research Certificate	X	X	X	X	X	P	P	P	P	P	P	P	P	P	X	P	X	X	

Key:

P: Permitted use

S: Special **use** – **Use** requires a special **use permit**

C: Conditional **use** – Requires a **conditional use permit**

X: Prohibited use

(#): See notes for limitations

Notes.

(1) Limited to sites with preexisting agricultural uses, including at time of annexation.

(2) Limited to one per **lot** as a permitted **use**. More than one per **lot** allowed only through a **conditional use permit** or planned unit development, subject to density limits of NMC 15.405.010(B).

(3) Permitted on individual **lots** created prior to November 17, 1992. Homes on individual **lots** created on or after November 17, 1992, will only be permitted through the planned unit development process.

(4) The permitted density shall be stated on the conditional use permit.

(5) The **dwelling units** must front onto Hancock or Second **Street**. No more than 30 percent of a single **street** frontage of a **block** may be occupied by residential **uses**. Contiguous residential **street** frontage must be less than 60 lineal feet. Density and parking standards for allowable **dwelling units** must be met.

(6) One residence per **lot** with the addition of a tie-down or **hangar** for an airplane. At a minimum, a paved tie-down or **hangar** shall be provided on the property, or the property shall include permanent rights to a private **hangar** within the **subdivision**. See Chapter 15.336 NMC.

(7) The homes are not subject to the development standards set forth in NMC 15.445.050 through 15.445.070.

(8) The units must be located on the same **lots** as another **use** permitted or conditionally permitted in the C-3 zone and may not occupy the first floor storefront area (the portion of the **building** closest to the primary **street**). There shall be no density limitation. **Private parking areas** or garages are not required for **dwelling units** located within **buildings** in existence prior to and including June 30, 1999. Parking shall be provided for all new **dwelling units** within any **building** constructed after June 30, 1999, in **private parking areas** or garages on the basis of one **parking space** for each **dwelling unit**.

(9) Permitted on the ground floor, one per **lot** in conjunction with any other **use** permitted or conditional **use** in the C-1 zone. On upper floors, **dwelling units** are unlimited and one **parking space** per **dwelling unit** is required.

(10) Permitted above any permitted **use** in the C-2 zone. There shall be no density limitation. Parking shall be provided in **private parking areas** or garages on the basis of one **parking space** for each **dwelling unit**.

(11) Must be located above ground floor commercial uses.

(12) One residence of area not more than 40 percent of the area of the **hangar** floor, up to a maximum of 1,500 square feet, for an **airport** caretaker or security officer on each separate **parcel**.

(13) Permitted in existing **dwelling units** only. New **dwelling units** may not be created for this **use** unless the **dwelling unit** would otherwise be allowed.

(14) Allowed exclusively for employers or employees of businesses located within this district.

(15) Facility over 40,000 square feet **gross floor area** requires a **conditional use permit**.

(16) Allowed in areas designated in industrial area plans.

(17) Limited to facilities owned or operated by a public agency.

(18) Parking garages are a conditional **use**, and must have first floor **street** frontage of 40 feet or less for ingress or egress. First floor development must be commercial.

(19) A **conditional use permit** is required if the facility is less than 2,000 feet from the nearest **telecommunication facility**.

(20) Businesses in the C-1 zone that have hours of operation between 10:00 p.m. and 7:00 a.m. require a conditional use permit.

(21) Drive-up service windows accessory to an existing business on the site with walk-in customer service, such as a drive-up bank window, are allowed only with a **conditional use permit**. Otherwise, drive-up service windows, except those in service on April 1, 2002, are prohibited. Changes in **use** will not be allowed.

(22) Retail sales of goods on site not allowed.

(23) Limited to secondhand stores.

(24) Store size is limited to 2,000 square feet gross floor area.

(25) Store size is limited to 5,000 square feet gross floor area.

(26) **Use** must demonstrate that it is compatible with **airport** operations.

(27) Limited to service stations.

(28) Limited to card lock fueling only. Retail services are limited to self-vending services.

(29) Permitted provided the **structure** is designed for easy conversion to industrial **use**, including not having fixed seating.

(30) Limited to 10,000 square feet maximum floor area.

(31) Allowed indoors only.

(32) Allowed indoors only. Outdoor **use** requires a **conditional use permit**.

(33) Must be aviation-related. See Chapter 15.332 NMC.

(34) Limited to expansion or change of existing heavy manufacturing uses.

(35) Shall not be located at the same address as a state-registered marijuana grow site, or within 1,000 feet of the real property comprising a public park, a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030 (1)(a). Distance is measured in a straight line in a radius extending for 1,000 feet or less in any direction from the closest point anywhere on the boundary line of the real property comprising an existing public park, public elementary or secondary school or a private or parochial elementary or secondary school to the closest point of the premises of a dispensary. The premises consist of the dispensary building, or the portion of the building used for a dispensary. Shall not be located within 1,000 feet of another medical marijuana dispensary. Operating hours are limited to the hours between 9:00 a.m. and 8:00 p.m.

(36) Allows up to 12 mature plants; indoor operations only.

(37) Indoor use only.

(38) The use is not allowed within 1,000 feet of the real property comprising a public park, a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030 (1)(a). Distance is measured in a straight line in a radius extending for 1,000 feet or less in any direction from the closest point anywhere on the boundary line of the real property comprising an existing public park, public elementary or secondary school or a private or parochial elementary or secondary school to the closest point of the premises of a recreational processor, wholesaler or retailer; or medical marijuana processor and wholesaler.

(39) 1,000 foot separation between retailer to retailer premises and 1,000 foot separation between retailer to dispensary premises.

(40) Operating hours limited to the hours between 9:00 a.m. and 8:00 p.m.

1 Code reviser's note: Section 25 of Ordinance 2763 provides:

SECTION 25: Grace period for previously permitted or conditional uses. Where an **applicant** demonstrates that a particular **use** was a permitted or conditional **use** on a specific property immediately prior to adoption of this ordinance, but that the **use** is no longer either a permitted or conditional **use** on that property due to this ordinance, the **applicant** may establish the **use** as either a permitted or conditional **use**, as provided in the prior **code**, provided the **use** is legally commenced prior to January 1, 2018.

Exhibit A, Attachment 2

15.305.030 Zoning use table - Use Subdistricts.

600	MISCELLANEOUS USES	R-1/PD	R-1/0.1	R-1/0.4	R-1/6.6	R-1/SP	R-2/PD	R-2/SP	SD/LDR	SD/MMR	R-3/PD	RP/SP	RP/LU	AO	ARO	C-1/SP	C-2/LU	C-2/PD	C-2/SP	C-3/LU	SD/V	SD/NC	SD/H	CC	CF/RF	RF	IO	M-1/SP	SD/E	FHO	II	AIO	H	SC	BI
	Medical Marijuana Dispensary	X	X	X	X	X	X	X	X	X	X	X	X	**(5)**	X	P(4)	P(4)	P(4)	P(4)	P(4)	P(4)	P(4)	P(4)	X	X	X	X	X	X	X	X	X	X	X	**(5)**
	Medical Marijuana Processor	X	X	X	X	X	X	X	X	X	X	X	X	**(5)**	X	X	X	X	X	X	X	X	X	X	X	X	X	P	P	X	X	X	X	X	**(5)**
	Medical Marijuana Grow Site	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	Medical Marijuana Wholesaler	X	X	X	X	X	X	X	X	X	X	X	X	**(5)**	X	X	X	X	X	X	X	X	X	X	X	X	X	P(1)	P(1)	X	P(1)	X	X	X	**(5)**
	Recreational Marijuana Processor	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	X	X	X	X	X	X	X	X	X	X	X	X	P	P	X	X	X	X	X	**(6)**
	Recreational Marijuana Producer (Indoor)	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	X	X	X	X	X	X	X	X	X	X	X	X	P	P	X	P	X	X	X	**(6)**
	Recreational Marijuana Producer (Outdoor)	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	X	X	X	X	X	X	X	X	X	X	X	X	C	C	X	C	X	X	X	**(6)**
	Recreational Marijuana Retailer	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	X	X	X	X	X	X	X	X	X	X	X	**(5)**
	Recreational Marijuana Wholesaler	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	X	X	X	X	X	X	X	X	X	X	X	X	P(1)	P(1)	X	P(1)	X	X	X	**(6)**
	~~Recreational~~ Marijuana Laboratories	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	P	P	P	P	P	P	P	P	P	X	X	X	P	P	X	P	P	X	X	**(6)**
	~~Recreational~~ Marijuana Research Certificate	X	X	X	X	X	X	X	X	X	X	X	X	**(6)**	X	P	P	P	P	P	P	P	P	P	X	X	P	P	P	X	P	P	X	X	**(6)**

Key:

P: Permitted use

S: Special **use** – **Use** requires a special **use permit**

C: Conditional **use** – Requires a **conditional use permit**

X: Prohibited use

(#): See notes for limitations

(1) The use is not allowed within 1,000 feet of the real property comprising a public park, a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030 (1)(a). Distance is measured in a straight line in a radius extending for 1,000 feet or less in any direction from the closest point anywhere on the boundary line of the real property comprising an existing public park, public elementary or secondary school or a private or parochial elementary or secondary school to the closest point of the premises of a recreational retailer or wholesaler; or medical marijuana wholesaler.

(2) 1,000 foot separation between retailer to retailer premises and 1,000 foot separation between retailer to dispensary premises.
(3) Operating hours limited to the hours between 9:00 a.m. and 8:00 p.m.
(4) Shall not be located at the same address as a state-registered marijuana grow site, or within 1,000 feet of the real property comprising a public park, a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030 (1)(a). Distance is measured in a straight line in a radius extending for 1,000 feet or less in any direction from the closest point anywhere on the boundary line of the real property comprising an existing public park, public elementary or secondary school or a private or parochial elementary or secondary school to the closest point of the premises of a dispensary. The premises consist of the dispensary building, or the portion of the building used for a dispensary. Shall not be located within 1,000 feet of another medical marijuana dispensary. Operating hours are limited to the hours between 9:00 a.m. and 8:00 p.m.
(5) See 15.305.020 Zoning use table - Use Districts for Districts where Medical Marijuana Dispensaries, Processor, Grow Site, and Wholesalers are allowed or prohibited.
(6) See 15.305.020 Zoning use table - Use Districts for Districts where Recreational Marijuana Processor, Producer (Indoor and Outdoor), Retailer, Wholesaler, and Marijuana Laboratories and Research Certificates are allowed or prohibited.

PLANNING COMMISSION RESOLUTION 2017-328

A RESOLUTION INITIATING A DEVELOPMENT CODE AMENDMENT FOR MEDICAL MARIJUANA PROCESSORS, GROWERS, WHOLESALERS AND RECREATIONAL MARIJUANA PROCESSORS, PRODUCERS, WHOLESALERS AND LABORATORIES IN THE AIRPORT OVERLAY AND BYPASS INTERCHANGE OVERLAY

RECITALS

1. The City of Newberg passed ordinances regarding medical marijuana processors, growers and wholesalers (Ordinance No. 2016-2793 and Ordinance No. 2016-2809), and recreational marijuana processors, producers, wholesalers and laboratories (Ordinance No. 2016-2798 and Ordinance No. 2016-2801).

2. Inquiries have been received from the public on the permissible activities of medical marijuana processors, growers and wholesalers, and recreational marijuana processors, producers, wholesalers and laboratories in certain base zones but these same activities are prohibited in the Airport Overlay and Bypass Overlay.

3. Staff has noted that there are some anomalies between the base zones and Airport Overlay and Bypass Overlay that should be corrected relating to certain marijuana activities.

4. After proper notice, the Newberg Planning Commission considered initiating the Development Code Amendment at their May 11, 2017 meeting.

The Newberg Planning Commission resolves as follows:

1. The Commission initiates a Development Code Amendment for marijuana regulations associated with the Airport Overlay and Bypass Overlay.

Adopted by the Newberg Planning Commission this 11th day of May, 2017.

Planning Commission Chair

ATTEST:

Planning Commission Secretary

PLANNING COMMISSION RESOLUTION 2017-333

A RESOLUTION AMENDING THE NEWBERG DEVELOPMENT CODE FOR MARIJUANA REGULATIONS AS THEY RELATE TO THE AIRPORT OVERLAY (AO) SUBDISTRICT AND BYPASS INTERCHANGE (BI) OVERLAY SUBDISTRICT AS PERMITTED, CONDITIONAL OR PROHIBITED USES WITHIN THE CITY OF NEWBERG

RECITALS

1. In November 2014 voters in Oregon approved Ballot Measure 91 related to recreational marijuana.

2. Oregon Revised Statutes (ORS) 475B Cannabis Regulation (2015 Edition) and laws adopted by the Legislative Assembly in 2016 regulate marijuana activities within the State of Oregon.

3. The Oregon Liquor Control Commission adopted Oregon Administrative Rules (OAR's), Chapter 845, Division 25 for Recreational Marijuana.

4. The Oregon Health Authority adopted Oregon Administrative Rules (OAR's), Chapter 333, Divisions 7, 8 and 64 for medical marijuana and marijuana laboratories.

5. The Newberg City Council passed ordinances regarding medical marijuana dispensaries (Ordinance No. 2015-2780), medical marijuana processors, growers and wholesalers (Ordinance No. 2016-2793 and Ordinance No. 2016-2809), recreational marijuana processors, producers, wholesalers and laboratories (Ordinance No. 2016-2798 and Ordinance No. 2016-2801) and Ordinance 2016-2809 reconciling previously adopted regulations.

6. The Newberg Planning Commission initiated a potential amendment to Newberg's Development Code regarding marijuana regulations as they relate to the Airport Overlay (AO) Subdistrict and Bypass Interchange (BI) Overlay Subdistrict on May 11, 2017 by Resolution No. 2017-328.

7. After proper notice, the Newberg Planning Commission held a hearing on August 10, 2017 to consider the amendment. The Commission considered testimony and deliberated.

The Newberg Planning Commission resolves as follows:

1. The Commission finds that amending regulations for medical marijuana dispensaries, processors and wholesalers, and recreational marijuana producers, processors and wholesalers, and marijuana laboratories and research certificates within the Airport Overlay (AO) Subdistrict and Bypass Interchange (BI) Overlay Subdistrict would be in the best interests of the city and recommends that the City Council adopt the amendments to the Newberg

Development Code as shown in Exhibit "A". Exhibit "A" is hereby adopted and by this reference incorporated.

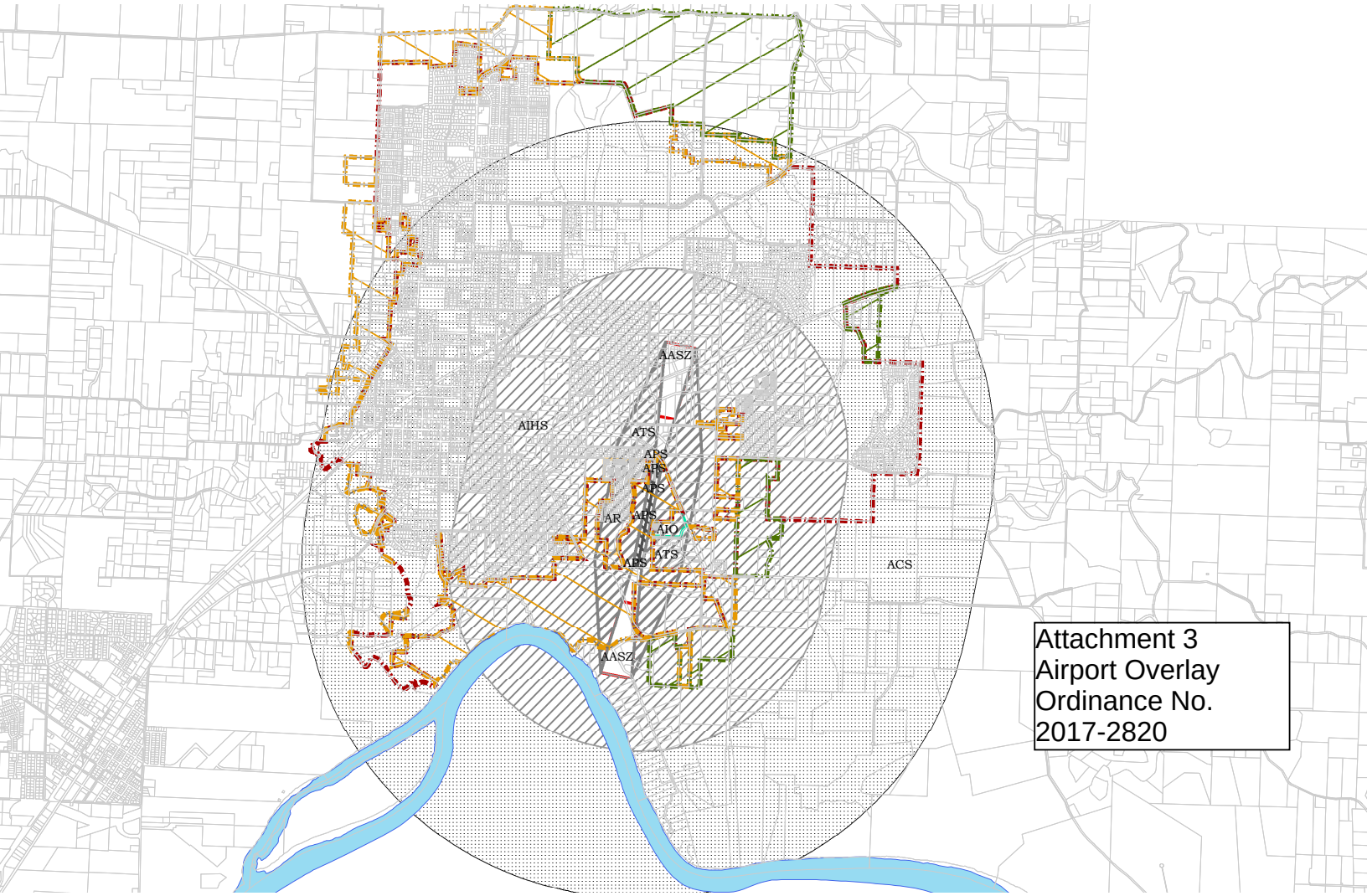
2. The findings shown in Exhibit "B" are hereby adopted. Exhibit "B" is by this reference incorporated.

Adopted by the Newberg Planning Commission this 10th day of August, 2017.

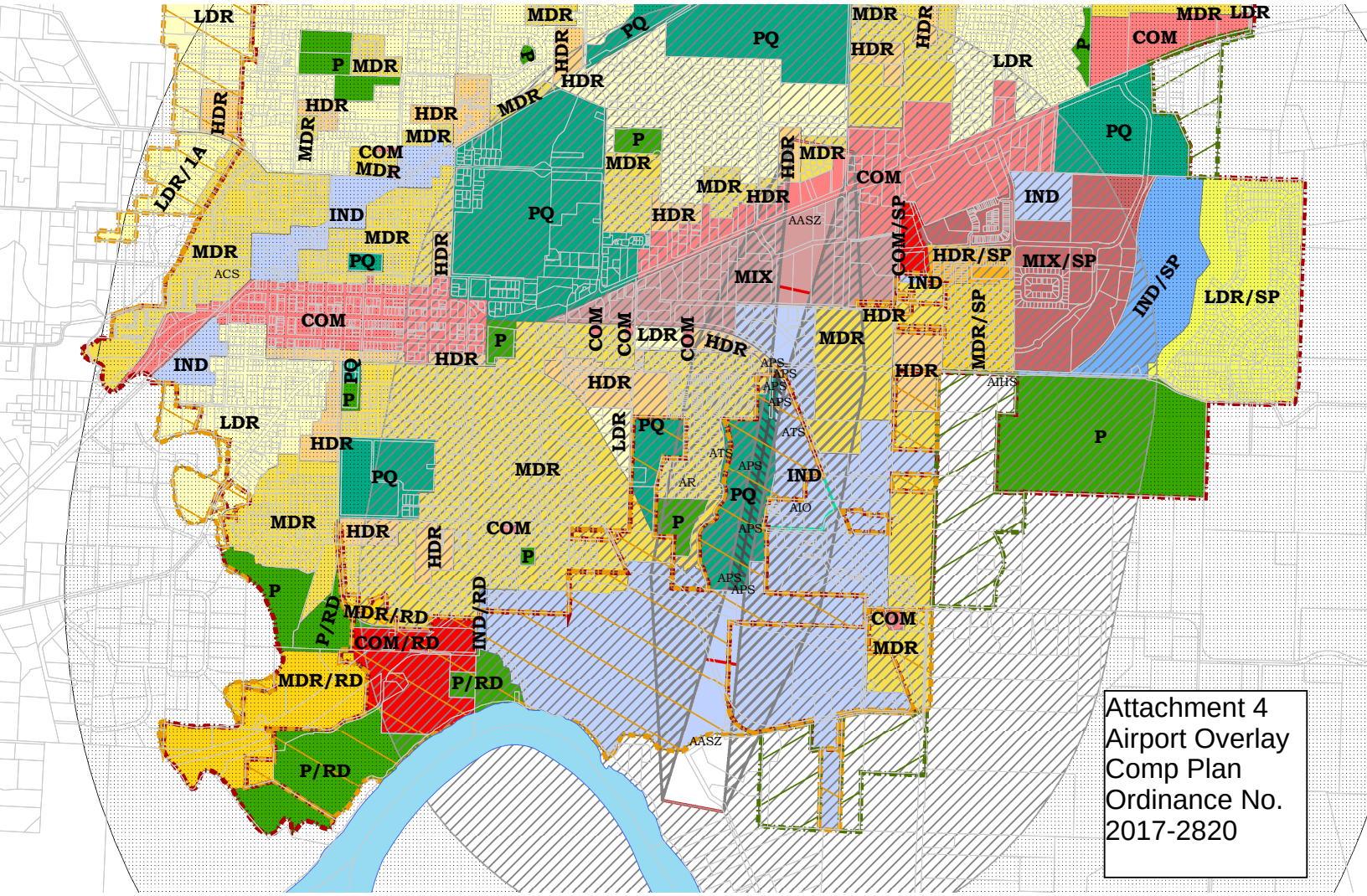
Philip D Smith
Planning Commission Chair

ATTEST:
Bobbie Morgan
Planning Commission Secretary

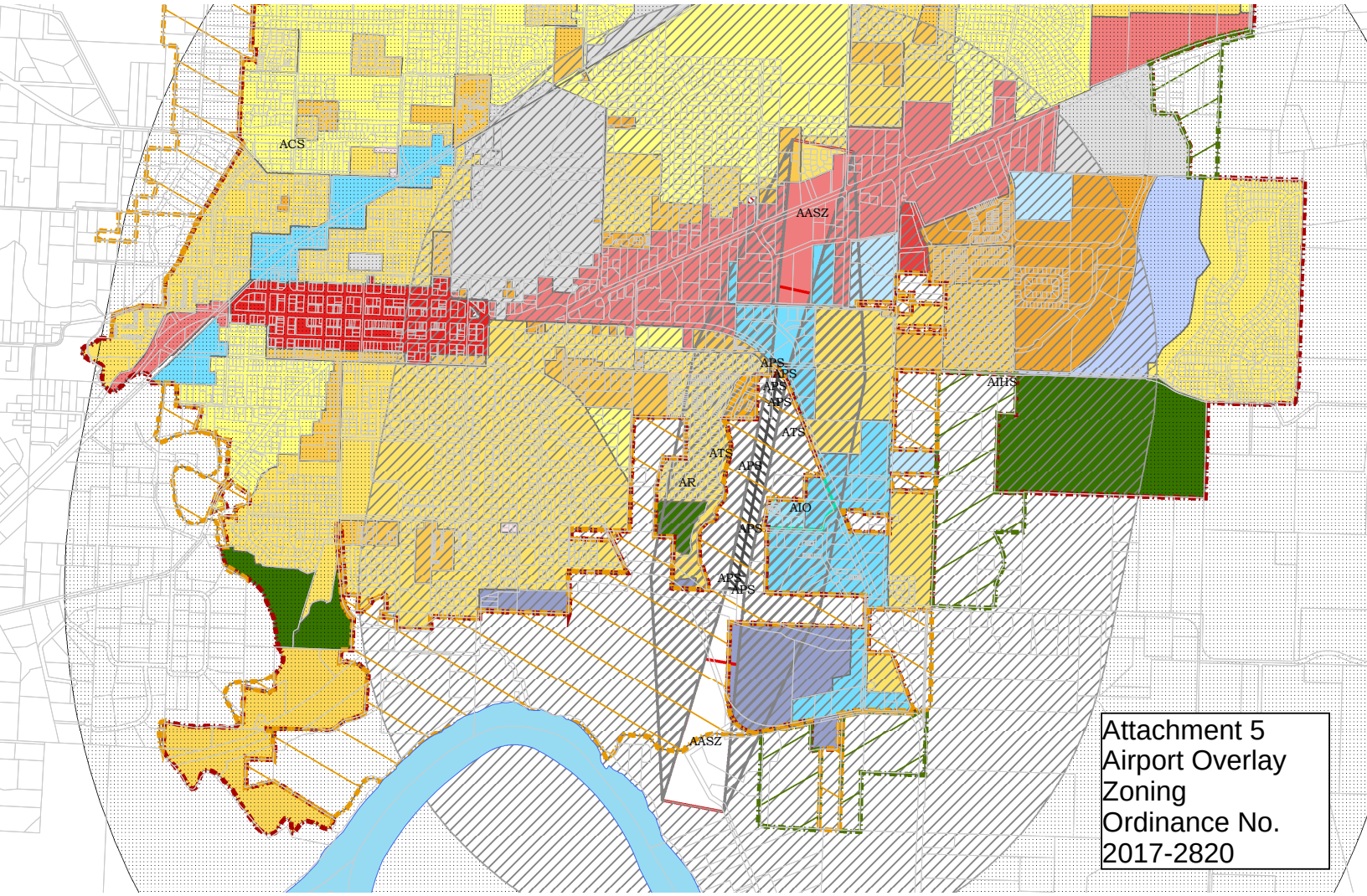
List of Exhibits:
Exhibit "A": Development Code Text Amendments
Exhibit "B": Findings



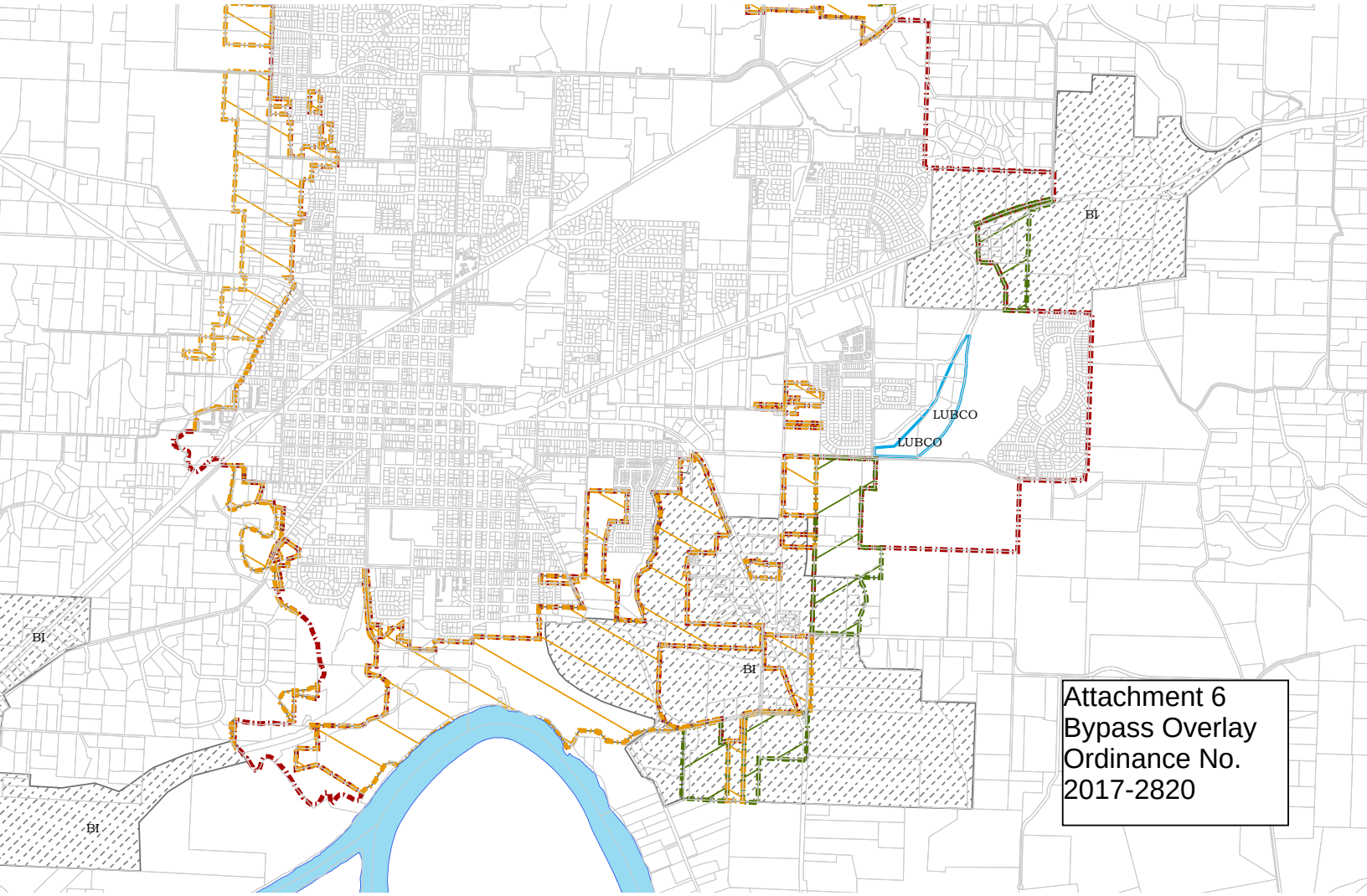
Attachment 3
Airport Overlay
Ordinance No.
2017-2820



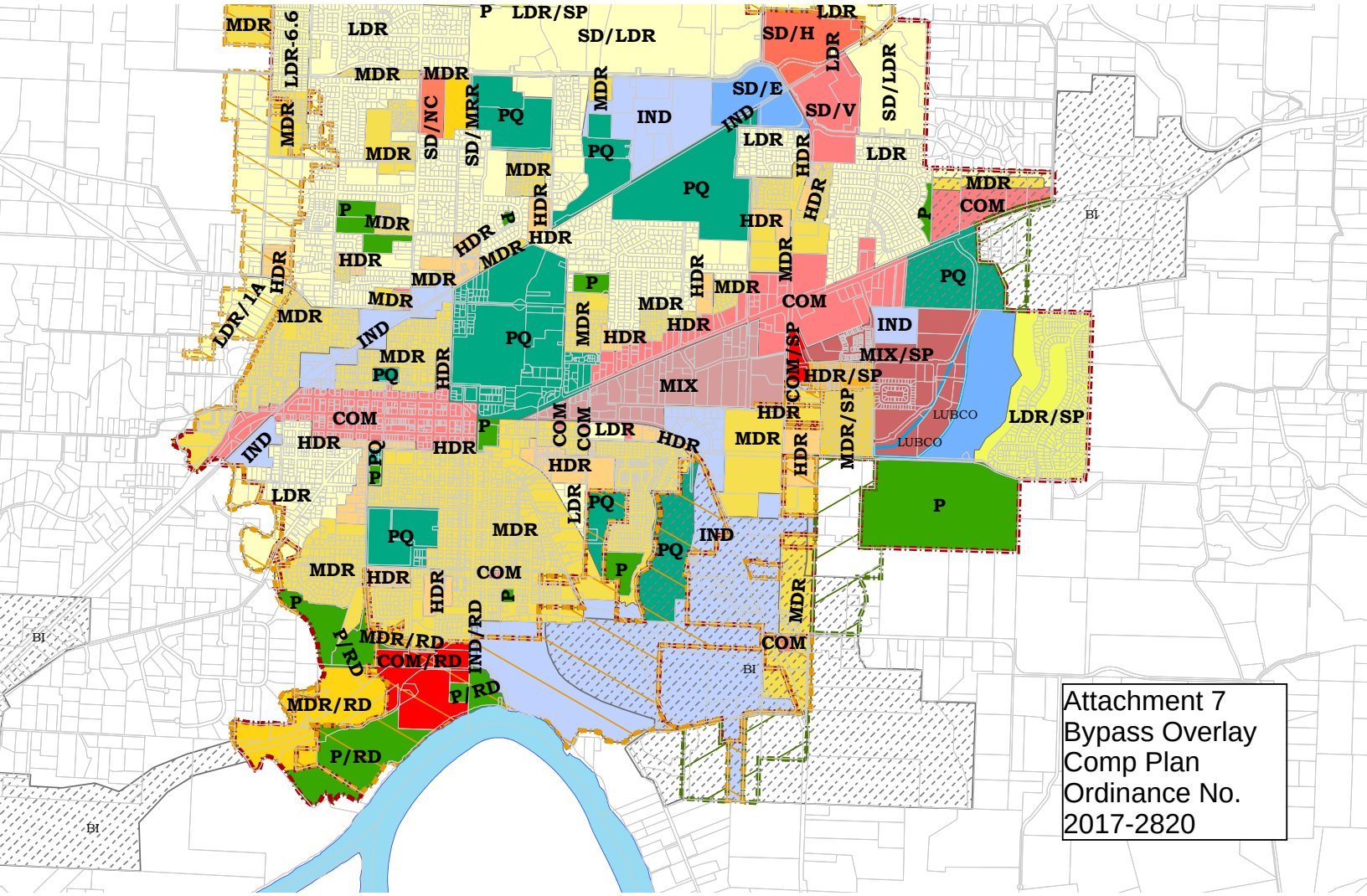
Attachment 4
Airport Overlay
Comp Plan
Ordinance No.
2017-2820



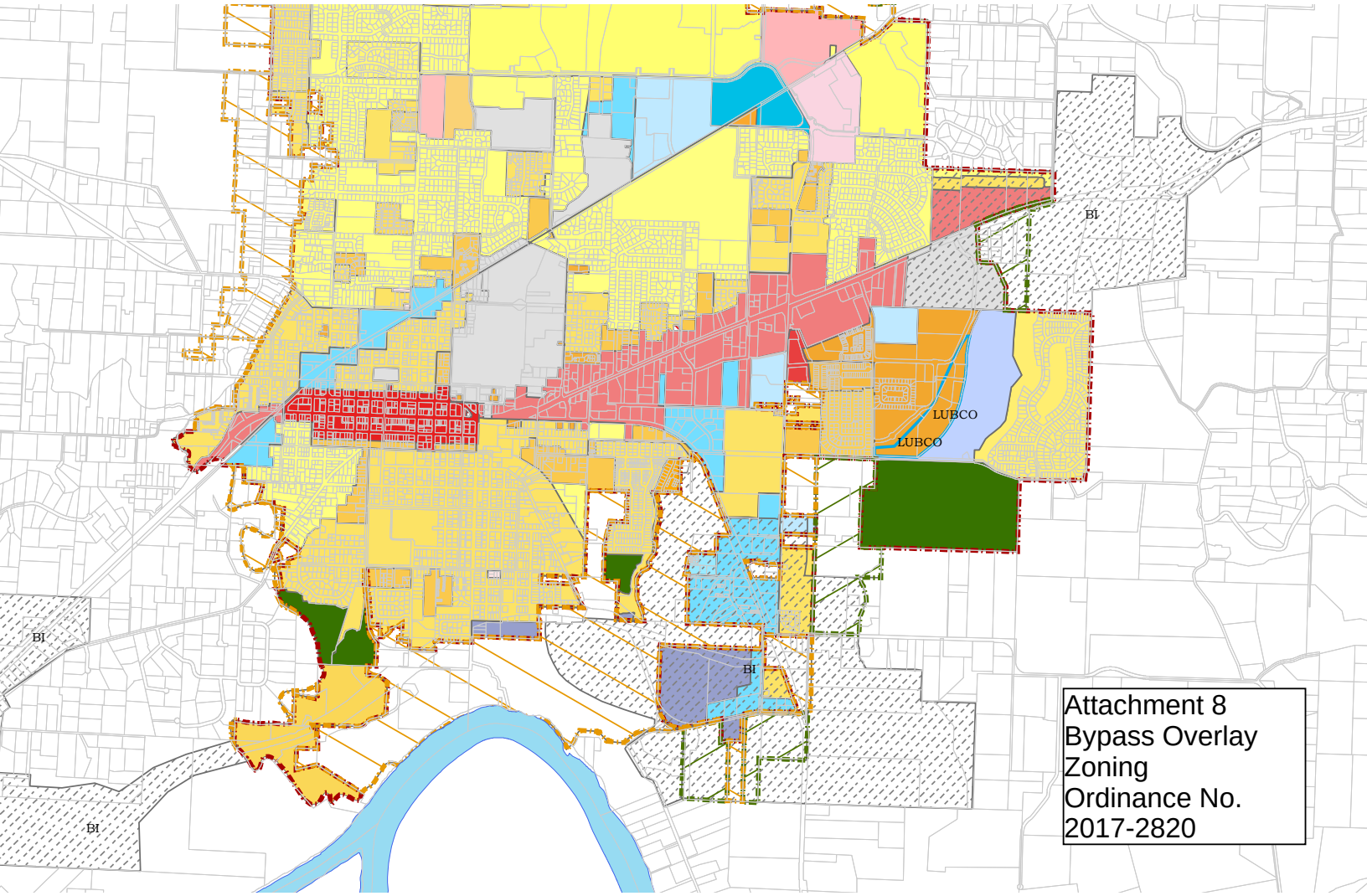
Attachment 5
Airport Overlay Zoning Ordinance No. 2017-2820



Attachment 6
Bypass Overlay
Ordinance No.
2017-2820



Attachment 7
Bypass Overlay
Comp Plan
Ordinance No.
2017-2820



Attachment 8
Bypass Overlay
Zoning
Ordinance No.
2017-2820

DCA-17-001
Marijuana Regulations AO and BI

City Council

September 18, 2017

Exhibit A, Attachment 1

Chapter
15.305
ZONING
USE

15.305.020 Zoning use table - Use Districts.

Newberg Development Code – Zoning Use Table

#	Use	R-1	R-2	R-3	R-4	RP	C-1	C-2	C-3	C-4	M-1	M-2	M-3	M-4-I	M-4-C	CF	I	AR	AI	Notes and Special Use Standards
	Medical Marijuana Dispensary						P(35)	P(35)	P(35)	P(35)										
	Medical Marijuana Processor							P(38)			P(37)	P(37)	P(37)	P(37)						
	Medical Marijuana Grow Site	P(36)	P(36)	P(36)	C	C	C	C	C	C	C	C	C	C	C	C	C	C		
	Medical Marijuana Wholesaer	X	X	X	X	X	X	C(31)/(38)	X	X	P(38)	P(38)	P(38)	P(38)	X	X	X	P(38)	X	
	Recreational Marijuana Processor	X	X	X	X	X	X	C(38)	X	X	P(37)	P(37)	P(37)	P(37)	X	X	X	X	X	
	Recreational Marijuana Producer (Indoor)	X	X	X	X	X	X	X	X	X	P	P	P	P	X	X	X	X	X	
	Recreational Marijuana Producer (Outdoor)	X	X	X	X	X	X	X	X	X	C	C	C	C	X	X	X	X	X	
	Recreational Marijuana Retailer	X	X	X	X	X	P(38)/(39)/(40)	P(38)/(39)/(40)	P(38)/(39)/(40)	P(38)/(39)/(40)	X	X	X	X	X	X	X	X	X	
	Recreational Marijuana Wholesaler	X	X	X	X	X	X	C(31)/(38)	X	X	P(38)	P(38)	P(38)	P(38)	X	X	X	P(38)	X	
	~~Recreational~~ Marijuana Laboratories	X	X	X	X	X	P	P	P	P	P	P	P	P	P	X	P	X	X	
	~~Recreational~~ Marijuana Research Certificate	X	X	X	X	X	P	P	P	P	P	P	P	P	P	X	P	X	X	

Exhibit A, Attachment 2

15.305.030 Zoning use table - Use Subdistricts.

600	MISCELLANEOUS USES	R-1/PD	R-1/0.1	R-1/0.4	R-1/6.6	R-1/SP	R-2/PD	R-2/SP	SD/LDR	SD/MMR	R-3/PD	RP/SP	RP/LU	AO	ARO	C-1/SP	C-2/LU	C-2/PD	C-2/SP	C-3/LU	SD/V	SD/NC	SD/H	CC	CF/RF	RF	IO	M-1/SP	SD/E	FHO	II	AIO	H	SC	BI
	Medical Marijuana Dispensary	X	X	X	X	X	X	X	X	X	X	X	X	(5)	X	P(4)	P(4)	P(4)	P(4)	P(4)	P(4)	P(4)	P(4)	X	X	X	X	X	X	X	X	X	X	X	(5)
	Medical Marijuana Processor	X	X	X	X	X	X	X	X	X	X	X	X	(5)	X	X	X	X	X	X	X	X	X	X	X	X	X	P	P	X	X	X	X	X	(5)
	Medical Marijuana Grow Site	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	Medical Marijuana Wholesaler	X	X	X	X	X	X	X	X	X	X	X	X	(5)	X	X	X	X	X	X	X	X	X	X	X	X	X	P(1)	P(1)	X	P(1)	X	X	X	(5)
	Recreational Marijuana Processor	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	X	X	X	X	X	X	X	X	X	X	X	X	P	P	X	X	X	X	X	(6)
	Recreational Marijuana Producer (Indoor)	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	X	X	X	X	X	X	X	X	X	X	X	X	P	P	X	P	X	X	X	(6)
	Recreational Marijuana Producer (Outdoor)	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	X	X	X	X	X	X	X	X	X	X	X	X	C	C	X	C	X	X	X	(6)
	Recreational Marijuana Retailer	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	P(1)/(2)/(3)	X	X	X	X	X	X	X	X	X	X	X	(5)
	Recreational Marijuana Wholesaler	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	X	X	X	X	X	X	X	X	X	X	X	X	P(1)	P(1)	X	P(1)	X	X	X	(6)
	~~Recreational~~ Marijuana Laboratories	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	P	P	P	P	P	P	P	P	P	X	X	X	P	P	X	P	P	X	X	(6)
	~~Recreational~~ Marijuana Research Certificate	X	X	X	X	X	X	X	X	X	X	X	X	(6)	X	P	P	P	P	P	P	P	P	P	X	X	P	P	P	X	P	P	X	X	(6)

Key:

P: Permitted use

S: Special use – Use requires a special use permit

C: Conditional use – Requires a conditional use permit

X: Prohibited use

(#): See notes for limitations

(1) The use is not allowed within 1,000 feet of the real property comprising a public park, a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030 (1)(a). Distance is measured in a straight line in a radius extending for 1,000 feet or less in any direction from the closest point anywhere on the boundary line of the real property comprising an existing public park, public elementary or secondary school or a private or parochial elementary or secondary school to the closest point of the premises of a recreational retailer or wholesaler; or medical marijuana wholesaler.

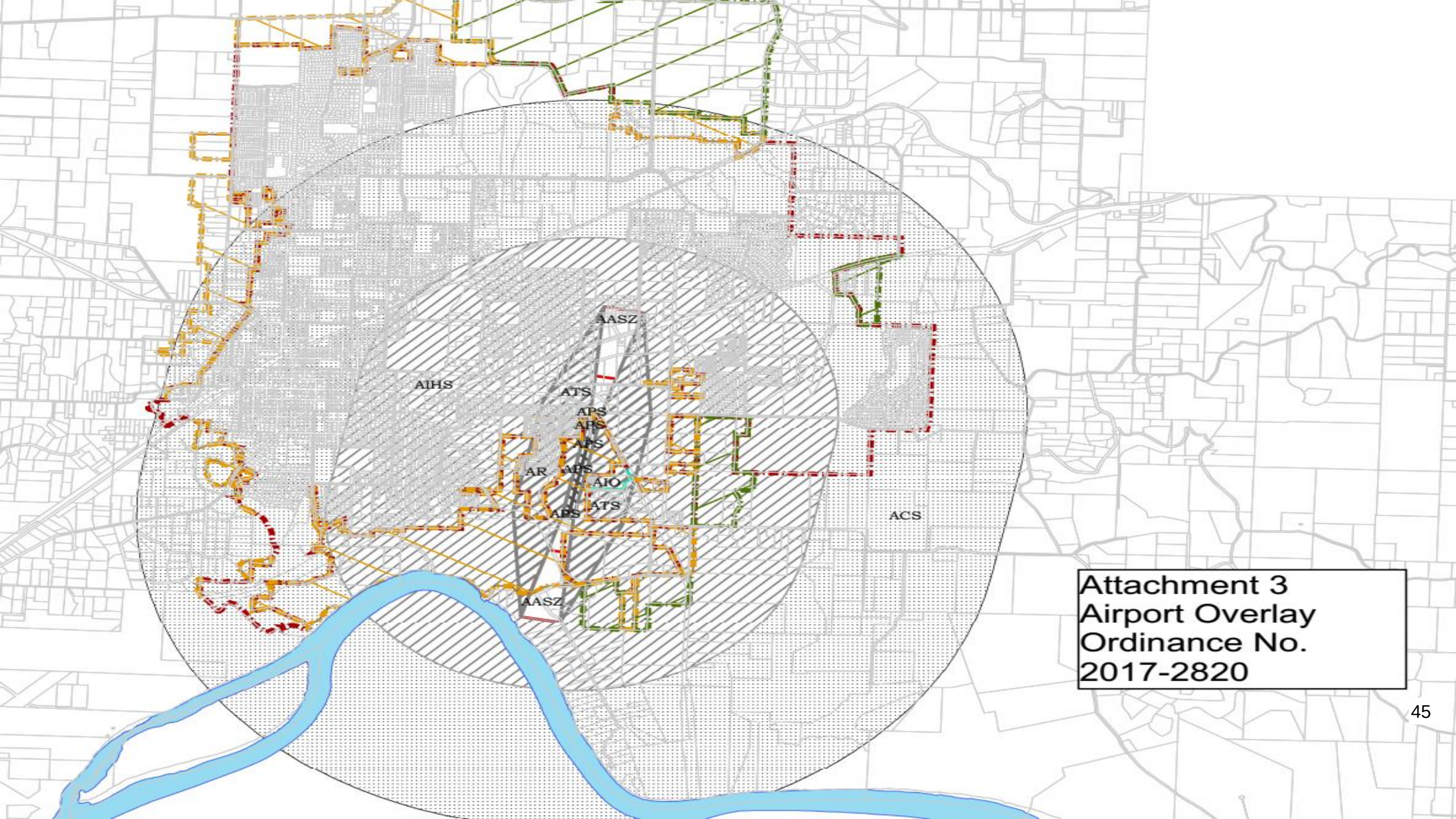
(2) 1,000 foot separation between retailer to retailer premises and 1,000 foot separation between retailer to dispensary premises.

(3) Operating hours limited to the hours between 9:00 a.m. and 8:00 p.m.

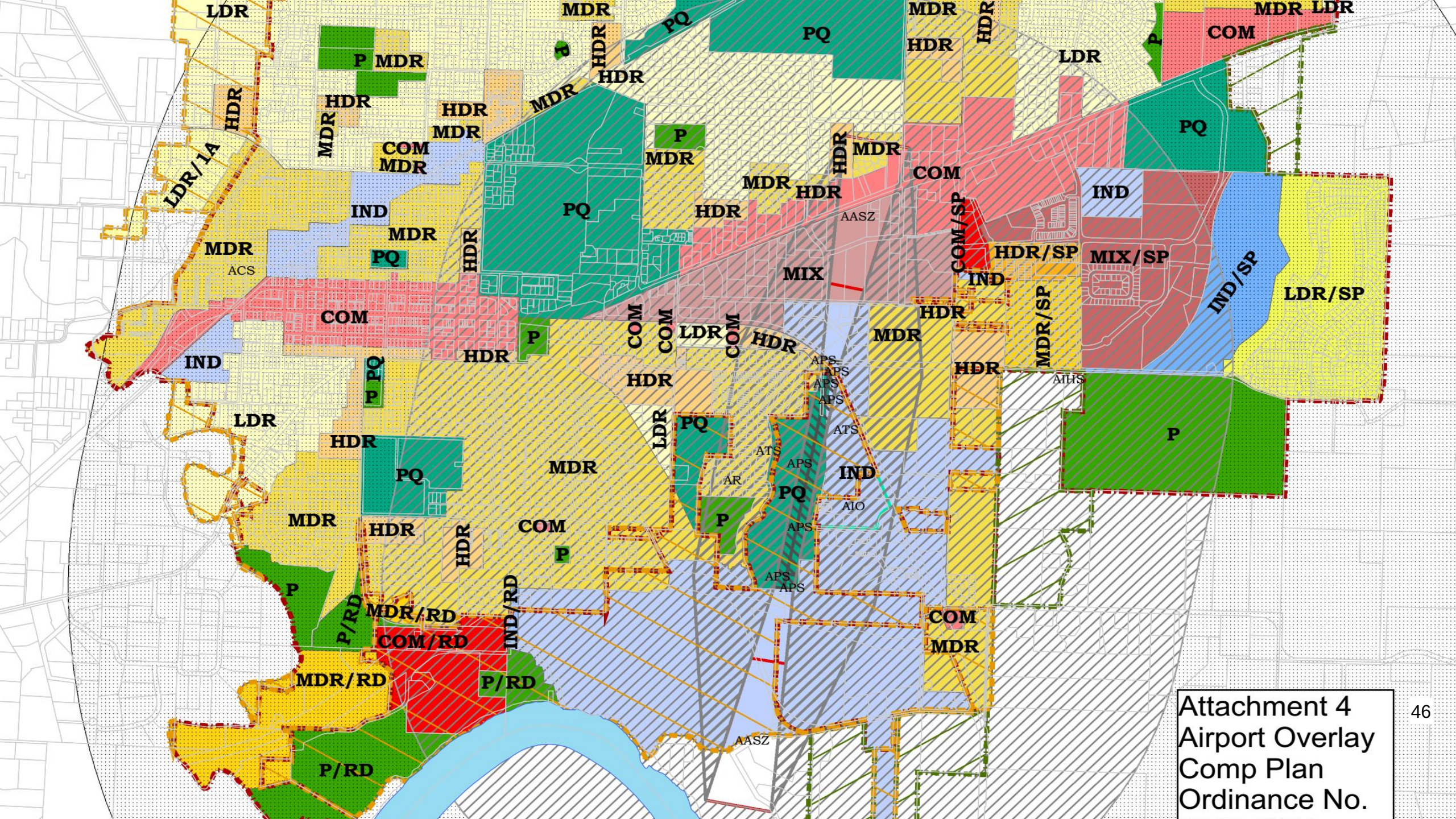
(4) Shall not be located at the same address as a state-registered marijuana grow site, or within 1,000 feet of the real property comprising a public park, a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030 (1)(a). Distance is measured in a straight line in a radius extending for 1,000 feet or less in any direction from the closest point anywhere on the boundary line of the real property comprising an existing public park, public elementary or secondary school or a private or parochial elementary or secondary school to the closest point of the premises of a dispensary. The premises consist of the dispensary building, or the portion of the building used for a dispensary. Shall not be located within 1,000 feet of another medical marijuana dispensary. Operating hours are limited to the hours between 9:00 a.m. and 8:00 p.m.

(5) See 15.305.020 Zoning use table - Use Districts for Districts where Medical Marijuana Dispensaries, Processor, Grow Site, and Wholesalers are allowed or prohibited.

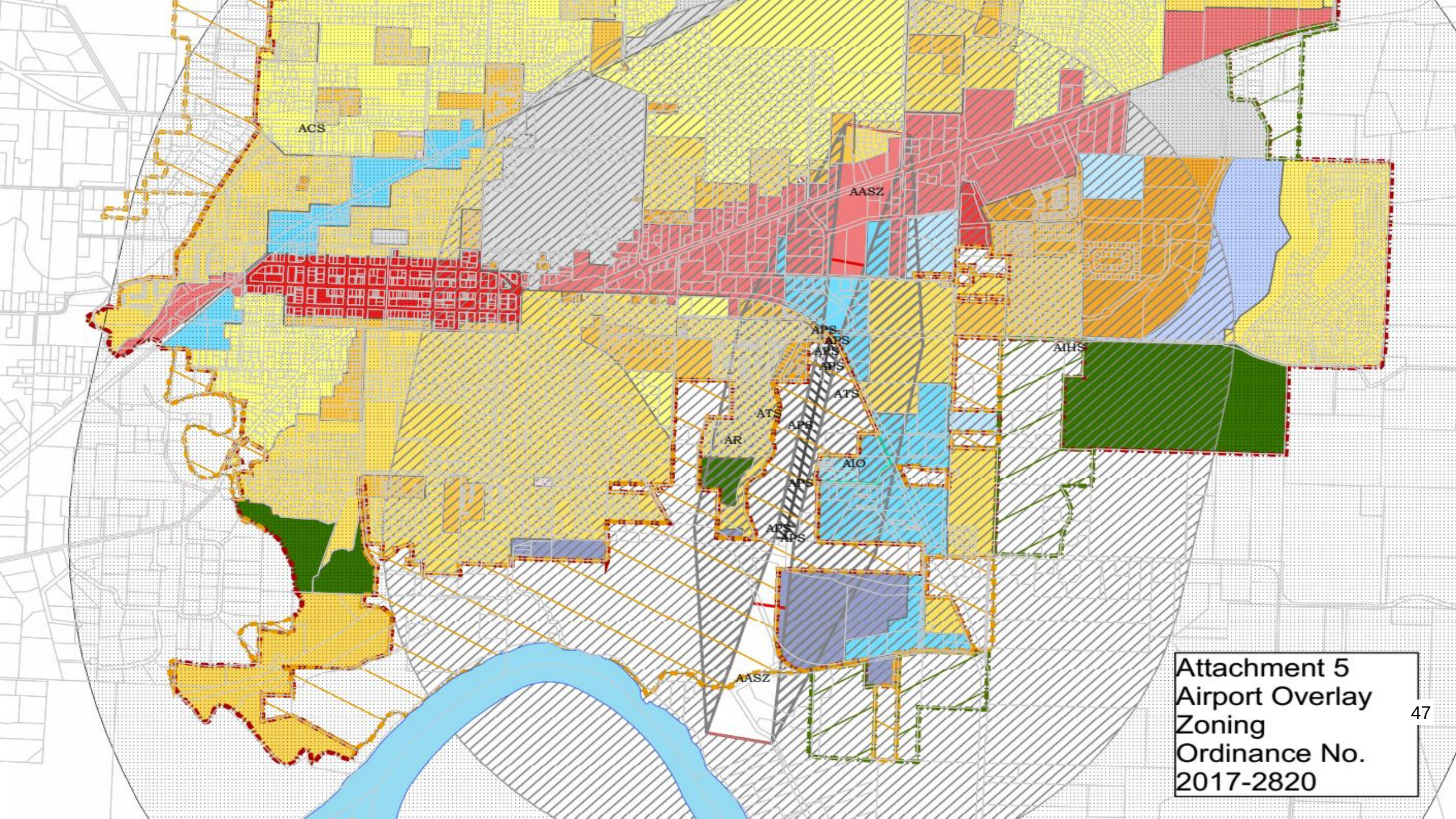
(6) See 15.305.020 Zoning use table - Use Districts for Districts where Recreational Marijuana Processor, Producer (Indoor and Outdoor), Retailer, Wholesaler, and Marijuana Laboratories and Research Certificates are allowed or prohibited.



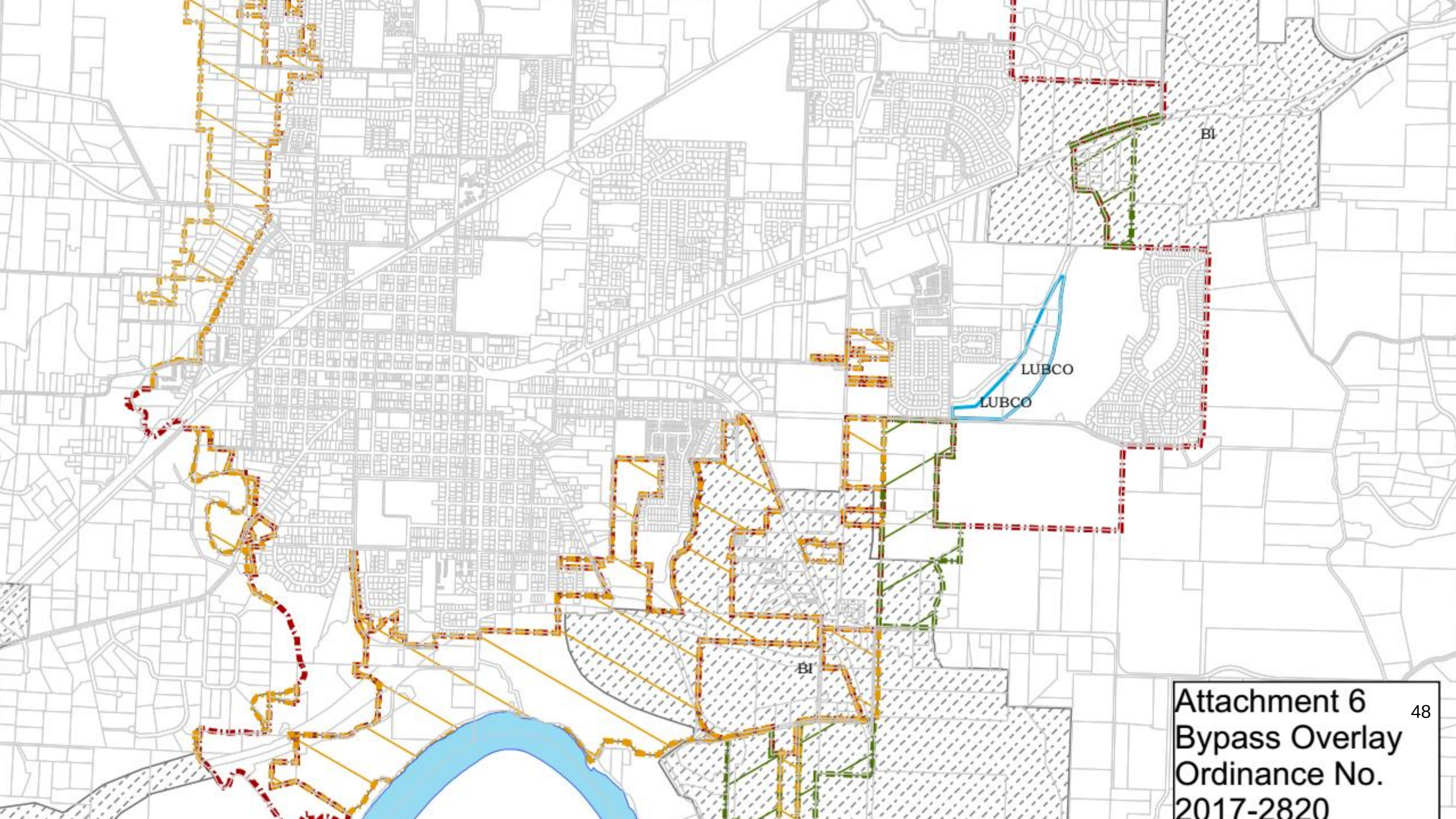
Attachment 3
Airport Overlay
Ordinance No.
2017-2820



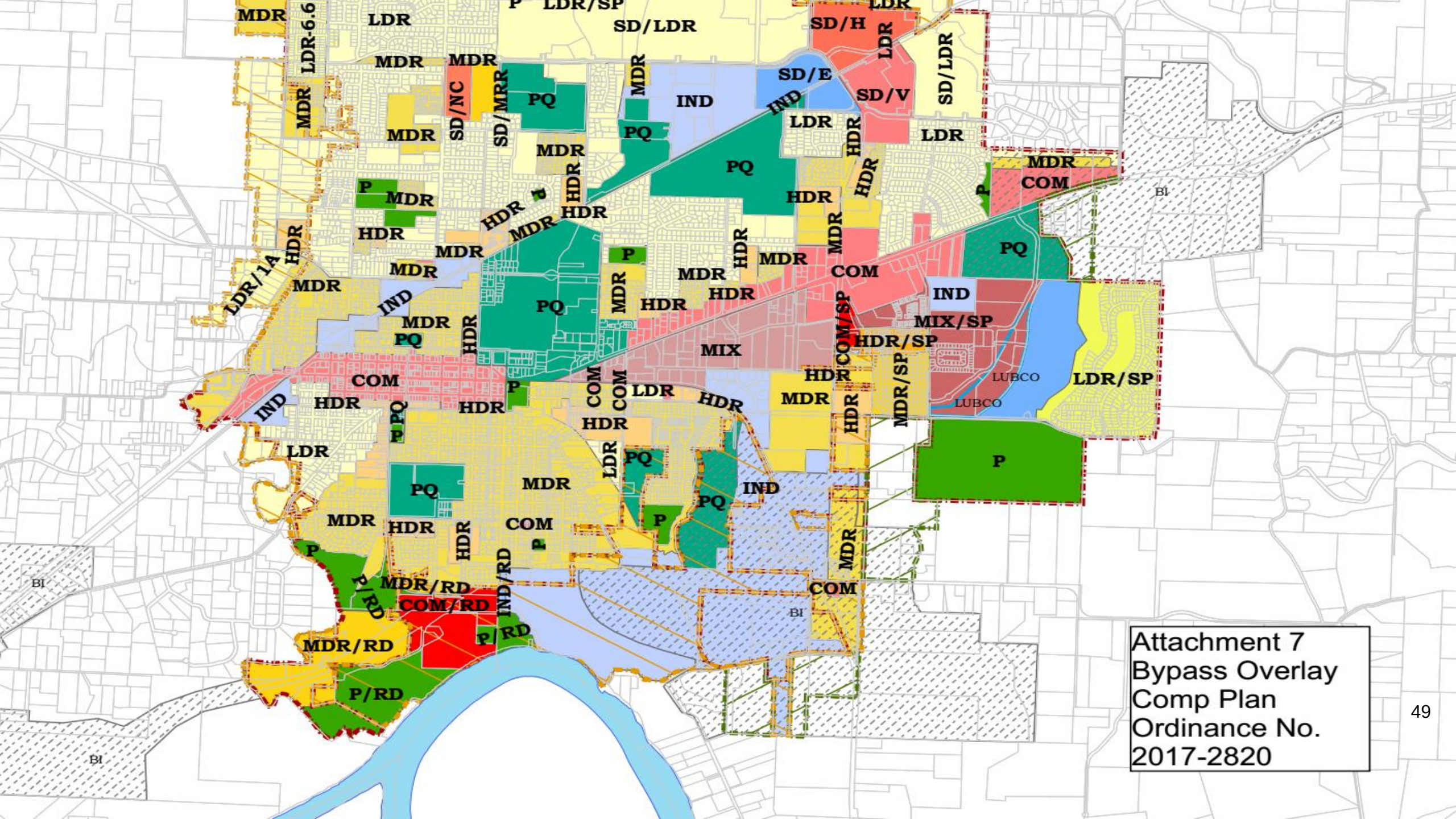
Attachment 4
Airport Overlay
Comp Plan
Ordinance No.



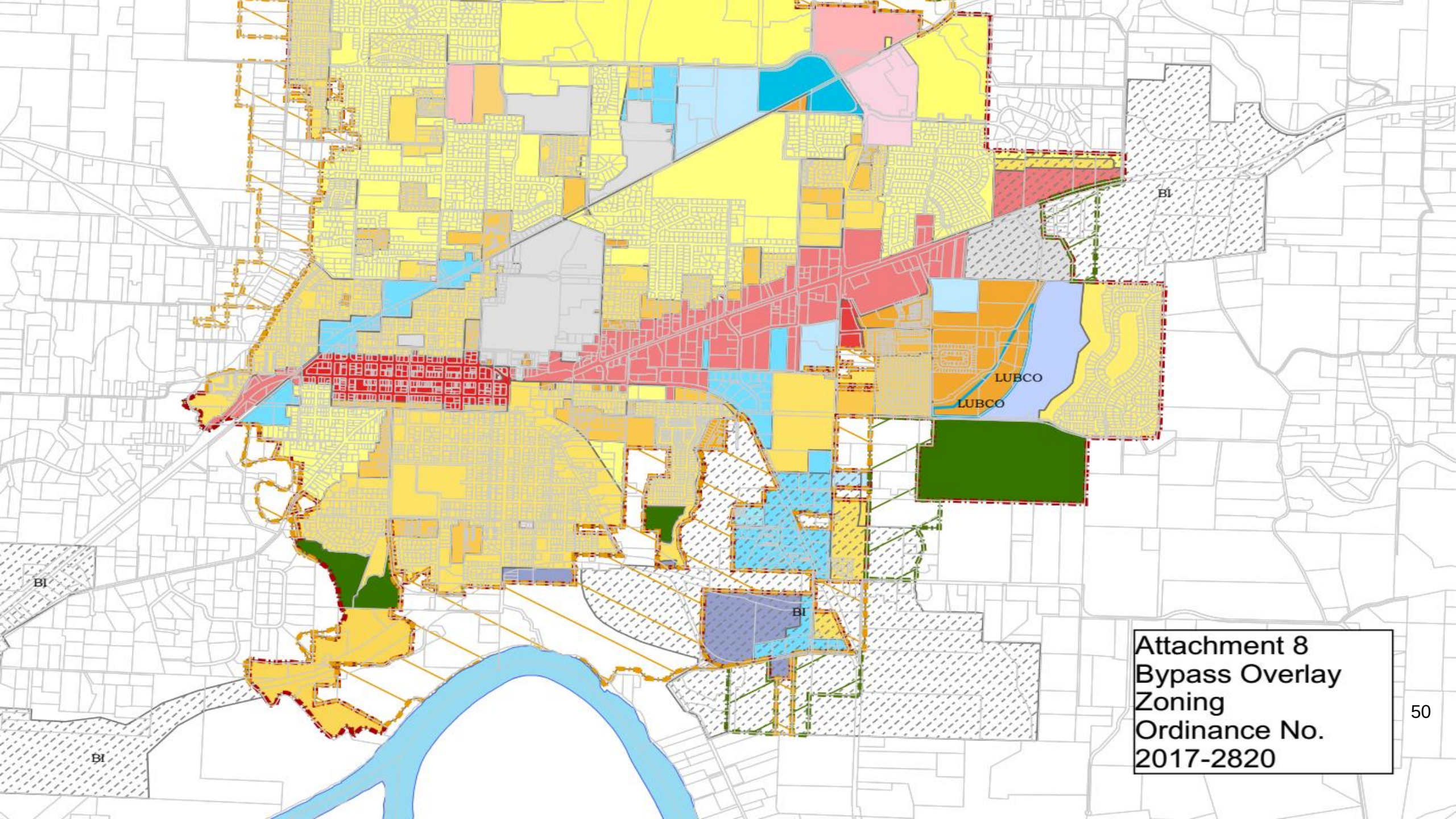
Attachment 5
Airport Overlay
Zoning
Ordinance No.
2017-2820



Attachment 6
Bypass Overlay
Ordinance No.
2017-2820



Attachment 7
Bypass Overlay
Comp Plan
Ordinance No.
2017-2820



Attachment 8
Bypass Overlay
Zoning
Ordinance No.
2017-2820

15.356.050 Prohibited uses.

A. Several commercial types of **uses** are permitted outright or with conditional **use** approval in Newberg's industrial districts (M-1, M-2, and M-3). The area within the Newberg UGB near the Oregon 219 Interchange is generally planned for industrial **use**. To protect the interchange area from commercial development, the following **uses** are prohibited within the M-1, M-2, and M-3 districts within the boundaries of the bypass interchange overlay:

15. Recreational marijuana processor, producer (indoor and outdoor), retailer, wholesaler, laboratories, and research certificates ~~**marijuana producer** and recreational **marijuana processor**~~ in the R-2 District.

16. Recreational **marijuana** ~~**wholesalers**, laboratories, research certificates and~~ retailers.

17. **Medical marijuana dispensaries**, processor, grow site, and wholesalers in the AI District.

18. Medical marijuana dispensaries, processor, wholesalers, laboratories, and research certificates in the R-2 District.

RECOMMENDATION

Move to adopt Ordinance No. 2017-2820.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No. ___**	**Motion X**	**Information**
SUBJECT: Council Priorities 2017-2018			**Contact Person (Preparer) for this Item: Joe Hannan Dept.: City Manager**	

EXECUTIVE SUMMARY:

This item is a continuation of the discussion from July 17, 2017. Following is a recommended list of Council priorities for 2017-2018 with accompanied action plan that will guide City planning, budget and operations.

It is recommended that the City Council approve Council priorities as presented for 2017-18

BACKGROUND

In October 2015 the Council and Department Heads met in a Strategic Objectives Planning Session to develop mid-range strategic priorities for the City. In March, 2017, the Council received an update on priorities progress and discussed additional or revisions for 2017-1018. The Council requested additional information about priority ideas before finalizing priorities for 2017-2018. In May, 2017, the Council reviewed a recommended list of priorities and suggested priority combinations and changes reflected in the revised list.

RECOMMENDED PRIORITES

1. Maintain a state-of-the-art 911 dispatch center and 800 MHz radio communications system Maintain a state of the art police communications system.

2. Implement Plans for Road Repair and Maintenance, replace and repair sidewalks and secure additional funding

3. Complete community visioning process and communication plan to engage Newberg residents

4. Utilize Technology to Improve and Economize City Services and within 3 years obtain functional software/hardware that reduces redundancies and duplications through the integration of departmental systems.

5. Complete a 5-year financial plan and fiscal policies consistent with preferred service levels.

6. Expand the Urban Growth Boundary

7. Encourage affordable housing

8. Develop a Riverfront Plan

9. Implement Emergency Preparedness Program

10. Implement Economic Development Strategy

11. Improve Newberg Employee Retirement System

12. Decide on TVF&R Annexation

13. Improve the Transit System:

Council Priorities Report

GOAL 1: Maintain a state-of-the-art 911 dispatch center and 800 MHz radio communications system

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
1.1	**Agree on plan to upgrade the City's dispatch center**					In consultation with Washington County Consolidated Communications Agency (WCCCA), and in anticipation of Next Gen 911, the City has determined the furniture, equipment, software needs and preliminary costs required for the continuation of operations as a primary PSAP dispatch center in Newberg. Next Gen 911 anticipates dispatch center may/will receive text-to-911, smart phone videos, medical bracelet information sharing, etc.
Actions	Replace 1998-era dispatch furniture with ergonomic functional furniture designed to withstand 24-hour operations.	√		√	Police Chief	Four quotes in process, with vendor decision anticipated 7/30/2017.
Actions	Implement Text-To-911	√			Police Chief and IT Director	OEM approved. Vendor ComTech identified; contract signed; FCC registration completed; carriers notified. Awaiting ComTech Project Manager Kickoff conference call. Note: paid by OEM with State 911 funds.
Actions	Agree on the plan to upgrade VisionAIR computer aided dispatch (CAD) to TriTech CAD as standalone or as part of WCCCA system.	√			Police Chief and IT Director	Engineering conference call 7/10/17; quotes will be updated by 7/21/17.
Actions	Replace three CAD computers and three GIS/Camera computers.	√			Police Chief	Computers ordered and received, awaiting software installation. Operational 7/30/2017.
Actions	Determine value and feasibility of dispatch center being capable of stand alone operation.	√			Police Chief and IT Director	
1.2	**As needed, design and install fiber link**					Government fiber not available. Awaiting quotes from private vendors.
Actions	Determine the value and cost of fiber link from Newberg Dispatch to WCCCA/CCOM for live CAD connectivity between Newberg CAD and WCCCA CAD.	√			Police Chief and IT Director	Dependent on availability of fiber.
1.3	**Upgrade Motorola 800 MHz radio system**					Police Chief Scheduled conference call for discussion and finalization of details of IGA. Agree on radio upgrade and determine if upgrade should include simulcast capability independent of the WCCCA system (allowing for independent dispatch during downtime of WCCCA).
Actions	Update existing Intergovernmental Agreement with Washington County Consolidated Agency for radio system access, maintenance, and area wide communications upgrade by 8/31/17	√			City Manager and Police Chief	Coordination meeting scheduled for 7/18/2017.
Actions	Council review/approval of contract with Motorola for Newberg radio project, including towers, microwaves, subscriber radios, etc.	√			Police Chief	Preliminary contract review in progress. Contract discussions weekly, with anticipated contract language mid-August. Anticipated Council review early September, 2017.
Actions	Tower location.	√		√	Police Chief	Tower location will be at new public works yard.
Actions	Subscriber radio needs identified for police.	√			Police Chief	Number of portable and mobile subscriber radios identified; anticipated order fall 2017. Goes towards bulk rate order for best cost savings.
Actions	Estimate costs and means to pay for upgrade.		√		Finance Director	Communications upgrade costs are estimated at $3.4 million, the 2017-18 budget includes financing up to $3.5 million to upgrade the 800 MHz radio communications system as part of the Washington County Consolidated Communication Agency. Computer Aided Dispatch upgrade costs still to be determined. A source of financing must still be determined. A council work session to consider options is scheduled for 9/5/17.

Council Priorities Report

GOAL 2: Repair and maintain City's streets and sidewalks and secure funding

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
2.1	**Determine desired level of services for City streets**					
Actions	Determine the desired level of pavement condition based on the pavement condition index (PCI).	√			City Engineer	In 2014, the City evaluated and rated the street system. using a Pavement Condition Index (PCI). In January, 2017, the City Council approved a desired, average PCI standard of 71 for city streets. Street conditions were updated in 2016.
2.2	**Determine condition of city streets and sidewalks and estimate costs of repair, replacement and maintenance**					
Actions	Prepare a street condition report.	√			City Engineer	The City has 65.5 miles of paved streets and four miles of gravel roadways with a replacement value of approximately $150 million. The condition of our roads range from poor to good. In 2014, the City determined that $2 million per year for 10 years is required to upgrade the city street system and maintain the system at a PCI of 71.
2.3	**Develop and approve short term and long term finance strategy**					
Actions	1. Identify potential source of street funding. 2. Implement Transportation Utility fee. 3. Work session to discuss other funding options (September, 2017).	√			City Engineer and Finance Director	The Newberg Pavement Maintenance and Funding Master Plan was developed in 2017 to identify new funding to maintain roads. Several funding sources were discussed with a Transportation Utility Fee approved to fund $1.2 million of the $2.5 million annual need. In April, 2017, the Council authorized a Transportation Utility Fee scheduled for implementation with the August, 2017 municipal services bills. Other funding sources are still to be determined and are scheduled to be discussed during Council work session September, 2017. The Council is also scheduled to consider a financing proposal to borrow against future TUF revenues to permit 2017/2018 construction. Staff is also monitoring the proposed State transportation bill for any additional revenue directed to cities.
2.4	**Produce five year schedule of street restoration, repair and maintenance**					
Actions	Develop a project list for 2018.	√			City Engineer	The Pavement Management/Street Conditions Report of 2014 (revised in 2016) identified street segments requiring maintenance, repair or replacement. Several streets have been identified for repair, maintenance (sealcoat or slurry seal) or complete rebuild in 2017. The award for the work is scheduled for 7/17/17.
Actions	Develop a project list for the following 5 years will be developed by 6/30/18 and will be dependent on securing additional funding.	√			City Engineer	

Council Priorities Report

Goal 3: Complete community visioning process and communication plan to engage Newberg residents

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
3.1	**Determine what constitutes a Community Vision and who should be involved in developing a Community Vision**					The Community Engagement Specialist has interviewed several councilmembers, commission volunteers and staff who have revealed patterns and desires for a city communications effort. Research has also been conducted to determine best practices of other public agencies on effective communications plans.
Actions	Evaluate models for community visioning processes that reflect Newberg's values, trends and issues.	√			Community Development	
Actions	Identify key stakeholders to gauge level of engagement in a community visioning process.	√			Community Development	
Actions	Hold briefings with other communities that have engaged a community visioning process to gather best practices and lessons learned.	√			Community Development	
3.2	**Develop community vision and actionable plan**					
Actions	Secure a facilitator for the community visioning process.		√		Community Development	
Actions	Reach out to Newberg residents and stakeholders in listening sessions and public forums. 2-4 community sessions, 5 stakeholder sessions and 3 large community wide sessions (modeled after process used to create Economic Development Strategy and Downtown Plan).		√	√	Community Development	
Actions	Based on listening sessions and stakeholders meetings develop series of values community values, emerging trends and issues.		√	√	Community Development	
Actions	Develop a community visioning plan and actions.		√	√	Community Development	

Goal 3: Complete community visioning process and communication plan to engage Newberg residents (continued)

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
3.3	**Develop Communications Plan and Strategy**					
Actions	Create a Communications Plan based on interviews and research of best practices for public agencies.	√	√	√	Community Engagement Specialist	A draft communications plan has been developed based on the following themes and guiding principles: 1. Engage the community. 2. Ensure City of Newberg has a positive image with all stakeholders. 3. Ensure consistent and proactive external communication. 4. Enhance internal communication to increase awareness, coordination and participation of City employees in City goals. Open Two-Way Communication – Ensure that information is shared throughout the community and the organization emphasizing two-way informational flow. **Community Problem Solving** – Provide citizens with complete, accurate and timely information enabling them to make informed judgments. **Proactive** – The plan attempts to give the City the opportunity to tell its story rather than rely exclusively on others to interpret the City's actions, issues and decisions. **Inclusive** – Including everyone in the process builds teamwork and a feeling of belonging, breaking down feelings of us vs. them, which are common in many city governments and in many relationships of city government with citizens. The goal is to include everyone who cares to participate and to motivate those who are not currently engaged. **Strong and Consistent Messages** –The communication plan should support, reinforce and reflect the goals of the City government as established by the City Council and the City management, thus underscoring the idea of an organization with one common purpose: the citizens. A draft communications plan with an implementation schedule will be presented to Council for comments in August, 2017.

Council Priorities Report

Goal 4: Utilize Technology to Improve and Economize City Services and within 3 years obtain functional software/hardware that reduces redundancies and duplications through the integration of departmental systems.

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
4.1	**Evaluate opportunities for expanded use of technology**				IT Director and Department Directors	Software packages to aid in staff communication and workflow have been identified and are awaiting funding.
Actions	By 12/31/17 develop a technology plan that addresses long term equipment and software needs of all departments and includes financial plan.	√				Technology plan is complete. Equipment and software needs are identified and awaiting budget approval.
4.2	**Streamline City permitting process**				City Engineer	eTrakit system went live 6/27/17. Six month evaluation scheduled for December, 2017.
Actions	Enhance city permitting processes.	√				
4.3	**Evaluate expansion of fiber**				IT Director	Government and commercial options are being evaluated.
Actions						

Goal 5: Complete a 5-Year Financial Plan and Fiscal Policies

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
5.1	**Complete a comprehensive five-year financial plan for operating and enterprise funds**					A citizens planning committee assisted in the development of a five-year planning document that was completed and used in preparation of 2017/18 budget. Formal presentation to City Council is scheduled for 12/2017.
Actions	Five-year financial planning document for seven operating funds presented to Council by 11/20/17.	√			Finance Director	
Actions	Five-year financial planning document for enterprise funds presented to Council by 3/30/18.	√			Finance Director	
5.2	**Adoption of financial policies for operating budget; revenues; capital improvement; accounting; debt, fund balance/reserve and long range planning**					
Actions	Presentation of fund balance/reserve and operating budget policies to Council by 12/31/17.	√			Finance Director	
Actions	Presentation of revenues, capital improvement, accounting, debt and long range financial planning to Council by 3/31/18.	√			Finance Director	

Council Priorities Report

Goal 6: Expand the City's Urban Growth Boundary

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
6.1	**Determine expansion needs**					
Actions	Apply for and receive a State grant to evaluate expanding the urban growth boundary.	√			Community Development	A State grant was applied for and received. An initial Buildable Lands Inventory using OAR Chapter 660, Division 38 has been completed.
6.2	**Determine appropriate process for UGB expansion request**					
Actions	Evaluate options for the appropriate process to expand the Urban Growth Boundary.	√			Community Development	Options include: 1. Proceed with OAR Chapter 660, Division 38. 2. Request DLCD/LCDC make technical fixes to OAR Chapter 660, Division 38. Staff has requested the State to make administrative changes to the Division 38 process. 3. Wait for another comparable sized city to work through Division 38 process before Newberg proceeds any further. 4. Abandon the Division 38 process and proceed with Division 24 (which will require an Economic Opportunity Analysis and Housing Needs Assessment).
Actions	Advance selected Urban Growth Boundary selected process with consultant(s) and Citizens Advisory Committee.	√	√	√	Community Development	

Council Priorities Report

Goal 7: Encourage Affordable Housing

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
7.1	**Define need and potential strategies to address the affordable housing need**					
Actions	Consider the recommendation of the community citizens committee Housing Newberg to explore several different areas to help provide affordable housing in Newberg including: 1. Annexations Policies applying a mixture of zoning, to include some R-3 zoned lands. 2. Accessory Dwelling Units (ADUs) 3. Construction Excise Tax 4. Artist Work and Living Spaces 5. Education/Community Awareness 6. Missing Middle Level Housing	√	√	√	Community Development	The City Council is scheduled to hear Housing Newberg's recommendations 7/17/17. 1. Annexations Policies applying a mixture of zoning, to include some R-3 zoned lands. 2. Accessory Dwelling Units (ADUs) - Make ADU's permitted uses in all zones with no systems development charges (SDCs) . 3. Construction Excise Tax – Assess a 1% of permit valuation construction excise tax on new residential, commercial and industrial construction. The proceeds of the levy directed to the existing Affordable Housing Trust Fund for such things as developer incentives, land acquisition, consultant fees, to replenish waived SDC fees, to finance a City-wide bond campaign and other actions to develop a range of affordable housing in our community. 4. Artist Work and Living Spaces – City should contract with Artspace Consulting to assess the City's appropriateness for artist work and living space and hopefully for development. Economic Development Loan funds or another source should be used for this purpose. 5. Education/Community Awareness - City staff publicize programs available including but not limited to 1) SDC fee financing 2) use of the economic development fund 3) manufactured housing repair 4) ADU regulations and the application process 5) annexation opportunities and 6) the Housing Trust Fund small grant program. City's Community Development Director or designee shall serve as the community's ombudsman for housing and make efforts to educate the public on the need for a range of housing types in Newberg. 6. Missing Middle Level Housing – Housing of the type between high density and single family is a missing component to our current market. Action: duplexes or triplexes shall be allowed on corner lots in R-1 zones.

Council Priorities Report

Goal 8: Develop a Riverfront Master Plan

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
8.1	**Establish parameters for updating the Riverfront Master Plan**					
Actions	Apply for planning grant and negotiate a scope of work and consultant contract to update the Riverfront Master Plan.	√			Community Development	Study area has been defined as 450 acres. Planning process estimated at 18 months. Waterfront Committee has been appointed by Mayor which includes the County, Chehalem Park and Recreation, Chamber of Commerce, Downtown Coalition, neighborhood representatives and other community interests including holding a position for new owners of WestRock mill site.
8.2	**Conduct existing conditions analysis and Community Outreach**					
Actions	Modeled on the Economic Development Strategy Plan it is desirable to identify and interview stakeholders, neighborhood representatives and interested community members to identify interests concerns and topics for study. An analysis of infrastructure conditions and needs is needed.	√			Community Development	With the Governor's Regional Solutions assistance, eight State agencies gathered and reported on regulatory, environmental, transportation, land use, energy and economic development issues related to the Riverfront.
8.3	**Develop Master Plan and financing of the Master Plan**					
Actions	Develop financing plan for development and re-development in the planning area such as tax increment financing, property tax abatement programs and infrastructure capital improvement funding.		√		Community Development and Finance Director	
8.4	**Comprehensive Plan and Zoning Changes**					
Actions	Based on the work of the Riverfront Citizens Advisory Committee it is likely to require Comprehensive Plan and Zoning changes.		√		Community Development	

Council Priorities Report

Goal 9: Implement Emergency preparedness and Response Program

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
9.1	**Develop an effective emergency program that plans, trains and coordinates public, non-profit and private efforts in emergency response, mitigation and recovery.**					
Actions	Organize and train city organizations for emergency response and mitigation	√			City Manager or Designee	City Management team has committed to monthly meetings to plan and prepare for disaster responses and recovery. The effort includes revision to the emergency operations plan, commitment to enhanced FEMA training, scheduling of regular training activation of the City's Emergency Operations Center, evaluation of seismic resiliency of city facilities. The City's department directors are organizing around the Incident Command system for emergency response and are developing strategies for preparing individual employees and their families to respond to a disaster and are planning for extended disaster response as well as organizing with a goal of staff backup to each emergency response function. Staff is reviewing and revising the City Emergency Operations Plan (EOP) and will assist other government agencies and private-sector entities in the preparation of standard operating procedures (SOP's) in support of the EOP. Reviews and recommendations will extend to businesses, industry, hospital, and nursing homes on the preparation of their emergency plans to ensure they are workable within the framework of the city, county, and state plans.
Actions	Update City Emergency Operations Plan		√		City Manager or Designee	
Actions	Plan and operate, maintain, and upgrade a multi-tiered emergency communication system that includes an 911 call center, emergency operations center land lines, satellite phones, citizens band radios, ham radios, cell phones, email system, and city-wide code red alert system.		√		City Manager or Designee	
Actions	Coordinate fire and medical communications and response protocols with Tualatin Valley Fire & Rescue.	√			City Manager or Designee	
9.2	**Develop, foster, and maintain private sector interest in the emergency program. Emergency partners in the private sector range from businesses and industry to civic organizations and individuals.**					
Actions	Coordinate Emergency Preparedness programs with GFU, ADEC, CPRD, and the School District.		√		City Manager or Designee	The City components consist of police, emergency communications, public works, support departments (such as finance, planning, logistics, public information, etc.) and the coordination of volunteers and other groups contributing to the management of emergencies. Organize and coordinate local training for public safety and volunteer first responders.
9.3	**Maintain the Emergency Operations Center (EOC) in a continuous state of readiness.**					
Actions	Setup storage area for needed supplies for primary and secondary EOC locations.	√			City Manager or Designee	
Actions	Review/modify/upgrade needed equipment and infrastructure to effectively operate the EOC.		√		City Manager or Designee	

Goal 9: Implement Emergency preparedness and Response Program (continued)

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
Actions	Train city staff in the operations of EOC positions (provide redundancy).	√			City Manager or Designee	
Actions	Ensure adequate staffing to operate the EOC is available.	√			City Manager or Designee	
9.4	**Establish and maintain coordination with other Cities, Counties, and State governmental departments and agencies, utilities, and the private sector during any type of emergency.**					
Actions	Reach out to the Yamhill County Sheriff's Office Emergency Management office in partnership.	√			City Manager or Designee	
9.5	**Facilitate Disaster planning, response and recovery in partnership with Newberg's faith community**					
Actions	Invite faith community to partner with the City	√			City Manager or Designee	The City has sponsored two introduction and planning meetings with churches introducing concept to disaster response and recovery partnerships. The Mayor offered to preposition water filtration equipment at churches interested in participating and asked for congregations interested in further planning with the city. The City is actively seeking surplus state and federal equipment and supplies that might be prepositioned at churches in addition to seeking supplies for the City's response efforts. The concept is to ultimately engage all of the community's church congregations to plan for disaster response and recovery and for the City to facilitate training, exercises and individual facility planning and to relocate emergency supplies at the churches. One church has volunteered to become the first pilot church to jointly develop an agency response plan for church congregation and to accept prepositioned emergency equipment and supplies. A memorandum of Understanding between the City and Church is being drafted.
Actions	Identify three churches to become pilot response and recovery partners	√			City Manager or Designee	The initial goal is for three pilot churches to do joint planning. As of 7/1/17, one congregation has stepped forward and two others are considering their level of participation.
Actions	Organize and coordinate local training for public safety and volunteer first responders.		√		City Manager or Designee	

Council Priorities Report

Goal 10: Implement Newberg Economic Development Strategy

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
10.1	**Implement Economic Development Strategy**					
Actions	Continue implementation of the Newberg Economic Development Strategy and its implementing actions. Update the Strategy in FY 2018-2019.	√	√	√	Community Development	In 2016, the City Council, Chamber of Commerce and Downtown Coalition approved the Economic Development Strategy with an accompanying action plan. The Newberg Economic Development Strategy is based on four pillars of activity: 1. Industrial Sector. 2. Commercial Sector. 3. Business Development and Workforce. 4. Tourism and Hospitality. Under each pillar there are identified strategies and actions. The Industrial Sector has nine strategies, the Commercial Sector has seven strategies, Business Development and Workforce has eight strategies, and Tourism and Hospitability has three strategies. A report on Economic Development strategy progress is scheduled for July 25, 2017, 4:00 – 5:00 PM at the Newberg Public Safety Building .
10.2	**Implement Newberg Downtown Improvement Plan**					
Actions	The City Council adopted the Newberg Downtown Improvement Plan in December, 2016 as a guiding document for future planning efforts and investments downtown.	√	√	√	Community Development	The Improvement Plan includes an incremental implementation strategy identifying actions, programs and projects needed to carry out the Plan. Not all of these can be done at once. The Incremental Implementation Strategy is a renewable/rolling, short-term action plan that is annually updated with a regularly-scheduled monitoring and updating process and a supporting budget. Included below are charts with action items and timelines for each strategies identified in the adopted plan.

Council Priorities Report

Goal 11: Facilitate Annexation to Tualatin Valley Fire and Rescue District

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
11.1	**Public vote on Annexation**					
Actions	Council has stated its desire to schedule a public vote on whether to annex or not to Tualatin Valley Fire and Rescue.	√			Finance Director and City Attorney	A resolution is scheduled for Council action on July 17, 2017
11.2	**Reduce tax levy**					
Actions	Present Tax Reduction Ordinance.	√			Finance Director and City Attorney	

Goal 12: Improve Newberg Employee Retirement Pension System (NERPS)

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
12.1	**Reduce cost and future funding burden through changes in plan design and membership**					
Actions	Consider changes to future enrollment in NERPS.	√			Finance Director	Legal opinions have been requested. Bargaining units will be involved in any recommended changes. Discussion anticipated throughout Fall, 2017.

Goal 13: Improve the Transit System in and out of Newberg

STRATEGIES		TIMELINE			LEAD	PROGRESS
		Short-term (0-12) months	Mid-term (12-24) months	Long-term (24-36) months		
13.1	**Actively contribute to development of Yamhill County's Transit Plan for Newberg**					
Actions	Appoint Councilmember to Yamhill County Transit Master Plan study group.	√			Mayor	
Actions	Appoint staff member to support Yamhill County Transit Master Plan.	√			Community Development Director	
Actions	Recommend Newberg residents to participate in the County Committee reviewing the Transit Master Plan.	√	√		Mayor and City Manager	

GATEWAYS

Projects and Actions	*Timeline*					*Cost*	*Project Lead*	*Coordination*
	Short-Term			*Near- Term*	*Long- Term*			
	Year 1	*Year 2*	*Year 3*	*Years 4 –6*	*Years 7+*			
Gateways and Streetscape								
Streetscape, way finding, and gateway plan		√				$100,000–$120,000	City	NDC, CDB, GFU, ODOT, Service Organizations
Pilot Project Design and Construction								
West End Gateway				√		$250,000–$350,000	City	NDC, CDB, GFU, ODOT, Service Organizations
Northwest Gateway				√		$100,000–$120,000	City	NDC, CDB, GFU, ODOT, Service Organizations

FIRST STREET IMPROVEMENTS

Projects and Actions	*Timeline*					*Cost*	*Project Lead*	*Coordination*
	Short-Term			*Near- Term*	*Long- Term*			
	Year 1	*Year 2*	*Year 3*	*Years 4 –6*	*Years 7+*			
First Street Improvements								
Resolve policy/analysis issues	√					Staffing	City	ODOT
Road diet/design agreement	√					Staffing	City	ODOT
Pursue OFAC and OTC approvals		√				Staffing	ODOT	City, NDC
Design and programming			√			TBD	ODOT	City, NDC
Determine project limits/ phasing				√		TBD	ODOT	City, NDC
Final design and construction				√	√	TBD	ODOT	City, NDC

HANCOCK STREET REINVENTION

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
Hancock Street Reinvention								
Resolve policy/analysis issues	√					Staffing	City	ODOT
Road diet/design agreement	√					Staffing	City	ODOT
Pursue OFAC and OTC approvals		√				Staffing	ODOT	City, NDC
Design and programming			√			TBD	ODOT	City, NDC
Determine project limits/ phasing				√		TBD	ODOT	City, NDC
Final design and construction				√	√	TBD	ODOT	City, NDC

EAST END/GATEWAY DISTRICT

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
East End/Gateway District								
Property owner engagement	√	√	√	√	√	Staffing	City	NDC, Property Owners
Developer engagement		√	√	√	√	Staffing	City	NDC, Property Owners
Development opportunity study		√	√	√	√	$25,000	City	NDC, Property Owners

WEST END/MILL DISTRICT

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
West End/Mill District								
Property owner engagement	√	√	√	√	√	Staffing	City	NDC, Property Owners
Developer engagement			√	√		Staffing	City	NDC, Property Owners
District vision and strategy	√					Staffing	City	NDC, Property Owners
Action plan		√				Staffing	City	NDC, Property Owners

SECOND STREET MIXED-USE DISTRICT

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
Second Street Mixed-Use District								
Property/developer engagement	√	√	√	√	√	Staffing	City	NDC, Property Owners
Infill housing demonstration project		√	√			TBD	City	NDC, Property Owners
Second Street improvement design/ construction				√		$565,000	City	

CIVIC/CULTURAL CORRIDOR

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
Civic/Cultural Corridor								
Appoint task force	√					Staffing	City	NDC, CDB, CPRD
Coordinate activities with other Big Ideas	√	√	√	√	√	Volunteer	Task Force	City
Begin fundraising activities		√	√	√	√	Volunteer	Task Force	City
Howard Street festival street design and construction				√		$1.5 million	City	NDC, CDB, CPRD, Property Owners

CORE CATALYST DEVELOPMENT

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
Catalyst Development								
Downtown catalyst project program	√	√	√	√		Staffing	City	NDC
Butler property activation								
Develop program	√	√				$50,000	NDC	City
Schedule events		√	√			Staffing	NDC	City
Butler property development	√	√	√			TBD	City	NDC
Explore post office re-use	√	√	√			Staffing	City	NDC
Recruit hotel developer	√	√				TBD	City	Brokers, Property Owners

NORTH/SOUTH CONNECTIONS

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
North-South Connections								
North-South refinement study		√				$80,000-$100,000	City	NDC
Connectivity demonstration projects			√			TBD	City	NDC
Downtown Trolley								
Discussions with railroad owners and railroad users	√	√				Staffing	City	NDC, ODOT, others
Trolley feasibility study			√			$60,000-$75,000	City	NDC, ODOT, others
Identify funding				√		Staffing	City	NDC, ODOT, others
Project development				√	√	TBD	City	NDC, ODOT, others

CELEBRATE ART!

Projects and Actions	Timeline					Cost	Project Lead	Coordination
	Short-Term			Near- Term	Long- Term			
	Year 1	Year 2	Year 3	Years 4 –6	Years 7+			
Celebrate Art								
Establish public art program	√					Staffing	City	NDC
Identify program champion	√					Staffing	Art Committee	NDC, CCC
Establish public art advisory committee	√					Staffing	Art Committee	NDC, CCC
Establish criteria, funding, and acquisition program		√				Staffing	Art Committee	NDC, CCC
Initiate educational workshops and dialogues		√				Staffing	Art Committee	NDC, CCC
Project and program implementation			√	√	√	TBD	Art Committee	NDC, CCC
Art walk		√	√	√		$100,000	City	NDC, CCC

CREATION OF AN URBAN RENEWAL PROGRAM

Projects and Actions	*Timeline*					*Cost*	*Project Lead*	*Coordination*
	Short-Term			*Near- Term*	*Long- Term*			
	Year 1	*Year 2*	*Year 3*	*Years 4 –6*	*Years 7+*			
Urban Renewal District								
Urban Renewal feasibility study	√					$35,000	City	NDC/Chamber
Urban Renewal district and board creation	√					Staffing	City	
Urban Renewal plan and report		√				$50,000	URA Board	NDC/Chamber
Urban Renewal district formation			√			Staffing	URA Board	NDC/Chamber
Economic or Business Improvement District								
Business and property owner outreach	√	√	√	√	√	Staffing	City	NDC/Chamber
Establish BID or EID		√	√			$25,000- $40,000	City	NDC/Chamber
Development Funding Tools								
Vertical Housing Program	√	√	√	√	√	Staffing	City	NDC
Multi-Unit Housing Tax Exemption Program		√	√	√	√	Staffing	City	NDC
New Market Tax Credits	√	√	√	√	√	$20,000 + $1,000/year	City, Developer	City, NDC
EB-5 Program	√	√	√	√	√	Staffing	Developer	

Regulatory Improvements								
Property owner engagement	√							
Update Comprehensive Plan and policies	√	√				Staffing	City	
Update Zoning and Development Code	√	√				Staffing	City	
Prepare M-5 design guidelines	√	√						
Downtown Partnership								
Identify and recruit potential Partnership members	√					Staffing	City	
Support and guide the Downtown Partnership		√	√	√	√	Staffing	City	
Downtown Development Ombudsman								
Identify funding and host organization of position	√					Staffing	NDC	City
Downtown ombudsman		√	√	√	√	$50,000/year	NDC	City
Parking Management								
Establish guiding principles for parking	√					Staffing	City	NDC
Establish a parking working group		√	√			Staffing	City	NDC
Amend code guidelines, shared parking		√				Staffing	City	NDC
Simplify on-street stay time allowances		√				$5,000/year	City	NDC
Upgrade on-street signage and striping		√	√					
Create parking brand		√	√			$20,000	City	NDC
Upgrade public lots				√		TBD	City	
Improve private surface parking			√	√	√	TBD	City	NDC

Parking Management (continued)								
East/West gateway communication system		√	√			TBD	City	NDC
Add bike parking at strategic locations	√	√	√	√	√	TBD	City	NDC
Identify off-street shared-use opportunities			√			Staffing	City	NDC
Parking data collection			√	√	√	$30,000/ biannually	City	
Business-to-business outreach and communication		√	√	√	√	$2,500/year	NDC	City
Explore and develop funding options		√	√			Staffing	City	NDC
Long-term parking asset identification and procurement				√		Staffing, cost TBD	City	NDC

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No. 2017-3407** XX	**Motion** ___	**Information** ___
SUBJECT: A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code for hours of operation of marijuana retail and dispensary facilities			**Contact Person (Preparer) for this Motion: Doug Rux, Director Dept.: Community Development File No.: DCA-17-003**	

RECOMMENDATION:

Adopt Resolution No. 2017-3407, initiating an amendment to the Newberg Municipal Code, Title 15 Development Code for hours of operation of marijuana retail and dispensary facilities.

EXECUTIVE SUMMARY:

On June 27, 2017 Sheri Ralston of Western Oregon Dispensary emailed the Newberg City Council requesting that the hours of operation be extended to 9 pm. The Newberg Development Code (NDC) currently limits the hours of operation of a marijuana retail and dispensary facilities from 9:00 am to 8:00 pm.

The proposed amendment would include changes to the following code sections:

1. NDC 15.305.020 note (40)
2. NDC 15.305.030 note (3)

The City Council is not asked to make a decision on these proposed changes at this time, only to initiate the amendment so that these proposed changes can be studied through the public hearing process. If the Council initiates the amendment then Sheri Ralston will prepare an application proposal and pay the appropriate fee for a Type IV Development Code Amendment. Staff will then schedule the item for a Planning Commission public hearing formulate a recommendation. The Planning Commission recommendation would then be brought to the City Council for a public hearing and final decision.

FISCAL IMPACT:

No fiscal impact at this time.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable.

Attachments:

Resolution No. 2017-3407
Exhibit A: Sheri Ralston Request

RESOLUTION NO. 2017-3407

A RESOLUTION INITIATING AN AMENDMENT TO THE NEWBERG MUNICIPAL CODE, TITLE 15 DEVELOPMENT CODE FOR HOURS OF OPERATION OF MARIJUANA RETAIL AND DISPENSARY FACILITIES

RECITALS:

1. On June 27, 2017 Sheri Ralston of Western Oregon Dispensary emailed the Newberg City Council requesting that the hours of operation be extended to 9 pm.

2. To modify the hours of operation of a marijuana retail or dispensary facility an amendment to the Newberg Development Code 15.305.020 note (40) and 15.305.030 note (3) is required.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council initiates an amendment to the Newberg Municipal Code, Title 15 Development Code for hours of operation of marijuana retail and dispensary facilities.

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.

3. Sheri Ralston will have to file an application and pay the appropriate fee for a Type IV Development Code Amendment to move the process to the next step. Staff will then schedule a Planning Commission public hearing formulate a recommendation on the item. The Planning Commission recommendation will be brought to the City Council for a public hearing and final decision.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 19, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of September, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 21st day of September, 2017.

_____
Bob Andrews, Mayor

Doug Rux

From: Doug Rux
Sent: Thursday, August 10, 2017 5:51 PM
To: Doug Rux
Subject: FW: extended hours of operation for Western Oregon Dispensary

-----Original Message-----
From: sralstonlux <sralstonlux@aol.com>
To: denise.bacon <denise.bacon@newbergoregon.gov>; mike.carey <mike.carey@newbergoregon.gov>; scott.essin <scott.essin@newbergoregon.gov>; Hayley.delle <Hayley.delle@newbergoregon.gov>; Patrick.johnson <Patrick.johnson@newergoregon.gov>; Stephen.mckinney <Stephen.mckinney@newbergoregon.gov>; bob.andrews <bob.andrews@newbergoregon.gov>
Sent: Tue, Jun 27, 2017 10:52 pm
Subject: extended hours of operation for Western Oregon Dispensary

Hello City Council,

I am reaching out to Council to see if we can get hours of operation extended to 9 pm.

Currently the rule is an 8 pm closing and we are consistently turning down customers after hours. We get requests to extend our hours of operation frequently and with the summer upon us those requests have increased.

Both Dundee and King City allow dispensaries to stay open until 9pm and we are hoping that the City will review the current rules and vote to change hours of operation to 9 pm.

We have been open over a year now and have not had one single issue, theft, or neighborhood problem.

Please let me know if this change can be made to the City rules.

Warm regards

Sheri Ralston
Owner
Western Oregon Dispensary
1013 North Springbrook Rd
Newberg, Ore 97140
p 503-780-4509

Exhibit “A”

COLLECTIVE BARGAINING AGREEMENT

THE NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION

And

THE CITY OF NEWBERG, OREGON

July 1, 2017 - June 30, 2022

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PREAMBLE

A working Agreement entered into by and between the CITY OF NEWBERG, OREGON, hereinafter called the "City" and the NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION, hereinafter called the "Association,"

ARTICLE 1. RECOGNITION

1.1 BARGAINING AGENT AND BARGAINING UNIT.

The City recognizes the Association as the exclusive bargaining agent in all matters of wages, hours, and conditions of employment for all police officers, corporals, communication officers, records & evidence technician, and regular part-time employees, excluding limited duration employees (employees hired to work a period not to exceed 90 days), Captains, Sergeants, Support Services Manager, Chief of Police, Administrative Assistant (or otherwise titled individual), and any other confidential and supervisory employees, hereafter called "employees."

1.2 MANAGEMENT RIGHTS.

Except as otherwise specifically limited by the terms of this Agreement or the Public Employee's Collective Bargaining Act, as it relates to mid-contract changes involving mandatory subjects of bargaining or changes in a permissive subject of bargaining which impacts a mandatory subject, the City retains all of the customary, usual and exclusive rights, prerogatives, functions and authority connected with, or in any way incident to, its responsibility to manage the affairs of the City or any part of it. The Association recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the City will include the following:

To direct and supervise all operations, functions and policies of the divisions in which the employees in the bargaining unit are employed;

To schedule work most advantageous to the parties, consistent with requirements of municipal employment, the public safety, and consistent with this Agreement;

To manage and direct the work force, including but not limited to, the right to determine the methods, equipment, uniforms, processes, and manner of performing work; the determination of the duties, qualification of job classifications, the right to hire, promote, train, demote, transfer, evaluate performance and retain employees; the right to discipline or discharge for proper cause; the right to layoff for lack of work or funds; the right to abolish positions or reorganize the department or work; the right to schedule employee vacations; the right to purchase, dispose and assign equipment or supplies; and to implement new and to revise or discard, wholly or in part, procedures, materials, equipment, facilities and standards after discussion with the Association Representatives.

1.3 LABOR-MANAGEMENT ADVISORY TEAM.

The Chief of Police will continue to hold regular meetings of the Labor-Management Advisory Team. The purpose of the Labor-Management Advisory Team is to identity and review issues of concern to department personnel, to review department policies, to consider and resolve issues and to make recommendations to the Chief of Police. The Team will be comprised of the Association President and one Executive Board member together with designated management representation. Of the two Association members, one will be a police officer and one will be a communications officer. The meetings, will be attended by on-duty personnel subject to call and without loss of pay.

1.4 MATTERS NOT COVERED.

In matters not *covered* by specific language of this Agreement, the City retains the exclusive right to take action(s) and to continue for the term of this Agreement, the practices and policies of the department which are the status quo as of the date of this Agreement by reason of mutual knowledge, acceptance and repetition. Such action(s) will not be subject to the grievance procedure contained herein, except as provided by law.

ARTICLE 2. ASSOCIATION SECURITY AND CHECK-OFF OF DUES

2.1 DUES DEDUCTIONS.

The City agrees to deduct the Association membership dues or fair share amount from the pay of each member of the bargaining unit. The amount to be deducted will be certified, to the City by the Association. The aggregate deduction of those members will be remitted together with an itemized statement to the Association by the tenth (10th) day of the succeeding month after such deductions are made.

2.2 FAIR SHARE DEDUCTION.

Employees that are in the bargaining unit that are covered by this Agreement who are not members of the Association, will make a fair share payment in lieu of dues to the Association.

2.3 EMPLOYER NOTICE TO ASSOCIATION OF ALL EMPLOYEES AND THEIR STATUS.

The Employer will furnish to the Association, on a current basis, notice of all regular employees and part-time employees as defined in Article 4 who have been hired, rehired, laid off or terminated.

2.4 INDEMNIFICATION BY ASSOCIATION: CORRECTION OF ERRORS.

The Association agrees to defend, indemnify, save and hold the City harmless from, for and against any and all claims arising from the application of this Article. The Association and employees will cooperate to correct withholding and payroll errors.

ARTICLE 3. CONTINUATION OF WORK

3.1 NO STRIKE PROVISION.

The City and the Association agree that the public interest requires efficient and uninterrupted performance of all Police services and to that end pledge their best efforts to avoid or eliminate any conduct to the contrary of this objective. Specifically, during the term of this Agreement the Association will not cause or condone any work stoppage, slow-down, refusal to perform any customarily assigned duties, sick leave absence which is not bona-fide, or other interference with Police functions by employees of the bargaining unit under this Agreement. Should same occur, the Association agrees to take appropriate steps to end such interference.

3.2 ASSOCIATION'S RESPONSE TO WORK STOPPAGE AND CAUSE FOR EMPLOYEE TERMINATION.

Upon notification in writing by the City to the Association that any of the Association's members are engaged in work stoppage, the Association will, immediately, in writing, order such members to immediately cease engaging in such work stoppage and will provide the City with a copy of such order. In addition, the Association will use their best efforts to end such interference. Any violation of this Article on the part of an employee in the bargaining unit will be cause for disciplinary action, up to and including termination.

ARTICLE 4. EMPLOYEES

4.1 REGULAR EMPLOYEE.
A Regular Employee is one who is hired to work at least 40 hours a week.

4.2 REGULAR PART-TIME EMPLOYEE.
A Regular Part-time Employee is one who is hired to regularly work more than 85 hours per month.

4.3 LIMITED DURATION EMPLOYEE.
A limited duration employee is one who is hired for 90 calendar days or less and has no entitlement to benefits or seniority rights, and is paid an established hourly rate. Any extension requires the approval of the City and the Association.

4.4 EMPLOYEE EVALUATIONS

A member’s evaluations shall be completed within sixty (60) days of the member’s anniversary / hire date. The evaluation shall only encompass performance during that one (1) year period unless it is an ongoing issue. Performance issues falling outside of the evaluation period shall be addressed on the employee’s subsequent evaluation.

It is understood that there may be exceptions to meeting this sixty (60) day requirement due to extraneous issues. This could include sickness, vacation, extended training, internal investigation, officer’s portion not being returned with timeliness, etc. If this were to occur, the evaluating supervisor will note the reason(s) on the officer’s evaluation.

ARTICLE 5. PROBATIONARY PERIOD

5.1 PROBATIONARY PERIOD.

The probationary period will be eighteen (18) months for all employees. The probationary period may be extended for an additional six (6) months with mutual agreement between the City, the Association and the Employee. Prior to completion of the probationary period, employees may be discharged with or without cause and such discharge is not subject to Article 13, related to grievance and dispute resolution.

5.2 PROMOTIONAL PROBATIONARY PERIOD.

All promotions will be subject to a 12-month "probationary period." If performance is not satisfactory during or at the completion of this period, the employee who is or was covered by this Agreement, will be returned to his/her former classification. Employees who are or were members of the bargaining unit and are serving a promotional probationary period will retain seniority rights. For purposes of this Article, promotional positions are Sergeant and Communications Supervisor.

5.3 SPECIAL CIRCUMSTANCES

During a probationary period if an employee is absent from regular duty or unable to perform the full range of position duties, the probationary period will be extended for a period of time equal to the time affected by the absence or limitation to the duties.

ARTICLE 6. SENIORITY

6.1 SENIORITY STATUS.

An employee will establish seniority when he/she becomes a regular employee of the bargaining unit. An employee acquires seniority status based upon his/her first date of employment or re-employment.

6.2 LAYOFF AND REHIRE.

Seniority by classification for a regular employee will prevail in the case of layoff or rehire where qualifications are equal. The last employee hired will be the first employee laid off and the last employee laid off will be the first employee rehired. If there is any question of any senior employee being qualified to perform the work available in the case of layoff and rehire, the City must show cause for not rehiring or laying off such senior employee.

6.3 PROMOTION.

Where qualifications are equal, promotions will be based on performance and evaluations.

6.4 BREAK IN SENIORITY.

A break in seniority will occur if an employee resigns or is discharged for cause. A break in seniority will also occur if an employee has a total lapse of employment of 12 months due to non-occupational illness or injury; or except as otherwise required by law 12 months or more due to an authorized leave of absence or layoff.

6.5 SAME DATE OF OBTAINMENT OF STATUS.

In the event two (2) or more employees reach regular status on the same date, the date of written application of such employee filed with the City for the position involved will establish seniority.

6.6 SENIORITY LIST.

On or by January 15th of each year of this Agreement, the City/Department and the Association will meet to review and agree upon a list of police officers and a list of communications officers showing the respective officers seniority in the department from the highest seniority police officer and communications officer to the lowest seniority.

ARTICLE 7. HOURS OF WORK AND OVERTIME

7.1 HOURS OF WORK - REGULAR FULL TIME.

The work week shall consist of forty (40) hours of work in seven (7) consecutive calendar days commencing with the first work day of the employee's regular work schedule. Work days shall consist of twenty-four (24) hour periods commencing with the first work day of the employee's regular work schedule. The intent will be to maintain regularly scheduled workdays of not less than eight (8) hours per day for regular full-time employees.

The starting and expiration times will be consistent with the schedule outlined by the Chief of Police. Days off will be consecutive, except during times of normal shift rotations. Members may propose schedule changes for review by the Management Advisory Team, with the Chief of Police retaining final authority over approving and implementing schedule changes. Other shifts may be implemented by the Chief of Police; nothing in this Agreement will preclude the City and an employee (or employees) from agreeing to a temporary modification of the employee(s) regular shift.

Nothing in this Agreement precludes the City from mandating overtime work nor from changing payroll processing and pay cycle during the life of this Agreement.

The Department will make best efforts to contact an employee for shift changes occurring with less than seventy-two (72) hours' notice. For the purposes of this Article, "notice" means the employee has been contacted in person, on the telephone or by an electronic transmission and the employee's response to such communication indicates their knowledge of such schedule change. It is also agreed that no additional compensation will be paid for this interactive communication. Shift changes for regular employees with less than 48-hours' notice will implement the call out provisions in paragraph 7.4 of the Agreement, except those shift changes required to cover an absence due to injury or illness. Shift changes made to cover an injury or illness will only implement the call out provision if less than two (2) hours' notice is given.

Upon mutual agreement of the employees involved, the City may shift a workweek by one day, grant an additional day off at the end of the preceding days off, and reduce the concluding days off by one (or make other similar arrangements).

For patrol officers with forty-eight (48) hours' notice or more, the City may adjust the start time of

a shift or extend the shift. When a shift extension or “early call in” is necessary with less than forty eight (48) hours’ notice, the employee will be paid at the overtime rate for hours of work not normally scheduled unless the change is mutually agreed.

For patrol officers with forty-eight (48) hours’ notice or more, the City may adjust the start time of a shift or extend the shift. When a shift extension or “early call in” is necessary with less than forty eight (48) hours’ notice, the employee will be paid at the overtime rate for hours of work not normally scheduled unless the change is mutually agreed.

For Communications Officers, when a shift change is required, and with forty-eight (48) hours’ notice or more, the City may adjust the shift a maximum of four (4) hours forward or as a holdover.

When Communications Officers are asked to sign up for an overtime shift, the City will not thereafter adjust that overtime shift in a manner that reduces the Communications Officer’s anticipated overtime opportunity, with less than forty-eight (48) hours’ notice, or an otherwise mutually agreed upon arrangement between the involved employees and the City.

If an employee assigned the anticipated overtime does not wish to give up the anticipated overtime, the employee who first requested the time off that precipitated the overtime, will be required to take the time off he or she originally requested.

If an employee works over 40 hours in a work week and the employee wishes to take comp time off during that week that has not been scheduled for at least 48 hours, that time off will be handled as a shift adjustment commensurate to the amount of the actual number of overtime hours worked, not the expanded hours.

EXAMPLE: A CO works 12 hours on Thursday and on their Friday, wishes to leave four hours early that had not been previously scheduled. The four hours worked on Thursday will be traded for the four hours taken off on Friday. No overtime or comp time is earned by the employee and the city does not pay overtime or comp time for hours not worked.

7.2 OVERTIME.

The following will be regarded as hours worked for the purpose of computing overtime hours for all employees: time off in lieu of holidays; compensatory leave; vacation leave; and time on the job. Under the current dispatch model, if all budgeted dispatch positions are not filled and released for solo performance, then sick leave of said dispatchers will be considered hours worked.

Overtime which has been specifically authorized by supervisory or command personnel and is performed in excess of forty (40) hours in an employee's work week will be paid at the overtime rate of one and one-half (1-1/2) times the employee's regular rate computed in accordance with the Fair Labor Standards Act (FLSA). Voluntary shift trades do not affect hours of work in accord with the FLSA. Regular rate equals base pay plus all additions to pay which the employee is entitled to under this contract. Under no condition will overtime compensation be received twice for the same hours worked.

Employees attending scheduled department meetings or events during their off-duty time will be paid at the overtime rate for hours present at the meeting or event, applicable to the employees' forty (40) hour work week. In all cases, attendance and subsequent overtime must be with prior approval. A meeting or event with less than forty-eight (48) hours' notice will implement the call out provision in paragraph 7.3.

If overtime is scheduled for an employee and the employee voluntarily goes home early, overtime stops. If the employee is mandated to go home, overtime continues through the remainder of the scheduled overtime period.

If with less than forty-eight (48) hours' notice, an employee is mandated to return to work from a previously scheduled vacation, comp, or holiday time taken off, the employee will earn overtime in addition to the vacation, comp or holiday time taken, or can opt to reduce the number of hours the employee returned to work from the employee's time taken bank. It is expected that the employee make reasonable efforts to contact the court in advance of planned vacation, comp, holiday or sick time.

If an employee is on approved federal or state leave time off and is subpoenaed to court, the employee is not eligible for overtime. Rather, the employee will be permitted to take additional time off commensurate with the time spent in court.
Employees cannot make themselves available for an overtime opportunity or otherwise earn overtime by taking vacation, comp or holiday bank time, unless it is mutually agreed upon by the employee and department.

The health and safety of the employees of this Department is of utmost importance to the city and police administration. It is also recognized that investigations and circumstances in the field of emergency services can dictate hours worked to accomplish the goals of the investigation and department. To that end, the City/Department will make every effort to ensure that employees have a minimum of eight (8) consecutive hours off between shifts or, either before or after court appearances, subject to the operational needs of the Department. Additionally, if an employee works more than 16 hours during a single block of time, the employee has the option of taking ail hours worked in excess of 16 hours at the overtime rate of pay or adjusting time out commensurate with the time worked in excess of the 16 hours in accordance with the operational needs of this Department.

7.3 CALL OUT & COURT CALL BACK.

Employees who are called to return to work after leaving their duty station for the day will receive three (3) hours pay at the overtime rate. A "call out" is a call to return to work and its duration will not exceed the requirements for the call out. This section will not apply to early "call in" of less than two (2) hours preceding the start of a regular shift or up to two (2) hours after the end of the shift.

Employees who are subpoenaed to court will receive three (3) hours pay at the overtime rate of pay. A "court call back" is a call to appear at any court and its duration will not exceed the requirements of the call back. This section will not apply if the "court call back" is less than two (2) hours preceding the start of a regular shift or up to two (2) hours after the end of a shift.

Members are responsible to call the court schedule recording and check the Circuit Court and Municipal Court schedule board after 5:00 p.m. on the preceding day or forfeit all rights to call out pay for court if canceled.

Employees subpoenaed to court at the Yamhill County Courthouse who live outside McMinnville city limits will start their court call back time 30 minutes prior to their subpoenaed *court* time. Employees who live within the city limits of McMinnville who are subpoenaed to court at the Yamhill County Courthouse will start their court call back time 15 minutes prior to their subpoenaed court time.

Employees subpoenaed to court in another county for a court appearance will start court call back time when departing from the police department, or when departing from the personal residence if that is closer to the courthouse than the Police Department.

Employees who are subpoenaed to Newberg Municipal Court or Dundee Municipal Court will start their court call back time at the time listed on the subpoena.
A second (and any additional subpoenas) court call back or court appearance within the applicable three hour minimum calculated from the ending of the preceding court appearance, will be considered a single call back.

Meetings or events scheduled in excess of forty-eight (48) hours that are to be held on an employee's off-duty time will be paid at the overtime rate of pay, applicable to the employees' forty (40) hour work week and not the "call out" rate of pay.

Regarding DMV Hearings, the Department encourages officers to attend DMV hearings in person. However, if an officer attends DMV hearings by phone, that testimony is paid for on a "time-for-time" basis, rounded to the nearest one-quarter (1/4) hour, not at the "court call out" rate of pay.

7.4 COMPENSATORY TIME OFF.

If an employee elects to accrue compensatory ("comp") time in lieu of overtime pay, the comp time will accrue at the rate of time and one-half (1-1/2). No employee may accrue more than eighty (80) hours of comp time. Use of Compensation Leave will be approved by the Chief of Police or his designee subject to the operational needs of the Department. Requests for comp time off must be submitted to the supervisor within a reasonable time keeping in mind the supervisor's availability to respond to the request.

The City will be under no obligation to grant comp time off if to do so will require coverage by another employee accruing comp time. Employees who elect to accrue comp time do so with full understanding and acceptance of this requirement in the City comp time procedure, and with full understanding of employees' entitlement to be paid in full for overtime hours at the overtime rate in the applicable pay period. The parties' intend that comp time will be accrued and taken only in accordance with the understandings of this paragraph.

When an employee takes comp time off and coverage is provided by a second and/or third employee, the coverage hours will be paid as overtime wages and not taken in accrued comp time. Comp time off requests will not be approved if it will cause the second and/or third

employee to be paid at the “penalty rate” of overtime* applies when there is less than 48 hours’ notice.

Denials of comp time off are not subject to grievance.

* Penalty rate of overtime is equivalent to the “call back” rate or an automatic three (3) hours of overtime regardless if worked three (3) hours or one (1) hour. Scheduled overtime with more than forty-eight (48) hours’ notice is time worked in excess of forty (40) hours.

Employees may elect to cash in up to forty (40) hours of compensatory time on November 1st of each calendar year.

A new hire who possesses a basic Police Officer Certification from Oregon DPSST, or an equivalent police certification from another state, or a Telecommunications Certification from DPSST, or an equivalent certification from another state, shall be credited with forty (40) hours of compensatory time off upon commencement of employment.

7.5 STAND-BY.

Any employee who does not receive “On Call” pay under Article 11.2 of this Agreement and who is required to be on “Stand-By” will be compensated one dollar ($1.00) for every hour so acting. A person on call is required to carry a phone and be able to respond to calls and return to work within forty-five (45) minutes. Stand-By status is directed by the City for a specific duration.

7.6 TRAINING.

All required training time will be counted as time worked. The City will reimburse, per City Personnel Rules and Regulations, the cost of meals during training required by the City, but not department sponsored training in the greater Newberg-Dundee area. The City may place an employee on an administrative five (5) days of eight (8) hour shifts in conjunction with non-department sponsored training of more than four (4) days' duration. This clause shall not apply to any employee required to attend the DPSST police or communications academy necessary for the employee’s ability to become a certified police or communications officer in this state. In these events, required or voluntary training time in excess of forty (40) hours in the work week, will be paid at the overtime rate of pay but must have prior supervisory authorization to attend.

7.7 MANDATORY TRAINING.

All employees required to travel outside the corporate city limits of Newberg or Dundee for training or other reason shall have all such time considered as hours worked regardless of whether the employee was a passenger or a driver. The City will make efforts to provide a City owned vehicle for travel. If the City cannot provide a vehicle, mileage reimbursement will be made as per IRS rules. If a City owned vehicle is offered and the employee chooses to use his/her personal vehicle, no mileage reimbursement will be offered or authorized.

Mandatory training is defined as training that is mandated by the Chief of Police or his/her designee or training required to maintain necessary certification(s) for employment within the employee’s discipline for which he or she is employed as required by DPSST, APCO, or other

entity recognized by both the City and the Association.

7.8 VOLUNTARY TRAINING.

All employees who request to travel outside the corporate city limits of Newberg or Dundee for training or otherwise, shall have such time considered as hours worked regardless of whether the employee was a passenger or a driver. The employee will adjust his/her work schedule to a mutually agreed upon date and time to avoid incurring overtime or comp time arising from the training and/or travel. It is expected that both the City and employee will work to mutually agree upon shift adjustments sincerely and in good faith. The City will make efforts to provide a City owned vehicle for travel. If the City cannot provide a vehicle, mileage reimbursement will be made as per IRS rates. If a City owned vehicle is offered and the employee chooses to use his/her personal vehicle, no mileage reimbursement will be offered or authorized.

Additionally, if mutually agreed upon, an employee and the City may enter into a specific, non-precedent setting agreement to attend training.

If the mutually agreed upon shift adjustments cannot be accomplished within 30 days from the end of the training, the time will be credited to the employee's comp bank or paid to the employee, at the employee's choice. In either case, time will be earned at straight time,

7.9 WORKING IN A HIGHER CLASSIFICATION.

Any employee who is required to work in a higher classification beyond ten (10) consecutive working days will receive their regular rate of pay or the base rate of pay for the work being performed whichever is higher. In the event the employee works beyond ten (10) working days, the higher rate of pay will be retroactive back to the first day worked in that position. A higher classification is defined as that of a higher rank; or a classification requiring different and higher skills than the employee's normal classification and whose wage schedule is higher than the employee's normal wage schedule.

7.10 SHIFT TRADES.

Non-probationary employees in the same job classification may trade shifts in accordance with this section provided that the trade does not require work on multiple shifts on the same workday, provided however that a Communications Officer may trade one half shift with another employee. In no case may an employee pay back a trade on a work day if the scheduled shift and the pay-back hours combine to greater than twelve (12). The trade will be documented in advance on a shift trade request form provided by the City, submitted to and approved by the supervisor at least two (2) days in advance unless an exception is permitted by the supervisor for cause which is reasonable under the circumstances. The shift trade form will reflect the date when the parties have agreed to pay back the trade.

The time records will reflect hours of work regularly scheduled by the participants in the trade, each of whom will be paid accordingly. If a trade participant works hours in excess of the traded shift on the same workday, such hours will be paid at the overtime rate to the employee who performed the overtime work. Arrangements related to the payback of a trade are the sole responsibility of the trade participants and the City will bear no responsibility for a failure to

payback. Once a trade is approved by a supervisor, the employee who agrees to trade assumes full responsibility to work the shift. Trade and payback scenarios will not involve more than two trade participants, and a trade of a shift acquired by trade will not be permitted; trades will not be permitted if the trade scenario results in an employee working more than seven (7) consecutive days. An arrangement to trade an entire shift rotation may be documented by the parties in writing and submitted to a supervisor at least thirty (30) days prior to the rotation. At the end of the traded shift rotation, the employees revert to their regular place in the rotation, unless otherwise assigned.

7.11 MEAL PERIODS AND REST BREAKS.

A. Communications Officers, and Police Officers.

Communications Officers and Police Officers, provide services in emergency situations which may preclude taking a break or meal period altogether or delay them. Breaks and meal periods are paid time, and, if missed, no additional compensation will be due the employee. Employees and supervisors will devote best efforts to facilitating that breaks and meal periods are taken within the shift.

Employees working an eight (8) hour shift or ten (10) hour shift will have two paid fifteen (15) minute breaks during the shift approximately halfway through each half of the shift.

The eight (8) and ten (10) hour shift will have a thirty (30) minute paid lunch period.

Provisions of the subsection will not apply to employees attending approved training or educational programs. In such cases, any rest periods or lunch breaks will be as designated by the person(s) in charge of the program.

B. Police Records Clerks/Evidence Technician(s):

Police Records Clerks and Evidence Technicians will be scheduled to work Monday through Friday, 8 a.m. - 5 p.m. and, except for emergency situations, will receive two (2) paid fifteen (15) minute breaks during the shift approximately half way through each half of the shift and a one (1) hour unpaid lunch period, or as mutually agreed. During meal periods no work will be performed.

C. BOLI Rules Not Applicable:

The rules promulgated by the Bureau of Labor and Industries Commissioner pursuant to ORS 653.261(1) do not apply to employees covered by this Agreement, which prescribes rules herein pertaining to conditions of employment, including meal periods and rest periods, as provided in this Article. The exclusive remedy for any alleged violation of these provisions will be through Article 13 Grievance and Dispute Resolution.

ARTICLE 8. HOLIDAYS

8.1 HOLIDAY BANK.

A. CERTAIN HOLIDAYS SUBJECT TO HOLIDAY BANK.

All holidays will be placed in a holiday bank except for the following holidays, which are considered to have significant family orientation:

- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

These holidays will be paid in the manner previously paid for holidays and time worked during holidays in accordance with paragraph C of this section for holidays of significant family- orientation. All other holidays (8 holidays) will be placed in the holiday bank.

B. HOLIDAY BANK OPERATION.

The Chief of Police and the City has authorized eighty (80) hours of time be credited to each member employee's holiday bank beginning January 1st of each year. This is consistent with the monthly accrual amount of six and sixty-seven hundredths (6.67) hours per month.

It is the responsibility of the member employee to be aware of his/her holiday bank balance. An employee cannot use more than eighty (80) hours of holiday bank time in a calendar year.

Time used from an employee's holiday bank may be taken for any day an employee chooses. Time off using holiday bank time will be granted in accordance with Article 9.5 of this Agreement. Requests and uses of time from an employee's holiday bank must be for a minimum of one full work shift or more. For this, an employee must take one full work shift and can, if desired, take a portion of their next immediately scheduled work shift. Next immediately scheduled work shift means that shifts cannot be separated by an otherwise scheduled day off. An employee cannot take a portion of a shift first and then one full shift the next scheduled work day.

In the event the member employee leaves the employment of the City and has not used his/her holiday bank consistent with the hours accrued at six and sixty-seven hundredths (6.67) hours per month at the time of separation, the City will pay the employee the balance of the unused time in the employee's final paycheck.

Such holiday hours if not taken by the member will be paid in December's pay check of each year. An employee may not use holiday bank time that has not yet been accrued.

Example: If a member takes Labor Day off, they would be paid for Labor Day and that time could be deducted from their holiday bank time if the employee chooses, or the employee could have the time taken from accrued vacation time or available comp time. If they work on Labor Day, they would be paid, their regular salary, and no time would be deducted from their holiday bank. At the end of the year, they would be paid for that holiday when their holiday bank is paid. This means that they would be paid twice for working on Labor Day-once for the work they performed and once for their holiday bank.

If they take a holiday off work, the members may choose to use accrued vacation hours and/or available comp time for that holiday thus maintaining their holiday bank, which would be paid to them in the December paycheck.

C. MANNER OF HOLIDAY PAY FOR CERTAIN HOLIDAYS.

An employee who is assigned to shift work on a 5/8 schedule plan will be paid his/her regular wages for those hours worked on a holiday for which the holiday has been placed in the Holiday Bank as defined in this article, subsection A. An employee who is assigned to shift work on a 4/10 schedule plan, will be paid at his/her regular wages for those hours worked on a holiday for which has been placed in the Holiday Bank, as defined above.

An employee who is assigned to shift work, (5/8's or 4/10's) and who has a holiday of significant family orientation, as stated in this Article, Subsection A, fall on his/her regularly scheduled work day will be paid at his or her regular wages for all hours actually worked on that holiday.

In addition to the above an employee who is assigned to shift work, (5/8's or 4/10's) and who has a holiday of significant family orientation, as stated in this Article, Subsection A, fall on his/her regularly scheduled work day will be paid at the rate of one and one-half (1 LA) times the employee's regular wages for all hours worked or receive comp time at one and one-half (1-1/2) time for all hours actually worked.

Shift work employees whose regular day off falls on any holiday of significant family orientation, will be paid their regular rate of pay, eight (8) or ten (10) hours, whichever is applicable.

Holidays as defined, for shift work employees will be observed on the actual calendar holiday.

Employees normally scheduled Monday through Friday, 8 a.m. -5 p.m. or similar, are not considered shift workers. Those employees not scheduled to work shift work, at the discretion of the Chief of Police or his/her designee, will normally be scheduled off for any holiday. Holidays for non-shift work employees will be observed on a date consistent with City Policy.
Ail regular part-time employees, as defined in Article 4.2 will receive holidays and holiday compensation for each holiday worked or that falls on a regularly scheduled day off. Regular part-time employees who work less than eight (8) hours per work day will receive a pro-rated holiday allowance equal to the hours worked.

For shift work employees, the City reserves the right to reduce staffing numbers on holidays subject to the operational needs of the department. The selection process for this reduction in staffing will be made by seniority. The highest seniority employee has first option to work or take the holiday day off, the second highest employee in seniority has the second option to work or

take the holiday day off, and selection process will be used for both police officers and communications officers, but the two divisions are separate and the reduction in staffing will be done independent of each other.

Requests to take certain holidays off must be made a minimum of seven (7) days prior to the requested holiday. Time off requests for these certain holidays will be granted on a first-come first-serve basis. If there is a dispute as to whose request was submitted first, the City will grant the time off request based on the involved employee's seniority. The City will provide a time stamp machine. Employees are required to time stamp their time off request prior to submission to the supervisor.

If a holiday(s) are imbedded into a vacation request of one full work week or more, the vacation request will trump the individual holiday(s) request. Finally, as per Article 7.3, under no condition will overtime compensation be received twice for the same hours worked.

8.2 PAYMENT FOR HOLIDAY BALANCE AT TERMINATION.

Employees will be compensated for accrued but unused holidays at termination of employment at the employee's final hourly rate. If the member employee leaves the employment of the City and has used more holiday hours than would have been accrued at the rate of six and sixty- seven hundredths (6.67) hours per month at the time of separation, the employee will be required to pay the city for those hours used from any of the employee's other time accruals (vacation, comp, sick), or from the employee's final paycheck.

8.3 FOUR-TEN.

For an employee working a 4/10 plan, a paid day off will constitute a ten (10) hour day.

8.4 BEREAVEMENT DAYS.

All members of the Association will receive paid personal emergency leave for a death in the immediate family of three (3) days. This personal emergency leave is not deductible from the member's accrued sick leave, vacation or comp time. Pay will be at his/her regular wage. Immediate family includes current spouse, children, stepchildren, stepparent, mother, father, mother-in-law, father-in-law, sister, brother and grandparents. The leave provided herein will be in addition to any leave the employee may be entitled to under the Oregon Family Leave Act.

ARTICLE 9. VACATIONS

9.1 VACATION ACCRUAL AND CARRY OVER.

The City recognizes the employee's last date of hire or rehire as the anniversary date for vacation accrual time. Vacation hours are accrued monthly. All employees are encouraged to take their vacation during the year it is awarded. Carryover of vacation from month to month will be limited to two (2) times the annual vacation accrual an employee may earn in any given twelve (12) month period.

9.2 VACATION DAYS EARNED

Vacation awards depend on the employee's years of continuous employment with the City determined as of their vacation anniversary date. Vacation is awarded and accrued according to the following chart:

VACATION CHART

Vacation award key: Hours earned for each calendar month worked (96 hours)
Days earned per calendar month worked
Days earned annually

Length of Service Based on Anniversary Date	Vacation Award	Maximum Vacation Accrual Award
Up to 5 Years	8 hours per month 1 day per month 12 days annually	192 Hours
5 years but 10 less than years	10 hours per month 1.25 days per month 15 days annually	240 hours
10 years but less than 15 years	12 hours per month 1.5 days per month 18 days annually	288 hours
15 years but less than 20 years	13.28 hours per month 1.66 days per month 20 days annually	320 hours
20 years or	14.666 hours per 1.833 days per month 22 days annually	352 hours

No vacation days will be accrued during a leave of absence without pay. Employees will earn no vacation during their first six (6) months of employment. When the employee receives credit for the vacation earned in the seventh (7th) month of employment, the employee will also be credited with vacation accruals for the first six (6) months of employment which will not be deemed "earned" until that time.

9.3 PART-TIME.

Regular part-time employees will earn one (1) vacation day, eight (8) hours, per month, prorated to their percentage of full time of employment is charged employees who have completed six (6) months of service will be paid for all accrued and prorated vacation time.

9.4 VACATION SCHEDULES.

An employee with a vacation balance of eighty (80) hours or more on January 21st and at the time of the bid, will bid and use at least forty (40) vacation hours during the calendar year.

Vacation schedules will be approved by the Chief of Police subject to the operational needs of the department. Seniority vacation requests must be made between November 1st and December 20th of the year prior to the dates and will be determined based on classification seniority.

The first preference will be granted based on all bidders' first preference request based on classification seniority. Then, remaining second priority bids will be awarded based on seniority of those with two (2) bids. Exceptions may be made to the 80 hour block rule by the Chief of Police. Preference will be given in order of employee request for all other vacation time off on a first come first serve basis, provided however that vacation requests of a block of forty (40) hours or more will be given preference over time off requests of shorter duration. A request for vacation time off for a full work shift or more will trump any holiday or comp time request. Vacation requests of less than an employee's full shift, will be treated the same as a comp time off request.

9.5 NON-BID VACATION.

Non-bid vacation may be taken in one (1) hour increments subject to department operating needs. One (1) hour increments only applies for non-sworn staff, other than Dispatch. Such requests will be approved by supervisor and considered on a first come first served basis.

ARTICLE 10. SICK LEAVE.

10.1 ACCRUAL.

All regular employees earn sick leave at the rate of 8 hours for each full calendar month of service to a maximum of 1,000 hours. The following formula will be used to calculate paid sick leave earned by regular part-time employees: 8 hours will be multiplied by the budgeted percentage of full-time equivalent of the employee. For example, if the employee is budgeted at 50% of a full-time equivalent then 8 hours will be multiplied by 50%, resulting in 4 hours of earned paid sick leave each month.

A new hire who possesses a basic Police Officer Certification from Oregon DPSST, or an equivalent Police Certification from another state, or a Telecommunications Certification from DPSST, or an equivalent certification from another state, shall be credited with forty (40) hours of sick leave time upon commencement of employment.

10.2 UTILIZATION.

Sick leave may be used for non-occupational illness or injury or other reasons consistent with state law or for medical appointments. It may also be used for care of an immediate family member living with the employee.

An employee may use time from the employee's comp, vacation, or holiday time banks, in lieu of sick time as long as the following conditions are met:

- It does not cost overtime for the city to cover the sick employee's shift or any portion of the sick employee's shift.
- If vacation or holiday bank is used, it must be for an entire shift, not a portion of a shift. Example: If an employee goes home five hours into his/her shift, the employee can only use sick or comp time; the employee cannot use vacation or holiday bank.
- This does not apply wherein FMLA/OFLA is instituted.

10.3 INTEGRATION WITH WORKERS COMP.

When an employee is absent from work because of an on-the-job injury covered by Workers Compensation, the time off will not be charged to sick leave, except as provided below.

The employee may select one of the following options:

a) The employee will only receive his/her Workers Compensation payments; or

b) An employee may voluntarily turn in his/her first and all subsequent Workers

Compensation payments and in turn will receive a regular paycheck.

Under option (b), the following will occur:

1) First 180 days of absence because of on-the-job injury - For the first 180 days of absence (including the three day waiting period for Workers Compensation to apply), the City will make additional payment for integration with the employees' Workers Compensation payments in order to receive their gross wages. This additional payment will not be charged against any leave the employee may have accrued.

2) After the first 180 days of absence - After the 180th day of absence, employee will use available leave for integration with their Workers Compensation payments in order to receive their gross wages, first exhausting sick leave, and then other paid leaves as permitted by FMLA/OFLA.

3) Integration and Notice - Section 10.3 is only applicable for as long as the Association remains with CIS for Workers Compensation insurance coverage because CIS allows such utilization (integration) of sick leave as a form of salary continuation with the Workers Compensation payment in order for employees to receive their gross wages. However, the City cannot guarantee that such utilization of sick leave, as a form of salary

continuation, will be allowed pursuant to other insurance providers' contracts. The City will notify the Association of change of Workers Compensation insurance carrier and discuss with them such change.

4) Available leave necessary - After the first 180 days of absence because of on- the-job injury or determination of employee negligence, a full pay check will only be received if the employee has available sick leave or other paid leave as permitted by FMLA/OFLA.

d) Under both options (a & b), a healthcare provider certification that the employee is not able to perform job functions will be required prior to approval of such payments.

e) To the extent permitted by law the city may require a healthcare provider's approval for an employee to return to work after such injury.

10.4 NOTIFICATION OF USE.

In the event an employee is ill and cannot report as scheduled, the employee must report the general reason and the expected duration of their absence at least two (2) hours prior to the beginning of the scheduled workday, unless physically unable to do so. Employees will report to an on-duty supervisor. In the event an on-duty supervisor is not available, the next available supervisor, once made aware of the absence, will contact the employee. Employees on such leave will call their supervisor daily; after the third day of such leave the City may require medical verification to the extent that such medical verification is permitted by law. The City will safeguard privacy related to employee medical information.

10.5 TRANSFER OF ACCRUED LEAVE.

An employee may request through the Chief of Police that some of the employee's paid sick leave be transferred to another employee who is absent from work for an extended period of time because of an injury, unexpected illness, or other reason for which the use of paid sick leave would normally be allowed. The Chief of Police will pass the request, with the Chief of Police's recommendation to the City Manager for approval. The employee receiving a donation of paid sick leave must be non-probationary and must first have used all available paid leave and vacation time. Employees transferring paid sick leave must have accrued a minimum of two-hundred (200) hours of paid sick leave. All donated leave will be used in the order received. Any paid sick leave not used by the employee receiving the paid sick leave will be returned to the donor employee, if the total paid sick leave is under the allowable maximum.

10.6 SICK LEAVE INCENTIVE.

If a Sick Leave Incentive program is offered to City employees in general, the Association members shall also be eligible for that program. There will be no retroactive compensation or benefit paid for this program.

10.7 HIGH ABSENTEEISM PROGRAM.

The ability to attend work regularly and with reliability is regarded as a job requirement. The City may examine the total sick leave usage of each employee periodically, as reported on the

Administrative Time Keeper's Report of “Hours to Date, Vacation, Sick and Compensatory” Report. This Report also will be supplied to each Supervisor and the Association.

A. HIGH ABSENTEEISM CRITERIA.

Employees' use of sick leave under a combination of the following factors of illustrative criteria may indicate a pattern of high absenteeism (subject to consideration of extenuating circumstances, such as family illness) and may constitute a reasonable belief.

Except as the result of the use of leave protected under law to include, but not limited to: The Family and Medical Leave Act of 1993 (FMLA), The Oregon Family Leave Act (OFLA) and Oregon Paid Sick Leave (OPSL).

B. EMPLOYEES’ RESPONSIBILITY UNDER NOTIFICATION OF POSSIBLE MISUSE.

An employee who has been served with a notice of excessive absenteeism may be required to do the following:

1. Upon returning to work, certify in writing that the employee was ill or injured and unable to perform routine job functions, or facts upon which the claim of entitlement for sick leave is based.

2. Remain at home, at the location of treatment or therapy, or enroute between these locations, unless released by the City for greater activity due to the nature of the illness or injury. Be available for call or visit by a supervisor.

3. Submit to a City-paid health care provider evaluation by a health care provider to determine the fitness for duty and the bona tides of the illness, injury or disability and/or prognosis for return to work at full or limited duty.

4. For incidents of sick leave, the employee will to the extent allowed by law, provide to the City a health care provider's certificate for each incident of illness as requested. Employees who fail to provide a health care provider's certificate upon return to work from sick leave are subject to disciplinary action.

C. DISCIPLINARY ACTION.

Pursuant to Article 15, appropriate disciplinary action available under this Agreement for the misuse of sick leave may be imposed. The parties recognize that, notwithstanding the City's sick leave plan, the ability of an employee to attend work regularly is a job requirement.

10.8 FMLA.

The City will administer FMLA rights in accordance with Federal and Oregon family leave laws.

ARTICLE 11. COMPENSATION

11.1 WAGE SCHEDULE.

A. Effective July 1, 2017, all classifications shall receive a cost of living adjustment of 2.1%.

In addition to the cost of living adjustment set forth above. Employees in the classification of Record and Evidence Technician shall effective July 1, 2017, receive a market adjustment of nine percent (9%).

B. Effective April 1, of each subsequent year of the collective bargaining agreement both parties agree to reopen the contract for wage items only.

C. An employee will advance one (1) step annually on the salary schedule on the employee's anniversary date provided the employee obtains an overall satisfactory performance evaluation.

However, for the first, second and subsequent year of this Agreement, advancement for police officers from, step "A" to step "C" will be automatic upon successful completion of the basic academy (or receipt of DPSST Basic Police Certification), field training, and being designated as solo qualified by the officer's supervisor. Advancement to step "C" will be no longer than eighteen (18) months from the date of hire. Step D occurs at the employee's second anniversary. All subsequent step increases will be on an annual basis, described in the above paragraph.

11.2 ON CALL PAY.

Any employee required to carry a cell phone provided by the City will receive forty dollars ($40) per month. An employee required to carry a smart phone will receive a monthly stipend of $45. Depending on assignment and department need, some employees may be required to carry one or both. An employee receiving “on call” pay may be directed to “stand-by” status under Article 7.6 of this Agreement and in such event will not be entitled to “stand-by” pay under Article 7.6. Payment for callouts provided for in Article 7.4 applies whether or not the employee is receiving “on call” pay.

11.3 PAY PERIODS.

There will be one monthly pay period per month. However, an employee may have a regularly scheduled draw on the 15th of each month. Such regularly scheduled draw will be scheduled annually, or whenever the employee's rate of pay changes and such draw will not exceed 40% of pay.

11.4 MOTOR OFFICERS.

Officers assigned as motor officers will receive a monthly premium of five percent (5%) of their regular base pay during the time they serve in this assignment. The assignment includes bike maintenance. Assignment and duration of assignment will be according to department policy and are at the discretion of the Chief of Police.

11.5 DOG HANDLERS.

Officers assigned as dog handlers will receive an additional five (5%) assignment pay adjustment during the time they serve in this assignment. Dog Handler canine training activities will be conducted on duty. Dog Handlers accept and may resign from the position voluntarily. Acceptance of the assignment is based upon willingness to care for the animal off-duty as a family pet/household member as provided for in Wage and Horn's rules of the US Department of Labor. The parties agree that commuting to work with the dog does not constitute "hours of work" solely because the dog is in the vehicle.

Dog masters and Dog Handlers will not be entitled to a call back premium when duty concerns emergency care of their animal. Such time will be paid at either straight time or overtime if applicable.

11.6 BI-LINGUAL.

Employees who are qualified by the department as bilingual in English and Spanish, or a language spoken by over ten percent (10%) of City residents as documented by the most recent U.S. Census, will receive a monthly premium of five percent (5%) of their regular base pay.

11.7 DETECTIVE ASSIGNMENT PAY.

Officers assigned to work a regularly scheduled rotation as a Detective will receive an additional five (5%) assignment pay adjustment during the time they serve in this assignment. Assignments and duration of assignments will be according to department policy and are at the discretion of the Chief of Police.

11.8 SCHOOL RESOURCE OFFICER (SRO) ASSIGNMENT PAY.

Officers assigned to work a regularly scheduled rotation as a School Resource Officer (SRO) will receive an additional five (5%) assignment pay adjustment during the time they serve in this assignment. Assignments and duration of assignments will be according to department policy and are at the discretion of the Chief of Police.

11.9 PRIMARY FIELD TRAINING OFFICER ASSIGNMENT PAY.

The Police Officer and/or Communications Officer assigned as a Trainee's Primary Field Training Officer (FTO) is the person who performs the duty of reporting on the performance of the trainee using the Daily Observation Report, and will receive an additional five percent (5%) assignment pay adjustment during the time he/she is assigned and performs duties as the Primary FTO. Such assignments and duration of assignments will be according to the department policy and are at the discretion of the Chief of Police. A Senior Communications Officer who works with an advanced trainee who is permitted to work dispatch desk under the general supervision of a lead worker is not paid the FTO premium for being the senior employee on duty.

11.10 PRIMARY CAD MAINTENANCE AND LEDS REPRESENTATIVE ASSIGNMENT PAY.

Communications Officer assigned to serve as the Department's primary CAD Maintenance person will receive an additional five percent (5%) assignment pay adjustment during the time he/she selves in this assignment. Employees assigned to serve as the LEDS Representative for the Department will receive an additional five percent (5%) pay adjustment during the time they serve in this assignment. Assignments and duration of assignments will be according to department policy and are at the discretion of the Chief of Police.

11.11 CERTIFICATION PAY.

A. Intermediate Certification - Communications Officers and Police Officers who hold an Oregon Department of Public Safety Standards and Training (DPSST) intermediate certificate will receive an additional five percent (5%) pay adjustment during the time they have and maintain their certification white serving in their classification.

B. Advanced Certification - Communications Officers and Police Officers who hold an Oregon DPSST advanced certificate will receive an additional five percent (5%)

adjustment during the time they have and maintain their certification while serving in their classification.

11.12 LONGEVITY PAY.

Each employee who is a member of the bargaining unit, will receive the following additional pay to encourage longevity and employment with the City.

An additional one hundred twenty dollars ($120) per month beginning the first full month after the ten year anniversary date of employment with the City.

An additional two hundred dollars ($200) per month beginning the first full month after the fifteenth year anniversary date of employment with the City.

An additional four hundred dollars ($400) per month beginning the first full month after the twentieth year anniversary date of employment with the City.

The increase in longevity pay shall be effective July 1, 2017. The employee receiving such longevity pay will sign the proper authorization forms with the City.

11.13 CLOTHING ALLOWANCE FOR DETECTIVES.

Police Officers assigned to work regularly scheduled rotation as a Detective will receive a clothing allowance of thirty dollars ($30.00) per month. This clothing allowance will be paid as a regular part of the employee's wages. It will be the employees' responsibility to account for expenses for purposes of their income tax return.

11.14 CLEANING OF CONTAMINATED CLOTHING.

An employee whose clothing becomes contaminated by blood or other body fluids, will submit the clothing item(s) to the City for cleaning.

ARTICLE 12. ASSOCIATION ACTIVITIES

12.1 ANTI-DISCRIMINATION AGAINST ASSOCIATION MEMBERS.

It is mutually understood that the City will not in any manner discriminate against any member of the Association as the result of such member's activities on behalf of the Association and in furtherance of the purposes of the Association. Any dispute regarding this section of the Agreement may be processed through the grievance procedure. If not resolved at the City Manager level, the employee/Association may only pursue the matter further to the appropriate State agency for adjudication. The employee/Association may not arbitrate disputes under this section.

12.2 NEGOTIATIONS.

Of the Association representatives who are present at negotiations at least one will be a police officer and one will be a communications officer, if the negotiation session(s) are during their normally scheduled work time, they will be compensated for that time.

If they are present during negotiations and it is during a time when they are normally not scheduled for work, they will not be compensated. Employees and the City will cooperate in making shift trade arrangements in order to facilitate Association representative attendance at bargaining sessions. The Association will cooperate in keeping the number of Association members at any negotiation session at a reasonable number, typically no more than four (4) Association members.

ARTICLE 13. GRIEVANCE AND DISPUTE RESOLUTION

13.1 PROCEDURE.

In the event an attempt to informally address the grievance is unsuccessful then this procedure shall be the exclusive means of resolving disputes arising under this Agreement. For the purpose of this Agreement, a grievance is defined as any of the following:

A. A claim by an employee covered by this Agreement concerning the meaning or interpretation of a specific provision or clause of this Agreement as it affects such employee;

B. A claim by the Association concerning the interpretation or application of a specific provision or clause of this Agreement as it affects a specific member of the Association.

C. In the event of a grievance concerning a disciplinary issue, an individual employee who does not wish the Association to pursue a grievance may notify the Association in writing at any time. A grievance which is resolved by an individual's exercise of the right to not pursue a grievance shall not constitute a precedent with regard to the substance of the discipline and/or grievance in question.

STEP 1: After first attempting to resolve the grievance informally, the Association or any employee with notice to the Association, may claim a breach of this Agreement in writing to the employee's immediate supervisor within fourteen (14) days from the occurrence thereof, or fourteen (14) days from when the employee knew, or should have known of the occurrence. The notice will include;

a) statement of the grievance and relevant facts;
b) provisions of the Agreement violated; and
c) remedy sought.

The supervisor will respond to the grievance in writing within fourteen (14) days, with a copy to the Association.

STEP 2: If still unresolved, the employee or the Association may submit the grievance within fourteen (14) days from the receipt of the supervisor's response to a Captain. The Captain may meet with the aggrieved party and the Association. The Captain will respond to the grievance in writing within fourteen (14) days with a copy to the Association.

For communications officers, records and evidence personnel, the employee may submit the grievance within fourteen (14) days from the receipt of the supervisor's response to the Support

Services Manager. The Support Services Manager may meet with the aggrieved party and the Association. The Support Services manager will respond to the grievance in writing within fourteen (14) days with a copy to the Association.

STEP 3: If still unresolved, the employee or the Association may submit the grievance within fourteen (14) days from the receipt of the Captain's response to the Chief of Police. For communications officers, records and evidence personnel, if still unresolved, the employee may submit the grievance within fourteen (14) days to the Chief of Police. The Chief of Police may meet with the aggrieved party and the Association. The Chief of Police will respond to the grievance in writing within fourteen (14) days with a copy to the Association.

STEP 4: If still unresolved, the employee or the Association may submit the grievance within fourteen (14) days from the receipt of the Chief of Police's response to the City Manager. The City Manager will meet with the aggrieved party, Association representatives and any other party deemed necessary. The City Manager will respond to the grievance in writing within fourteen (14) days with a copy to the Association. Written reprimands are not subject to arbitration.

A. The opportunity to have an Association representative present at a meeting in Step 3 and/or Step 4 of the grievance process shall not cause an undue delay in scheduling of said meetings with the Chief of Police or the City Manager.

STEP 5: If still unresolved, the Association may submit the grievance within fourteen (14) days of the receipt of the City Manager's response to an arbitrator.

13.2 ARBITRATION.

If a grievance is submitted to arbitration, the arbitrator will be selected by the parties as follows:

A list of eleven (11) arbitrators from Oregon/Washington will be requested from the Employment Relations Board, and the parties will alternately strike one (1) name from the list until only one (1) is left. The Association will strike the first name. The one remaining will be the arbitrator.

The arbitrator will render a decision in writing within 30 days of the close of the healing and receipt of the briefs, if any. The arbitrator will be limited to interpreting this Agreement and determining if a violation has been committed. The arbitrator's decision will be strictly limited to those issues disputed by the parties. The arbitrator will have no authority to add to, subtract from, or modify this Agreement. The decision of the arbitrator will be binding on both parties.

The costs of the arbitration exclusive of representation costs will be borne by both parties. Each party will be responsible for the cost of presenting its own case to arbitration.

13.3 TIMELIMITS.

Any time limits specified in this grievance procedure may be waived by mutual consent of the parties. "Day" will be defined as calendar day. Failure to submit the grievance in accordance with these time limits without such waiver will constitute abandonment of the grievance. Failure by the

City to submit a reply within the specified time will constitute a denial of the grievance. A grievance may be terminated at any time upon receipt of a signed statement from the employee or Association that the matter has been resolved. The parties may defer any potential grievance to consideration of the Labor Management Advisory Team provided for in Article 1.3 of this Agreement.

13.4 ARBITRATION OF ASSOCIATION DISCRIMINATION CLAIMS OR EEO CLAIMS.

EEO claims, will not be subject to the grievance procedure beyond STEP 3 unless the employee first agrees to be bound by the arbitrator's decision and waives, in writing, in a form acceptable to the City, the right to pursue claims in all other forums including the Bureau of Labor and Industries, the EEOC, and State and Federal Court.

ARTICLE 14. HEALTH & WELFARE

14.1 HEALTH BENEFITS.

Beginning July 1, 2011 and then for the duration of this Agreement, the City will make available and maintain for the benefit of bargaining unit employees and their families medical, dental and vision insurance benefits identical to that provided to the bargaining unit of the Newberg Fire Department, the "International Association of Fire Fighters" by the "Northwest Firefighters' Relief Association".

If, during the duration of this Agreement, the Association is made aware of any real or potential change in insurance benefits(s) and/or cost(s) provided by or associated with that plan, the Association is required to immediately notify the City and the City reserves the right to re-negotiate this portion of the Agreement.

If at any time throughout the duration of this Agreement, the Association bargaining unit opts to return to the insurance carrier provided by the City, the Association will be subject to the rules of the City's insurance provider requires to opt back in. A fee to the Association bargaining unit to do so will apply commensurate with the actual costs incurred by the City in personnel costs. The City will contribute to the cost of medical, dental and vision insurance no less than ninety percent (90%) and the employees in the bargaining unit will contribute the remainder of the full premiums which will be paid by payroll deduction.

The City will contribute to HRA VEBA accounts of each bargaining unit employee one hundred eighty-five dollars ($185) per month for the duration of the Agreement.

14.2 LIFE INSURANCE BENEFITS.

The City will continue as a minimum, the current life insurance it now maintains for its employees. The amount of the life insurance will be one and a half (1.5) times the base salary of the employee.

14.3 DISABILITY BENEFITS.

The City will maintain the current disability insurance benefit for the employee.

ARTICLE 15. EMPLOYEE DISCIPLINE/TERMINATION

15.1 DISCIPLINARY MEASURES.

Disciplinary action will be for just cause. Discipline includes the following steps and will normally be progressive as outlined below but the disciplinary process may be entered at any step depending upon the severity of the incident causing the disciplinary action:

- Verbal warning or reprimand, including written documentation thereof
- Written reprimand Reduction in pay
- Suspension without pay
- Demotion
- Discharge

The City will not impose a reduction in pay, suspension without pay, demotion or discharge of a non-probationary employee without appropriate pre-disciplinary due process procedures hereinafter defined in this Article. In the event a "reduction in pay" is the disciplinary action taken, the employee will have the option of using vacation time in lieu of suffering a pay reduction.

Verbal warnings and verbal reprimands are not subject to grievance. A written rebuttal may be provided by the employee and filed with the written documentation of the verbal warning or verbal reprimand.

Written reprimands are subject to grievance, however only up to and including Step 3 of the grievance process.

15.2 ASSOCIATION REPRESENTATION IN DISCIPLINE PROCESS.

The City acknowledges the right of the employee to request a representative of the Association to be present at any interview where the employee reasonably believes that discipline may result from the interview. Whenever appropriate, it will be sufficient that a supervisor documents that the employee was advised that the interview will not result in discipline in order to require an employee to proceed in dialog without the presence of an Association representative.

15.3 GENERAL PROCEDURES.

a) Potential Discipline Situations. Any employee who will be interviewed at a disciplinary interview concerning an act which, if proven, could reasonably result in disciplinary action involving loss of pay or dismissal, untruthfulness, unlawful use of force, and/or a violation of civil rights will be afforded the following safeguards:

(1) The employee and the Association will be informed that a formal investigation is commencing, unless the employee is under investigation for violation of the Controlled Substance Act, or violations which are punishable as felonies or misdemeanors under law, or if doing so would jeopardize either the criminal or administrative investigation.

(2) At least seventy-two (72) hours prior to a disciplinary interview by the City of an employee, the result of which could be that the City may impose an economic sanction upon the employee as a result of the underlying incident, the employee and the Association will be informed, in writing, of the nature of the investigation and the specific allegations, policies, procedures and/or laws which form the basis for the investigation at that time; the employee will be afforded the opportunity to consult with an Association representative; and the employee and the Association will be provided all available materials the City possesses related to the investigation, unless the City elects to provide a written statement of essential facts which would support any contemplated basis of discipline. When releasing information to the employee and the Association, the City may place conditions on disclosure of witness statements under circumstances where the conditions are warranted in order to limit risk of claims or aggravation of difficult circumstances in the work place or in the City's relationship with a victim. In such event, the City and the Association will cooperate to meet appropriate investigative and due process needs. The employee will be allowed the right to have an Association representative present during the interview. The opportunity to have the Association representative present at the interview will not delay the interview more than four (4) hours, except for minor complaints (incidents for which no more than an oral warning may result) which may be handled immediately when a representative is not readily available. However, if in the course of the interview it appears as if a more serious disciplinary problem has developed, the employee will be allowed up to four (4) hours to obtain a representative to be present at the interview, or otherwise as mutually agreed.

(3) All interviews will take place at Department facilities, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.

(4) The City will make a reasonable good faith effort to conduct these interviews during the employee's regularly scheduled shift, except for emergencies. However, where the Chief or the Chiefs designee is a party to the interview, the City may schedule the interview outside the employee's regular' working hours as long as the appropriate overtime or irregular hours payments are made to the employee. Where an employee is working on a graveyard shift, the City will

endeavor to conduct the interview contiguously to the employee's shift, and the appropriate overtime or irregular hour's payments will be made to the employee.

(5) The employee will be required to answer any questions specifically involving the non-criminal matter(s) under investigation and will be afforded all rights and privileges to which they are entitled under the laws of the State of Oregon or the United States of America. Whenever a Garrity statement is obtained pursuant to this Agreement, this Agreement constitutes a waiver of the Fifth Amendment rights for purposes of giving the compelled statement to the City, and Garrity precludes admissibility of the compelled statement or the fruits thereof in any criminal proceeding which is an independent right not waived hereby. Garrity advice and acknowledgment will be accomplished in writing. The compelled statement will not be provided in any form to the District Attorney or a criminal investigator.

(6) The employee will be entitled to such reasonable intermissions as may be requested for personal necessities.

(7) All interviews will be limited in scope to activities, circumstances, events, conduct or acts which pertain to the incident which is the subject of the investigation. Nothing in this section will prohibit the City from questioning the employee about information which is developed during the course of the interview.

(8) The City will tape record the interview and a copy of the complete interview of the employee will be furnished, upon request, to the Association. If the interviewed employee is subsequently disciplined and the recording is transcribed by the City, the employee and the Association will be provided a copy thereof.

(9) Interviews and investigations will be concluded without unreasonable delay.

b) This article will not prevent informal inquiry by the City or its representative following a critical incident in order to ascertain what occurred. This may include a walk through. Information obtained will be used for administrative purposes only, and the scope will be limited to facilitate the on-scene investigation and scene processing and/or preparation of a public statement. .

c) This Article 15.3 relating to general procedures will not apply to a criminal investigation conducted by another law enforcement agency.

d) Use of force situations will be governed by the Agreement, police department policy, and the process developed for Yamhill County as required by SB 111.

15.4 FAIRNESS AND DUE PROCESS.

Pre-disciplinary "due process" means written notice of the charges and the facts upon which the charges are based (i.e. date/time/place), notice of the maximum range of discipline under consideration, and an opportunity to meet with the decision maker or his/her designee.

If the essential facts which support the allegations are not described in detail in the written notice, the City will provide the Association and the affected employee with all the documents which are relied upon.

The City's practice is to afford employees the opportunity to consider, accept and/or comment upon all discipline for at least twenty-four (24) hours before final issuance. If the employee's interests are not met, then the employee or the Association may submit a written rebuttal to a documented discipline which will be maintained with the record of discipline. When discipline is to be imposed and the notice of pre-disciplinary due process is given, documents upon which the City has relied may be provided to the Association and the affected employee in lieu of a description of facts in the notice itself.

15.5 AVOIDANCE OF EMBARRASSMENT.

If the Chief of Police has reason to discipline an employee, the Chief of Police will make a reasonable effort to investigate and impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

15.6 DISCIPLINARY RECORDS RETENTION.

Personnel records will be maintained as prescribed by OAR 166-200-0090 (4) and (7). Any records, if removed, will be retained in a separate system of records in the office of the City Attorney for use in civil litigation response, charges of unevenly applied discipline or failure to represent. Removal upon employee request will be determined by the City based on considerations of accuracy, timeliness and relevance to City purposes.

ARTICLE 16. SAVING CLAUSE

If any Article or Section in this Agreement, or any addendum thereto, should be held invalid by operation of law or by any tribunal of competent jurisdiction, the Article or provision will not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid will remain in full force and effect. The parties will enter into immediate collective bargaining for the purpose of arriving at a mutually satisfactory replacement for such Article or Section that has been declared invalid. If the parties are in disagreement about an item and whether in fact it has been rendered invalid, then this item will be temporarily inoperative pending a resolution of the matter.

ARTICLE 17. RETIREMENT

17.1 EMPLOYEE CONTRIBUTION UNDER PERS.

The City will pay six percent (6%) PERS pick-up contribution to the Oregon Public Employees Retirement System (PERS) and/or OPSRP in accordance with state law. The City will pay the full contribution provided for by the plan.

17.2 UNUSED SICK LEAVE.

Upon retirement or disability retirement, the City will report one hundred percent (100%) of the employee's un-used sick leave to PERS so PERS can use the reported amount to calculate employee's retirement allowance in accordance with ORS 238.350 and applicable PERS rules for employees enrolled in PERS; a similar benefit provided for in the City Retirement Plan will be continued in accordance with the Plan document.

ARTICLE 18. TERM OF AGREEMENT

This Agreement will be effective and retroactive to July 1, 2017 upon signing by both the City and the Association, and will remain in full force and effect through June 30, 2022. This Agreement shall remain in full force and effect during the period of negotiations for a successor agreement.

ARTICLE 19. DRUG TESTING PROVISIONS

The Newberg-Dundee Police Department implements the following Substance Abuse Policy to become effective upon execution of the Agreement:

It is the policy of this Department that the critical mission of law enforcement services justifies maintenance of an alcohol and drug-free work environment. Furthermore, the law enforcement profession has several uniquely compelling interests that justify the use of employee alcohol and drug testing and other reasonable restrictions designed to produce an alcohol and drug-free working environment. The public has a right to expect that those who are sworn to protect them are at all times both physically and mentally prepared to assume these duties. Therefore, in order to ensure the integrity of this Department and to preserve public trust and confidence in an alcohol and drug-free law enforcement profession, this department has adopted the following:

A. Prohibited Conduct:

The following conduct is specifically prohibited:

1. Buying, selling, consuming, distributing or possessing drugs or alcohol during working hours, including rest and meal periods, except in conjunction with the performance of work duties (confiscated evidence, approved undercover operations, etc.)
2. Reporting for work or returning to duty under the influence of alcohol or drugs. An employee while on duty is considered "under the influence" of alcohol if her/her alcohol concentration is .001 BAC or more. Alcohol concentration levels measuring less than .001 BAC are considered a negative result. An employee is considered to be "under the influence" of drags, if the employee tests positive for having such substances present in his/her body.

   In no event will an employee consume any kind of alcoholic beverages within four (4) hours of the time he/she is scheduled to report for work. Where an employee is subject to callout and he/she has consumed alcoholic beverages within the preceding eight (8) horn-period, the employee will be required to advise her or her supervisor of that fact, the amount and when the alcohol was consumed.

3. Failing to promptly report arrests, convictions and or/plea bargains for an alcohol or drug related criminal offense to the Chief of Police and/or designee, respective of the jurisdiction where such action was taken.

4. Failing or refusing to promptly submit to testing as long as reasonable suspicion is present. An employee may not delay a test by requesting Association representation, due to the dissipation of alcohol or controlled substances over time. However the employee may request to be accompanied to the test site by a witness in addition to the supervisor involved.

5. Giving false, diluted or altered samples or obstructing the testing process.

Drugs include but are not limited to the following controlled substances: opiates, cocaine, marijuana, phencyclidine, amphetamines / methamphetamines, and barbiturates. However, drugs does not include prescription and over-the-counter medications that are lawfully prescribed and used in a manner consistent with a physician's instructions and/or medication warnings.

Employees who engage in any prohibited conduct will be subject to discipline, including discharge.

B. Disclosure of Medications:

Employees are responsible for consulting with their physician and carefully reviewing medication warnings, including any warning pertinent to the effects of use of a combination of medications. Employees who are using over-the-counter or prescribed medications which have any reported side effects that the employee could reasonably believe affects their ability to safely perform all essential job duties must notify their supervisor of the substance taken and its side effects before the employee is allowed to continue her/her job assignment. Employees are eligible to utilize sick leave benefits pending receipt of acceptable verification.
Although the use of prescribed and over-the-counter medication as paid of a medical treatment program is not grounds for disciplinary action, failure to fully disclose the use of substances which the employee could reasonably believe impairs the safe performance of essential job duties; illegally obtaining the substance or use which is inconsistent with prescriptions of labels will subject an employee to disciplinary action.

C. Employee Testing:

The City may require employees to submit to breath, urine and blood substance testing in accordance with City policy and in a manner not inconsistent with this Agreement.

Tests may be conducted for reasonable suspicion. Reasonable suspicion is based upon articulable observations concerning the appearance, unusual behavior, speech, breath/odor, body symptoms, or other reliable indicators that an employee has consumed drugs and/or alcohol. Reasonable suspicion will include but is not limited to personal involvement in an accident or incident resulting in significant personal injury to self or others, or a traffic accident involving personal injury or property damage in excess

of fifteen hundred dollars ($1500.00). In such event, the employee will be deemed to have consented to the taking of a necessary sample by medical personnel.

Tests will be conducted at Providence Newberg Hospital (or a medical facility to which the employee has been transported) under the supervision of a Medical Review Officer qualified for DOT CDL purposes, with appropriate procedures and safeguards which apply to CDL testing. An employee may not delay a test by requesting Association representation, due to the dissipation of alcohol or controlled substances over time. However the employee may request to be accompanied to the test site by a witness in addition to the supervisor involved.

FISCAL YEAR 2017-2018 SALARY SCHEDULE

City of Newberg

Newberg-Dundee Public Safety Association

CLASSIFICATION		Step A	Step B	Step C	Step D	Step E	Step F
Records/Evidence Tech	Monthly $	3,502	3,677	3,861	4,054	4,257	4,470
	Hourly $	20.20	21.21	22.28	23.39	24.56	25.79
Communications (CO1)	Monthly $	3,491	3,666	3,849	4,041	4,243	4,455
	Hourly $	20.14	21.15	22.21	23.31	24.48	25.70
Communications (CO2)*	Monthly $	3,664	3,847	4,039	4,241	4,453	4,676
	Hourly $	21.14	22.19	23.30	24.47	25.69	26.98
Communications (CO3)**	Monthly $	3,848	4,040	4,242	4,454	4,677	4,911
	Hourly $	22.20	23.31	24.47	25.70	26.98	28.33
Police Officer (PO1)	Monthly $	4,646	4,878	5,122	5,378	5,647	5,929
	Hourly $	26.80	28.14	29.55	31.03	32.58	34.21
Police Officer (PO2)*	Monthly $	4,878	5,122	5,378	5,647	5,929	6,225
	Hourly $	28.14	29.55	31.03	32.58	34.21	35.91
Police Officer (PO3)**	Monthly $	5,122	5,378	5,647	5,929	6,225	6,536
	Hourly $	29.55	31.03	32.58	34.21	35.91	37.71
Police Corporal (CPL1)	Monthly $	4,967	5,215	5,476	5,750	6,038	6,340
	Hourly $	28.66	30.09	31.59	33.17	34.84	36.58
Police Corporal (CPL2)*	Monthly $	5,216	5,477	5,751	6,039	6,341	6,658
	Hourly $	30.09	31.60	33.18	34.84	36.58	38.41
Police Corporal (CPL3)**	Monthly $	5,477	5,751	6,039	6,341	6,658	6,991
	Hourly $	31.60	33.18	34.84	36.58	38.41	40.33

CODE

*Intermediate Certification
5% Increase on Base Wage

**Advanced Certification
5% Increase on Intermediate Wage

5% Premium Pay on Current Wage — Detective, Canine, Motors

5% Assignment Pay when Engaged — FTO, CAD, SRO, LEDS REP

5% Bi-Lingual on Current Wage

Longevity Pay - Start of 11th Year	$120/MO.
Longevity Pay - Start of 16th Year	$200/MO.
Longevity Pay - Start of 20th Year	$400/MO.

Hourly Rates Based on 173.33 Hrs/Mo.
All Employees are Non-Exempt
City Pays 6% PERS Pick-up

Hired Laterals:
40 hrs Comp Bank upon hire
40 hrs Sick Bank upon hire

COLLECTIVE BARGAINING AGREEMENT

Between the City of Newberg
And
The Newberg-Dundee Public Safety Association
For the Period of: July 1, 2017 - June 30, 2022

CITY OF NEWBERG

Joe Hannan, City Manager

Truman A. Stone, City Attorney
Approved to legal sufficiency

Anna M. Lee, Human Resources Director

NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION

Jeff Moreland, Acting Union President
Vice President

Scott Liston, Union Treasurer

Levi Fergus, Union Secretary

Date

Adopted by the Newberg City Council on September, 18, 2017

Via Resolution No. 2017-3410

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No. XX 2017-3410**	**Motion ___**	**Information ___**
SUBJECT: Ratify Newberg-Dundee Public Safety Association Collective Bargaining Agreement effective retroactively to July 1, 2017 through June 30, 2022.		**Contact Person for this Motion: Anna Lee, HR Director Dept.: Human Resources Department**		

HEARING TYPE: No public hearing is required.

RECOMMENDATION:

Adopt **Resolution No. 2017-3410** to ratify the Collective Bargaining Agreement between the City and the Newberg-Dundee Public Safety Association.

EXECUTIVE SUMMARY:

City staff has been negotiating with the Newberg-Dundee Public Safety Association (the "Association") representatives for the new contract period July 1, 2017, through June 30, 2022. The City has been notified that the Association members on August 29, 2017, have ratified the tentative Collective Bargaining Agreement ("Agreement").

The City Management team and the Association team have met and negotiated the Collective Bargaining Agreement. The Association has been willing to recognize the City's financial situation and worked with the City to maintain service to the community.

The first year of the contract, the Association agrees that their members will receive a 2.1% COLA (cost of living increase), and will have a wage only option to open the contract April 1, of each year of the contract.

Additionally, the Association and the City have agreed to adjust the wages for the position of Records and Evidence Technician, add incentive pay to the School Resource Officer (SRO), and Law Enforcement Database (LEDS) Representative positions, longevity pay was increased in efforts to retain long term officers. Health Insurance is provided to the Association through North West Fire Fighters Relief Association (NFRA), with a 5.77% increase for the cost of the health insurance plan for the 2017-18 plan year.

There are other matters addressed in the contract, such as new hire lateral hire incentives for comp and sick time.

FISCAL IMPACT:

In anticipation of the Association agreeing to the contract the City was proposing, approximately $75,000 of the fiscal impact for 2017-2018 year (totaling approximately $121,000) has been included in the 2017-2018 Budget adopted by the City Council. The proposed CBA would cost approximately $46,000 more that the adopted budget and will be considered in a future supplemental budget.

STRATEGIC ASSESSMENT:

The financial matters addressed in this Agreement help benefit the community. It's essential to maintain quality public safety (police and dispatch services) and fair compensation for police and dispatch personnel.

RESOLUTION NO. 2017-3410

A RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY AND THE NEWBERG-DUNDEE PUBLIC SAFETY ASSOCIATION, EFFECTIVE RETROACTIVELY TO JULY 1, 2017 THROUGH JUNE 30, 2022, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AS WELL AS DELEGATING THE AUTHORITY TO MAKE MINOR AMENDMENTS AND INTERPRET THE AGREEMENT ON BEHALF OF THE CITY

RECITALS:

1. City staff has been negotiating with the Newberg-Dundee Public Safety Association (the "Association") representatives for the new contract period July 1, 2017, through June 30, 2022.

2. The City has been notified that the Association members on August 29, 2017, have ratified the Collective Bargaining Agreement ("Agreement").

3. City staff recommends acceptance of the Agreement by the City Council.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City approves the Agreement between the City and the Association, which is attached hereto as Exhibit "A" and by this reference incorporated.

2. The City Manager is authorized to execute the Agreement with the Association on behalf of the City. The City Manager is further delegated the authority to approve minor amendments to the Agreement; interpret language to the Agreement on behalf of the City; enter into memorandums of understandings concerning the interpretation and disputes arising under the Agreement; and negotiate settlements of disputes concerning interpretation of the Agreement.

3. The City Attorney and Human Resources Director will review and approve the Agreement as to form and content.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is September 19, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, on this 18th day of September 2017.

_____
Sue Ryan, City Recorder

ATTEST by Bob Andrews, Mayor this ___ day of September, 2017.

_____
Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No.** 3391	**Motion ___**	**Information ___**
SUBJECT: A Resolution adopting a Memorandum of Understanding with Washington County Consolidated Communications Agency pertaining to the Emergency Communication System Upgrade Project			**Contact Person (Preparer) for this Motion: Joe Hannan** **Dept.: City Manager** **File No.:**	

RECOMMENDATION: Adopt Resolution 2017-3391.

EXECUTIVE SUMMARY: The City of Newberg entered into an Intergovernmental Radio Agreement (IGA) with Washington County Consolidated Communications Agency (WCCCA) in March of 2009 allowing the City of Newberg access to WCCCA's 800 MHz Public Safety Voice and Data Communications System. The original IGA is included as Exhibit A to Resolution 2017-3391. WCCCA has identified the need for replacements and upgrades to their overall system, including a portion of the system that involves the direct benefit to the City that also requires the City's contribution. This project is collectively called the Emergency Communication System Upgrade Project. The Memorandum of Understanding (MOU) defines the roles and responsibilities of the City and WCCCA during the planning, design, construction, implementation, and testing phases of this project. The MOU is included as Exhibit B to Resolution 2017-3391.

FISCAL IMPACT: The fiscal impact of this MOU approves the rate of $91 per hour for WCCCA project and financial management services, which are anticipated to be covered within the original project budget of $3,346,000 (current project budget is $2,925,000 due to Motorola contract savings and changes to number of radios ordered). Future contracts above $50,000, in accordance with the Newberg Municipal Code, will come before the Council for approval as the project moves forward.

RESOLUTION NO. 2017-3391

A RESOLUTION ADOPTING A MEMORANDUM OF UNDERSTANDING WITH WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY PERTAINING TO THE EMERGENCY COMMUNICATIONS SYSTEM UPGRADE PROJECT.

RECITALS:

1. The City of Newberg utilizes the Washington County Consolidated Communications Agency (WCCCA) Motorola 800 MH radio system for the purpose of public safety radio communications, through an Intergovernmental Radio Agreement (IGA) dated March 4, 2009.

2. Since 2009, WCCCA has maintained all radio system components and associated equipment including maintenance of the physical radio sites such as generators, buildings, antennas, towers, radios, and up to and including the dispatch computers. Subscriber radios are the responsibility of the public safety users.

3. The City of Newberg and public safety users have benefited from the relationship established through the IGA with WCCCA. The City of Newberg has expressed no desire to pursue other radio system options, such as purchase/install a standalone radio system or move to the Yamhill County 450 MHz system. Newberg's public safety communication capability is wholly dependent upon the WCCCA and C800 (radio system provided for Clackamas County) wide area network.

4. WCCCA and C800 are in the process of upgrading the wide area communications system from an analog to a digital system, of which the City of Newberg has an interest. The Emergency Communications System upgrade will replace old infrastructure that is at end of life or end of support. The communications system provided through this agreement will provide P25 radio coverage for the users within Washington, Clackamas, and areas within Yamhill County. P25 is open standards architecture, allowing for multi-supplier compatibility.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To authorize the City Manager to execute the MOU as attached in Exhibit B outlining the relationship between WCCCA and the City of Newberg pertaining to the Emergency Communication System Upgrade Project.

2. The City Council, acting as the contract review board for the city, and pursuant to the MOU, finds the WCCCA procurement rules acceptable for all elements of project implementation and elects to use the WCCCA procurement rules in place of the City purchasing code.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 19, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of September, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 201x.

_____
Bob Andrews, Mayor

INTERGOVERNMENTAL RADIO AGREEMENT

This Agreement is entered into this 4th day of March, 2009 by and between Washington County Consolidated Communications Agency (hereinafter "WCCCA"), an ORS 190 organization and the City of Newberg, a municipality (hereinafter "Newberg").

RECITALS

WHEREAS, WCCCA has implemented a Motorola 800 MHz Public Safety Voice and Data Communications System (the "WCCCA Radio System "or "System"); and

WHEREAS, Newberg desires to connect to the WCCCA Radio System to effect economies in development and operating cost; and

WHEREAS, WCCCA is willing to allow Newberg access to the WCCCA Radio System and it is in the interest of the parties to enable such access to the System for Data and Voice radio use;

NOW, THEREFORE, pursuant to the authority provided in ORS 190.010 and in consideration of the mutual promises contained herein, the parties agree as follows:

1. DEFINITIONS

The terms used in this Agreement have the following definitions:

a. "Newberg Users" means the Newberg-Dundee Police Department, the Newberg Fire Department and the City of Dundee Fire Department.

b. "Radio System Maintenance" means the maintenance of the WCCCA Radio System backbone or infrastructure as defined herein.

c. "Prime Site" means the physical location of the WCCCA Radio System primary system controller which is located at WCCCA, 17911 NW Evergreen Parkway Beaverton, Oregon.

d. "Program," "programmed" and "programming" means the process of coding particular Subscriber Radio Units to transmit and receive specified radio communications.

e. "Radio Sites" means the physical remote radio site where the radio transmitters and receivers are housed and includes such items as the building, grounds, antenna tower, electrical systems (including battery, generator, UPS, or utility), environmental control systems, and the like.

f. "WCCCA Radio System" or "System" means the WCCCA Radio System backbone radio network including but not limited to: the Prime Sites, and remote radio sites housing radio transmitters, receivers, antennas, combiners, microwave systems, and associated radio equipment.

g. "Simulcast System" means multiple radio sites with multiple radios at each site, each radio on a different frequency at an individual site but then duplicated at all the other sites, with full System features, transmitting on a single frequency at the same time and providing optimum coverage for primary coverage area with minimum frequency use.

h. "SmartZone Controller" means the Motorola device located at WCCCA that is the call data processing hub for the WCCCA Radio System and its associated "Audio Switch" or audio processing hub which allows multiple radio subsystems to interoperate.

i. "Subscriber Radio Unit" means a radio that is capable of transmitting receiving radio communications over the System. This includes either voice or data radios.

j. "Talk group" means a group of Subscriber Radio Units programmed to hear all communications directed to units in that group.

k. "Subscriber Radio Unit Maintenance" means repair of Subscriber Radio Units or replacement of such Subscriber Radio Units with spares purchased by Newberg pursuant to this Agreement.

l. "Sub-system" means simulcast, intellirepeater and mobile data systems.

m. "Mobile Data System" means multiple radio sites with one data radio base station at each site."

2 FUNCTIONALITY

Through programming of subscriber units, the Newberg Users will have access and use of all primary and sub-primary systems within the WCCCA Radio System. WCCCA will strive to provide the maximum availability of the System for the Newberg Users. Although WCCCA neither warrants of guarantees System up time, it is anticipated that System up time will exceed 98%.

3. ACCESS

WCCCA will afford Newberg Users access to its Sub-system. Such access shall be by means of equipment that is purchased and installed at the Newberg User's expense, so long as the placement and operation of such equipment does not materially interfere with the Sub-system's operation or maintenance. Prior to implementation, the specific equipment needed for Newberg User access will be identified and both parties to this agreement will mutually determine a method for procurement and payment of any amount due WCCCA for purchase and installation. In managing effective use of Sub-system capacity, it may become necessary to establish a priority system of access providing public safety users from either WCCCA or Newberg Users priority access over non-public safety subscribers.

4. EQUIPMENT PURCHASE

Backbone / Infrastructure: WCCCA has developed and constructed the System backbone or infrastructure at its cost. This Agreement does not transfer ownership or any interest in those assets to Newberg, and WCCCA and Newberg hereby agree that the System backbone / infrastructure remains at all times in the ownership of WCCCA.

Subscriber Radios: Newberg shall purchase any model of Subscriber Radio Units, compatible to the System, directly from any manufacturer of such units, including the manufacturer or manufactures that supply Subscriber Radio Units to WCCCA. (Newberg understands that due to WCCCA Radio System architecture, Subscriber Radio Units utilize proprietary software to enable them to be utilized on the Radio System.) WCCCA must approve any Subscriber Radio Unit to be utilized on the Radio System.

Newberg may make arrangements with the manufacturer(s) to deliver new Subscriber Radio Units to WCCCA for initial programming or Newberg will deliver Subscriber Radio Units to WCCCA for programming.

Newberg may purchase extra Subscriber Radio Units to be left with WCCCA for quick replacement of Subscriber Radio Units brought in for repair.

5. PROGRAMMING

All programming of voice Subscriber Radio Units acquired by Newberg pursuant to Section 4 above shall be performed solely by WCCCA at a location or locations to be specified by WCCCA. Newberg shall pay all costs, as provided herein, incurred by WCCCA for programming the Subscriber Radio Units. WCCCA shall program and return any Subscriber Radio Unit as soon as reasonably possible. If the programming is expected to take longer than 10 business days from receipt of the Subscriber Radio Units, WCCCA will provide a timeline and explanation for any delay. All programming of Subscriber Radio Units to be installed in Newberg vehicles shall be performed prior to such installation.

Programming of the Newberg data Subscriber Radio Units to the Radio Network Controller connection including related modems and routers shall be completed by Newberg or its assigned vendor at Newberg's sole cost and expense. Newberg shall pay all costs, as provided herein, incurred by WCCCA for programming between Newberg's communications equipment / CAD system and the Radio Network Controller.

WCCCA shall maintain lists of the individual address codes of each Newberg User Radio Unit programmed.

WCCCA shall charge Newberg for programming services at its regular technical service hourly fee and any actual cost incurred from vendors if applicable.

7. SUBSCRIBER RADIO UNIT MAINTENANCE

If Newberg wishes WCCCA to coordinate maintenance of a Subscriber Radio Unit, Newberg shall notify WCCCA Technical Support staff before bringing the Subscriber Radio Unit to WCCCA. WCCCA's Technical Support regular hours of operation are Mondays through Fridays from 8:00 a.m. through 4:00 p.m., and at other times as may be mutually agreeable. WCCCA shall submit the Subscriber Radio Unit for repair as quickly as reasonably possible and shall notify Newberg when the repaired and reprogrammed Subscriber Radio Unit is ready to be picked up. Unless otherwise specified by WCCCA and Newberg through mutual agreement, coordination and repair shall be provided by WCCCA at the technical service hourly fees identified within this agreement.

8. RADIO SYSTEM MAINTENANCE

WCCCA shall maintain System components such as radios, microwave, and associated accessories and appurtenances including maintenance of the physical Radio Sites including such items as generators, buildings, and towers; but not including Newberg console equipment.

9. RADIO LOSS

If Newberg loses a Subscriber Radio Unit, or believes that a Subscriber Radio Unit has been stolen, Newberg shall immediately upon discovering the loss, inform the WCCCA Technical Support staff.

11. FEES

Annual Radio System Access Fee: The Annual Radio System Access Fee for the use and maintenance of the System and as provided herein shall be set forth in the WCCCA annual fee schedule (July 1 to June 30), as approved by the WCCCA Board of Commissioners. The Annual Radio System Access Fee may be adjusted annually on or before March 1st of each year for the following fiscal year, and initially is as shown in Exhibit "A" fees for fiscal year 2009-2010. Subscriber Radio Units added during the fiscal year shall be billed commencing at the beginning of the next quarterly billing cycle following the programming of the added Subscriber Radio Unit.

Technical Services Fee: Programming, installation, repair, and maintenance fees for Subscriber Radio Unit repair and any work requested beyond the scope of work as outlined in Exhibit A shall be pursuant to the current fiscal year fee schedule as approved by the WCCCA Board of Commissioners plus any actual out of pocket costs incurred and any mark up as set forth in Exhibit A.

12. PAYMENT

Newberg agrees to pay the respective Annual Radio System Access Fee for all Newberg Users and any other fees and charges incurred for services provided the Newberg Users during the term of this Agreement. It is understood that under this agreement, Newberg will be responsible for payment for maintenance services performed on Dundee subscriber equipment. Newberg and WCCCA may establish controls associated with the servicing of Dundee equipment to ensure Newberg is aware of any potential charges for Dundee subscriber equipment. Payments for Annual Radio System Access Fee shall be made in advance on a quarterly basis. The first payment shall be due at the signing of this Agreement. WCCCA shall submit an itemized invoice, indicating the number of Subscriber Radio Units assigned to each participating entity, to Newberg not less than thirty (30) days prior to the due date for Annual Radio System Access Fee. Other fees and charges shall be paid within 30 days of invoice for such fees and charges. Newberg shall be liable for any and all fees incurred by Newberg Users if not paid directly to WCCCA as invoiced.

13. EFFECTIVE DATE AND RIGHT TO TERMINATE

This Agreement shall become effective on the last date signed by one of the parties and shall continue thereafter on an annual July 1 to June 30 term, until terminated consistent with the provisions below. It is understood that as stated under Section 11 above, the annual radio system fees will be adjusted and such an adjustment will not constitute reason for re-signing the agreement on an annual basis.

Either party may terminate this Agreement on July 1st of any year, providing written notice of intent to terminate the Agreement is received on or before April 1st of the previous calendar year in which the party wants to terminate.

14. INDEMNIFICATION:

WCCCA and Newberg shall hold harmless and indemnify the other for the negligent acts, actions or omissions to act of their respective participating jurisdictions, participating users, officials, employees, agents and contractors in the performance of their respective responsibilities and duties under this Agreement, subject to limits of the Oregon Tort Claims Act and the Oregon Constitution.

15. REMEDIES

WCCCA shall notify Newberg in writing of any violation of term or provisions of this Agreement. Newberg shall have 10 calendar days from the date of its receipt of notification to cure the violation of terms or provisions. If Newberg does not cure such violations WCCCA may disable the Newberg's non-complying Subscriber Radio Units.

Further WCCCA may notify Newberg verbally and subsequently in writing of system users who access restricted talk groups or of actions that affect normal operations, or normal resources of the Radio System. Newberg shall cause such activity to cease as soon as they are notified, whether verbally or in writing. If any Newberg User continues with such activity or repeats such activity WCCCA may, upon verbal and subsequent written notice, immediately disable the specific Subscriber Radio Unit or units associated with such activity

A decision to disable a Newberg Subscriber Radio Unit shall be made by the Director of WCCCA and subject only to review by the WCCCA Board of Commissioners.

IN WITNESS THEREOF, the parties have executed this Agreement this 4th day of MARCH, 2009.

Washington County Consolidated Communications Agency

Paul Lesage
Interim Director
By approval of the WCCCA CEO Board on February 19, 2009

City of Newberg, Oregon

Dan Danicic
City Manager

APPROVED AS TO FORM & CONTENT:

By: Terrence D. Mahr
Terrence D. Mahr, City Attorney

03/20/09
Date

EXHIBIT "A"

1. Radio System Access Contract Pricing:

Backbone/technical system costs (FY09/10)	1,245,380
Total Radios on system	4,313
Cost per radio	288.75
Plus 7.5% Overhead	21.66
Total cost per radio	310.41

The FY09/10 budget was used in allocating costs to this backbone/technical function in a similar method to the member-user cost allocation formula. This allocation method includes Capital Outlay for each year, but excludes all depreciation expense of the system (yielding a lesser result).

An estimated 195 radios for Newberg were used in the 4,313 number of radios on the system used in the calculation above.

2. Technical Service Fees

a. Shop work: Repairs and programming billed upon actual time spent at $65.00 per hour.

b. Materials: Billed at cost plus 5%; plus cost of shipping.

Memorandum of Understanding

This agreement is entered into between the Washington County Consolidated Communications Agency (WCCCA) and The City of Newberg (City). The agreement is for the period of July 1, 2017 through December 31, 2019, or the completion of the Emergency Communication System Upgrade Project, whichever is later. The project has a targeted completion date of July 15, 2019.

The agreement defines the roles and responsibilities of the City and WCCCA during the planning, design, construction, implementation, and testing phases of the Emergency Communication System Upgrade Project. As the entity responsible for the Project Planning, Management, Implementation, and Cutover, the City will retain management oversight of and responsibility for all related expenditures and compliance with laws, policies, debt covenants and procedures. WCCCA will provide services to City, as detailed in this agreement, to assist City in implementing the project.

1. Scope of Work

The primary scope of the project is to replace/upgrade the 911 emergency communications systems for the City. This includes, but is not limited to, infrastructure hardening, additional communication tower(s), simulcast equipment, City radios, land and infrastructure upgrades, master site equipment, system refresh/upgrade, generator, microwave backhaul, console equipment, fire station alerting systems, site alarms and monitoring, spares and materials, 48 VDC power system, contingency equipment, backup dispatch, test equipment, project management, paging, unified PTT, and logging recorder.

2. Roles and Responsibilities

The overall project encompasses three discreet elements, including 1) Dispatch Center infrastructure improvements; 2) emergency communication system improvements; and 3) City radio replacement. City is responsible for overall project funding and fiscal administration of all three elements with general oversight provided by a City representative (City Manager or designee). WCCCA is responsible for capital project management of the emergency communications system upgrade and radio replacement elements through assigned staff representatives. Additional City and WCCCA staff will participate in the oversight and management teams detailed in section 3.

<u>City Responsibility</u>

a) Compliance and accountability related to the expenditure of City funds.
b) Overall financial management. Oversight to include; budget review and approval, financial tracking and reporting, and all other accounting and procurement compliance requirements.
c) Provide regular updates to the City Council and others, as determined by City representatives.
d) Develop, approve and implement City comprehensive project plan, scope, calendar and cost estimates. Approve all change orders and scope modifications.
e) Collaborate with assigned WCCCA staff regarding the capital project management of the replacement/upgrade of the emergency communications system and radio replacement.
f) Ensure City finds WCCCA procurement rules acceptable and are followed for all elements of project implementation.
g) Review and approve all invoices from WCCCA and maintain project files, including copies of all invoices and contracts related to the project, for the term of the project (including refunds) plus three years.
h) Make approved disbursement of City funds directly to contractors for approved expenses.

WCCCA Responsibility

i) As applicable, comply with all City financial and accounting requirements and City initiated processes and procedures.
j) Collaborate with the City to implement a comprehensive project plan, scope, calendar, and cost estimates. Present change orders and/or scope modifications to the City for consideration and approval related to the emergency communications system upgrade and radio replacement elements.
k) Provide lead role on the capital project management of the emergency communications upgrade and radio replacement elements. Interface directly with City management.
l) Ensure WCCCA procurement rules are followed for all elements of the project plan for which WCCCA is primary. Submit WCCCA procurement rules and standard terms and conditions for City approval prior to project commencement.
m) Maintain project files, including copies of all invoices and contracts related to the project, for the term of the project, plus three years.

The City and WCCCA recognize the importance of this project and will commit the necessary resources to ensure its success.

3. Oversight/Management Teams

Three formal teams will collaborate to manage and execute the City program as detailed below.

Executive Team (ET): To receive regular project updates, monitor progress, recommend scope, timeline and cost amendments to the City. Provide regular updates to the City Management and to the WCCCA Executive Board.

Participants: City Manager and Director of WCCCA

Leadership Team (LT): To coordinate day-to-day project management duties between City and WCCCA Project Management staff. Monitor project progress, financials and other compliance issues. Provide regular updates and make recommendations for scope, timeline and cost adjustments to the ET.

Participants: City Project Manager, and Assigned WCCCA Project Manager.

Project Administration Team (AT): To monitor and coordinate the administrative, finance, procurement and risk related elements of project delivery. Provide regular budget and financial updates to the LT and ET.

Participants: City Project Manager, City Finance Director, City Attorney and WCCCA Chief Finance Officer.

4. Funds Disbursement

The City will disburse funds based on the following:

1. City approved project plans, scope of work, schedule, cost estimates and change orders.
2. Confirmed satisfactory and timely delivery, receipt or provision of approved goods or services.
3. Receipt and "approval to pay" of an invoice from the respective from the respective WCCCA and/or City Project Manager.
4. Final approval by the City Manager, City Project Manager, and City Finance Director.

5. Project Plan

A comprehensive project plan will be developed that includes detailed scope, deliverables, cost and timelines for the three primary elements of the project, including: 1) Dispatch Center Equipment Upgrade or Replacement (WCCCA led), 2) Emergency Communications System Upgrade (WCCCA led); and 3) radio replacement (WCCCA led).

6. Procurement Process

WCCCA procurement rules shall be used for their designated deliverables as preapproved by the City.

For goods and services procured by WCCCA, any orders exceeding $50,000 will need City Council review and approval before order (a process that takes up to 4 weeks). The receipt of goods and services will be logged in a mutually agreeable tracking/accounting system. This will act as verification that services have been received prior to payment. Payment for goods and services will not be made until receipt can be confirmed. Once confirmed, the invoice will be routed through the approval process and paid accordingly.

WCCCA will promptly notify the City of any disputes with contractors or subcontractors.

7. Change Orders

Change Orders that deviate from the agreed upon project scope, cost or timeline will be presented to the LT or the ET for consideration and approval. The City Council and WCCCA CEO Board will also be notified of such changes, as appropriate, through regular briefings.

8. Invoice Approval Process

Invoices received by WCCCA for the communications system and radio replacements must be approved by the City Project Manager and City Finance Director before funds will be disbursed. WCCCA will submit the invoices to the City Project Manager via email for review and approval. Once approved, the City Finance Division will process disbursement of applicable funds directly to vendors. Invoices for the City portion of the project will follow normal City review and approval processes to include approval by City Project Manager and the City Finance Director.

9. Progress Reports

Regular updates will be provided to the City Council and the WCCCA Executive Board. Significant milestones for project completion will be established by the project team and transmitted to the City Council and WCCCA Executive Board for their information.

10. Assignment

The rights and obligations of each party under this Agreement may not be assigned in whole or in part without the prior written consent of all the Parties.

11. Amendment

The Agreement may be amended only by a written instrument signed by all Parties.

12. Fees and Charges

WCCCA will bill City monthly at a per hour rate for Project Management by WCCCA staff for specific work to this project at $91 per hour. This rate includes Administrative overhead.

WCCCA services include Financial Analysis, Site Planning, meetings, Site Design and Site layout and overall Project Management by WCCCA staff.

WCCCA will invoice monthly for work provided beginning July 1, 2017 through the completion of the project. WCCCA will send a monthly invoice by the 10th of the following month, with payment due from City by the 25th of the same month.

Kelly Dutra_____
WCCCA Director

Date: _____

Joe Hannan_____
City Manager

Date:_____

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No.** X	**Motion** ___	**Information** ___
SUBJECT: A resolution authorizing the City Manager to enter into an agreement with Motorola Solutions, Inc. for $2,019,576.91.			**Contact Person (Preparer) for this Motion: Joe Hannan** **Dept.: City Manager** **File No.:**	

RECOMMENDATION:

Adopt Resolution No. 2017-3411, authorizing the City Manager to enter into an agreement with Motorola Solutions, Inc. for $2,019,576.91.

EXECUTIVE SUMMARY:

The City of Newberg, through an Intergovernmental Agreement with Washington County Consolidated Communications Agency (WCCCA), utilizes WCCCA's Motorola 800 MHz radio system for the purpose of public safety radio communication.

WCCCA, in conjunction with C800 (radio system provider for Clackamas County) and the City of Newberg, is in the process of replacing/upgrading the wide area communications system from an analog to digital system. The scope of work is to replace/upgrade the 911 emergency communication systems for the city. This includes, but is not limited to, infrastructure hardening, additional communication tower(s), simulcast equipment, radios, land and infrastructure upgrades, master site equipment, system refresh/upgrade, generator, microwave backhaul, console equipment, fire station alerting systems, site alarms and monitoring, spares and materials, 48 VDC power system, contingency equipment, backup dispatch, test equipment, project management, paging, and unified PTT.

The system has been designed for sharing of information with other interconnected systems such as CAD, logging, mapping, and other systems. Newberg's current and future public safety communication capability is dependent upon this project.

WCCCA and C800 jointly published an invitation to respond to a Request for Qualification (RFQ) regarding upgrading the existing public safety communication system in the Portland Daily Journal of Commerce on January 25, 2017. Motorola Solutions, Inc. was the successful vendor, meeting the technical expectations to update and interconnect the existing systems.

The system provided through this agreement will provide P25 radio coverage for the users within Washington, Clackamas, and areas within Yamhill County.

FISCAL IMPACT:

The Motorola Solutions, Inc. contract is $2,019,576.91.

The original estimated City cost was $3,346,000. Due to both strong discounts negotiated with Motorola, as well as the removal of the radios for Newberg fire service, the total project cost is currently $2,925,000. The radios are anticipated to be purchased by TVF&R if the annexation is successful. If the annexation fails, the

City will need to purchase the radios. Either way, the radios will need to be purchased at a newly-negotiated price. The remaining project components include antenna and site construction, generators, project management, and equipment.

Funding

Funds to pay for the $2,925,000 will come from multiple options.

- Sale of the remaining fire rolling stock, which has a current book value of approximately $990,000.
- A portion of the radios will be paid from public works funds (in the range of $45,000-90,000).
- Sale of fire rolling stock (book value is $988k)
- Sale of other assets
- Additional revenue sources and various expenditure reductions, as discussed at the September 5, 2017 work session.

Estimated project cost		$3,345,918
Motorola Original Budget	$ 2,439,930	
Motorola Negotiated Contract	(2,019,577)	
Motorola Contract Savings		(420,353) *
Revised project cost		$2,925,565

The Adopted Budget contains $2,239,616 in the General Fund for the anticipated FY17-18 portion of the upgrade project, with a lease payment of $91,673. The remaining project costs will be budgeted in FY18-19. Staff will present the financing package for Council approval within the next month as more information is provided from the WCCCA project management team.

Alternatives

If the City does not move forward with the WCCCA upgrade project, the City cannot continue to partner with WCCCA for communication services. Alternate options for radio upgrades outside of partnering with WCCCA include:

- Designing its own communications system.
- Partner with the Yamhill County 450 MHz system.

Neither of these solutions are desirable. The cost of the City creating its own communications system would be greater than what the City receives from its partnership with WCCCA and C800, where the purchasing power ($79 million Motorola contract) has generated deep discounts, as well as the expertise from an entity whose dedicated purpose is communications. The option to partner with Yamhill County removes the City of Newberg from the larger regional network, which is a less desirable service option for our citizens.

*The cost savings built into the Motorola contract are contingent upon the City acceptance by September 25, 2017.

RESOLUTION NO. 2017-3411

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR $2,019,576.91.

RECITALS:

1. The City of Newberg utilizes the Washington County Consolidated Communications Agency (WCCCA) Motorola 800 MH radio system for the purpose of public safety radio communications, through an Intergovernmental Radio Agreement (IGA) dated March 4, 2009.

2. Since 2009, WCCCA has maintained all radio system components and associated equipment including maintenance of the physical radio sites such as generators, buildings, antennas, towers, radios, and up to and including the dispatch computers. Subscriber radios are the responsibility of the public safety users.

3. The City of Newberg and public safety users have benefited from the relationship established through the IGA with WCCCA. The City of Newberg has expressed no desire to pursue other radio system options, such as purchase/install a standalone radio system or move to the Yamhill County 450 MHz system. Newberg's public safety communication capability is wholly dependent upon the WCCCA and C800 (radio system provided for Clackamas County) wide area network.

4. WCCCA and C800 are in the process of upgrading the wide area communications system from an analog to a digital system, of which the City of Newberg has an interest. The Emergency Communications System upgrade will replace old infrastructure that is at end of life or end of support. The communications system provided through this agreement will provide P25 radio coverage for the users within Washington, Clackamas, and areas within Yamhill County. P25 is open standards architecture, allowing for multi-supplier compatibility.

5. The scope of work of the Emergency Communication System Upgrade Project for the City of Newberg is covered by a Memorandum of Understanding (MOU) as approved by City Council on September 18, 2018. The project replaces/upgrades the 911 emergency communications system for the city. This includes, but is not limited to, infrastructure hardening, additional communication tower(s), simulcast equipment, radios, land and infrastructure upgrades, master site equipment, system refresh/upgrade, generator, microwave backhaul, console equipment, fire station alerting systems, site alarms and monitoring, spares and materials, 48 VDC power system, contingency equipment, backup dispatch, test equipment, project management, paging, and unified PTT.

6. WCCCA and C800 jointly published an invitation to respond to a Request for Qualification (RFQ) regarding upgrading the existing public safety communication system in the Portland Daily Journal of Commerce on January 25, 2017. Motorola Solutions, Inc. was the successful vendor, meeting the

technical expectations to update and interconnect the existing systems.

7. WCCCA, C800, and the City of Newberg are all joint parties to a single contract with Motorola, Solutions, Inc., which totals $79,003,674.71. The City of Newberg's portion is $2,019,576.91. Entering into this contract is contingent upon approval by the WCCCA and C800 boards.

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 contract with Motorola Solutions, Inc. in the amount of $2,019,576.91.

2.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 18, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, and this 18th day of September, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2017.

_____
Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18. 2017	
Order ___ No. **Ordinance ___ No.** **Resolution ___ No.** **Motion X___ Information**	
SUBJECT: Glass Recycling	**Contact Person (Preparer) for this Item: Joe Hannan** **Dept.: City Manager**

EXECUTIVE SUMMARY:

The City Council has been asked if the City would institute residential glass recycling. The City's waste hauler, Waste Management is willing to start recycling and prefer mandatory service but would consider subscription (voluntary) service.

Staff recommends citizens interested in glass recycling mount a campaign to identify city residents interested in subscribing to a glass recycling program and if sufficient interest is generated that the City facilitate the service through Waste Management.

BACKGROUND

Several months ago a resident asked the City Council to authorize glass recycling through the City's franchise waste hauler, Waste Management. Waste Management of Oregon provides the City of Newberg with weekly curbside collection of garbage and every other week, on alternating weeks, recycling and yard debris collection for all residents and businesses in the City of Newberg. A Waste Management representative told the Council that if mandatory glass recycling was added to residents' bill, Waste Management could perform the service for $2.88 monthly.

<u>Existing recycling</u>

Glass recycling occurs at:

Newberg Transfer Station and Recycling Center
2094 Wynooski, Rd. Newberg, OR

1st and Everest Depot , 1st and Everest St., Newberg, OR

11th and Maple Street, Dundee, OR

Voluntary Subscription

Recognizing the recent addition of the Transportation Utility charge to the monthly municipal services bill, I asked Waste Management if they could consider a voluntary program for those wanting glass recycling.

Waste Management responded with two examples of subscription service.

Based on calculations and the efficiency loss, the price would be as follows:

1,000 homes $5.22/month

3,400 homes $3.64/month

All Homes $2.88/month

Fiscal Impact

None if program is voluntary. There could be a slight increase in the City's franchise revenues

From: Lige & Lori Dickson <elijah.dickson@frontier.com>
Sent: Sunday, September 17, 2017 4:51 PM
To: Sue Ryan
Subject: Glass Recycling RCA for 9/18 Council meeting

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Newberg City Council:

I hear that the council will hear testimony this week regarding whether or not the city should offer curbside glass recycling in our community. I currently recycle my glass at the transfer station about every three months and have on interest in a mandatory curbside glass recycling in our community if it means additional fees will be added to our garbage bill.. I have no interest in paying for an additional service I will not use. However, I would support the council approving a voluntary curbside recycling for those who would like to pay for the service.

Elijah Dickson

410 Wynooski Street
Newberg, Oregon 97132

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 18, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion ___**	**Information XX**
SUBJECT: Council Business Report on Yamhill County Transit Authority			**Contact Person (Preparer) for this Item: Councilor Scott Essin Dept.: City Council**	

EXECUTIVE SUMMARY:

Councilor Scott Essin asked these documents be added to the Council Meeting for September 18, 2017 under Council Business so he could report on a recent meeting of the Yamhill County Transit Authority (YCTA) regarding planning efforts.

Included in the following attachment is:
1 – YCTA Agenda from September 14, 2017
2 – Goals
3 – Appendices to Goals
4 – Planning Framework
5- Appendices to Planning Framework
6 – May Meeting Notes

Yamhill County Transit Area

DKS

NELSON NYGAARD

YAMHILL COUNTY TRANSIT AREA
TRANSIT DEVELOPMENT PLAN

PUBLIC ADVISORY COMMITTEE (PAC) MEETING #2
YAMHILL COUNTY COURTHOUSE, 535 NE 5TH STREET, ROOM 32, MCMINNVILLE
SEPTEMBER 14, 2017 – 6:30-9:00 PM

AGENDA

TIME	SUBJECT	
6:30 – 6:35	▪ **Introductions / Icebreaker**	Cynthia Thompson
6:35 – 6:45	▪ **YCTA Advisory Committee** – Public Comments – Transit Report	Scott Pingel
6:45 – 6:50	▪ **Meeting and TDP Outcomes / PAC Role**	Stephanie Wright & Oren Eshel
6:50 – 7:00	▪ **Transit Goals & Objectives (Tech Memo #1)** – *PAC Input on Goals Framework*	
7:00 – 7:15	▪ **Existing Conditions (Tech Memo #2)** – Market Analysis – Existing Services / Ridecheck	
7:15 –7:30	▪ **Community Input (Tech Memo #2)** – Rider Input: Onboard Survey – General Community Input: Community Survey – Summary of Findings (including focus groups, operator interviews, and field observations)	
7:30-7:40	▪ **Future Growth and YCTA Service Areas (Tech Memo #3)** – Future Growth and Development Areas <--> YCTA Service Areas – *PAC Input on Near-Term Developments and Future Growth Areas*	
7:40-7:45	▪ **Break**	
7:45-7:55	▪ **Planning Framework, Financial Scenarios, and Costs (Tech Memo #3)** – Planning Framework – Financial Scenarios – Conceptual Transit Costs	
7:55-8:35	▪ **Small Group Exercise:** – PAC Input on Priorities – Prioritize Conceptual Service Options within Future Funding Target – PAC Input on Financial and Cost Scenarios	
8:35–8:50	▪ **Debrief of Small Group Discussion**	
8:50–9:00	▪ **Wrap Up / Next Steps** – Process for providing input from PAC and Yamhill County cities on TM #1, 2, and 3	

Yamhill County Transit Area Transit Development Plan

Memo #1: Goals and Objectives– DRAFT

September 2017

Yamhill County Transit Area

DKS

NELSON NYGAARD

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1 INTRODUCTION

The Yamhill County Transit Area (YCTA) Transit Development Plan (TDP) goals and objectives will reflect the public transportation priorities of the Yamhill County Transit Area, which is administered by Yamhill County. The goals will be coordinated with goals and policies developed in other Yamhill County plans and by key partners such as jurisdictions within and affecting Yamhill County, the state of Oregon, and the Federal Transit Administration (FTA). The goals will provide a framework to identify and prioritize Transit Development Plan strategies and policies to support the values and key issues in Yamhill County.

DEFINITIONS

Goals and objectives are defined as follows:

- **Goals** establish Yamhill County's overall policy direction and organizational philosophy. These are typically value statements.
- **Objectives** offer a means to meeting a goal. They are typically action-oriented strategy statements and should be understandable, specific, attainable, and measurable. Objectives can be met through a variety of actions. For example an objective to reduce transit travel time can be achieved by eliminating route deviations, providing more direct service, traveling on higher speed roads, investing in traffic congestion relief solutions, and/or giving transit priority at congested intersections.
- **Performance measures** quantify characteristics of an existing transit operation. Some performance measures will be used as **evaluation criteria** to select and prioritize strategies as part of the TDP planning framework. A measure is a basis for comparison – to a desired goal, to peer systems, or to past performance. The most useful measures for transit planning and operations are typically ratios of product provided (e.g., transit trips) to resources expended (e.g., "revenue" hours of bus driver time). Productivity (ridership per revenue hour), for example, is a nearly universal measure in the transit industry. A good set of performance measures should rely on readily available data, and focus on key aspects of operations.
- **Performance standards** are target values for specific performance measures. They set the expectations for acceptable levels of performance. Using the productivity example, a standard of 10 to 15 boardings per revenue hour may be the threshold at which routes performing below this standard merit attention. A single performance measure may have multiple standards based on the service type, operating period, or geographic zone being evaluated. When setting performance standards, an agency will need to balance industry norms, the agency's own goals and objectives, and any requirements from funding or other sources. For example, farebox recovery standards may be set below those of peer systems if local policy-makers agree to higher subsidies to address affordability concerns. Alternatively, an agency's requirement to generate operating funds may not allow it to lower the farebox recovery standard.

MEMO OVERVIEW AND GOAL REFINEMENT PROCESS

This document presents proposed Yamhill County Transit Area goals and objectives that will direct public transportation investment strategies. The document is organized into three main sections:

- **Summary of relevant documents and information** used to inform the goals and objectives
- **Proposed goals and objectives**
- **Suggested performance measures** to evaluate public transportation strategies, and YCTA's progress on achieving goals, including public outreach related to the goals that was conducted as part of the Transit Development Plan

DRAFT

2 PLAN REVIEW AND PUBLIC OUTREACH

This chapter summarizes information gathered from plans and other documents guiding transportation and land use decisions in Yamhill County, and from public transportation stakeholders at public outreach events, including a brief assessment of the key issues or "takeaways" for public transportation. Together, this information provides the groundwork to understand key needs and opportunities in the County's public transportation system. The proposed goals and objectives stem directly from – and are intended to reflect – this understanding.

PLAN REVIEW

Public transportation goals and objectives can best serve the County when coordinated with and related to relevant planning documents from state, regional, and local organizations. The project team evaluated over 20 planning documents for goals, policies, and objectives related to public transportation. Figure 2-1 summarizes the plans and notes information most relevant to public transportation goals and objectives. More information and details about these plans can be found in Appendix A.

DRAFT

Figure 2-1 Transportation / Land Use Plans and Key Issues for the Yamhill County Transit Development Plan

Document	Key Issues and "Takeaways"
STATEWIDE PLANS	
Oregon Transportation Plan	▪ Overarching transportation policy plan guiding transportation investments statewide. ▪ Goal to ensure the transit system is **easy-to-use, reliable, cost-effective, and accessible.** ▪ Encourages governments to consider new facilities and connections that support an **efficient transportation system** and meet the needs of the growing community. ▪ **Transit-supportive policies** include Mobility 1.1 (efficient multimodal system), Mobility 1.2 (multiple travel choices), Economic Vitality 3.2 (mobility options for work and recreation), Energy Supply 4.2 (alternative fuels), Creating Communities 4.3 (sidewalk networks and transit supportive development), and Coordination 7.1 (remove jurisdiction barriers).
Oregon Public Transportation Plan	▪ State modal policy plan guiding investments and programs for public transportation. ▪ 10 goals address **user experience, connectivity, livability, equity, health, safety and security, environment, land use, efficient investments, and coordination.** ▪ Currently being drafted, this Plan may identify public transportation **priorities, programs and performance measures** presenting opportunities for local agencies.
Oregon Safety Action Plan	▪ Statewide plan providing policy direction across all modes. ▪ Encourages state and local agencies to develop a transit system that **prioritizes safety and limits roadway conflicts** to support Oregon's long-term vision of zero deaths and life-changing injuries on the State system.
Oregon Transportation Options Plan	▪ State modal policy plan guiding investments for transportation options (i.e., transportation demand management). ▪ Policies encouraging transit systems that support **multimodal connections.** ▪ Encourages local agencies, businesses, and educational institutions to offer **travel options programs that support transit use** (e.g., transit subsidies, Guaranteed Ride Home programs, etc.). ▪ Transit-supportive policies include Safety 1.1 (safe for all modes), Access 3.1 (access for all modes), and Economy 5.1 (household transportation spending)
Oregon Bicycle and Pedestrian Plan	▪ State modal policy plan guiding investments for bicycle and pedestrian facilities and programs. ▪ Presents policies to **coordinate within and between state agencies and local jurisdictions** to ensure transit facility design integrates pedestrian and bicycle projects. ▪ Transit-supportive policies include Safety 1.1 (safe design), Accessibility 2.4 (multimodal connections), and Strategic Investment 8.2 (high need locations) and 8.4 (leverage funding).

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Document	Key Issues and "Takeaways"
YAMHILL COUNTY PLANS	
Yamhill County Transportation System Plan (TSP) Yamhill County Comprehensive Land Use Plan	▪ **Public transportation is an important part of the County's long-term multimodal transportation goals** and strategies. ▪ It is important to **coordinate public transportation** with local and countywide transportation initiatives and land use regulations. ▪ **Public transportation infrastructure projects** should be included in the County TSP to ensure State law compliance.
YCTA Coordinated Human Services Transportation Plan	▪ Transportation needs for customers **accessing human services** are wide ranging and best met by flexible, varied transportation solutions. ▪ Human services and medical needs **extend beyond Yamhill County**, which stretch limited local resources if not carefully prioritized and managed.
Yamhill County Agribusiness Economic Development Plan	▪ Focuses on the County's agriculture and tourism industries, to ensure the industry can thrive, operate profitably, grow, and contribute to community livability. ▪ Plan stakeholders identified transportation – including public and private transit options – as a need to **support agri-tourism**. ▪ Transit opportunities include **local bus systems, private transportation,** and central wine tasting **"hubs"** in local communities that would support shared mobility.
YCTA Title VI and Limited English Proficiency Plan	▪ **Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) requirement** for public transportation providers to document the agency's responsibility to **assess, minimize, and mitigate negative effects on specific demographic and socioeconomic populations;** also documents the County's public notices barring discrimination and providing clear discrimination related complaint processes.
LOCAL JURISDICTION PLANS	
Newberg Downtown Improvement Plan Newberg Comprehensive Plan Newberg TSP McMinnville Comprehensive Plan McMinnville TSP Amity TSP Carlton TSP Dayton TSP Dundee TSP Lafayette TSP Sheridan TSP Willamina TSP Yamhill (City) TSP	▪ Local community transportation system plans (and other local plans) detail specific roadway, sidewalk, and cycling improvements that can complement the public transportation system. ▪ The Yamhill County TDP will present an opportunity to align **transit capital improvements** (e.g., bus stops) with prioritized local projects and investments. ▪ Local land use plans describe policies and programs that encourage medium residential and employment density. The plans address land use policies and codes that direct developers to provide roadway, sidewalk, or transit facility improvements. ▪ The Yamhill County TDP will present an opportunity to understand and inform communities interested in implementing **transit-supportive land use** regulations and decision-making processes.

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3 PROPOSED GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOALS AND OBJECTIVES

The draft goals and objectives for YCTA stem from the project team's review of plans and related documents, and input from YCTA and Yamhill County staff, the Project Advisory Committee (PAC), and the public. The draft goals and objectives will be modified based on additional public input to be received at upcoming outreach events.

One of the key documents guiding the proposed goals and objectives is the Yamhill County Transportation System Plan (TSP), updated in 2015. Yamhill County Transit Area (YCTA) was established as a County Service District under Oregon Revised Statutes (ORS) 451, but currently operates as a department of Yamhill County. The Yamhill County Board of Commissioners is the governing body for YCTA. The Yamhill Board of Commissioners serves as YCTA's Board of Directors and weighs decisions about investment priorities for public transportation along with the entire countywide transportation system. More information about the plan review is presented in Section 2 (above) and Appendix A.

Each goal is presented individually, followed by objectives to support implementation of the goals. Figure 3-1 summarizes the goals and objectives, and introduces draft public transportation performance measures.

The goals, objectives, and performance measures will be used to develop and prioritize public transportation strategies presented in the Transit Development Plan.

Goal 1: Mobility – provide convenient, reliable public transportation serving a range of customer needs.

Objective 1. Achieve high route productivity by serving key ridership markets

Objective 2. Serve key activity centers with convenient hours and days of service that meet the travel needs of workers and residents *†

Objective 3. Provide direct and reliable service that supports reliable transfers to intra- and inter-county regional connections *†

Objective 4. Identify areas that will support additional or improved transit services using data-driven and customer focused methods, and coordinate improvements to the coverage, reliability, and frequency of services *

Goal 2: Accessibility – provide public transportation services that are equitable and address the needs of all users.

Objective 1. Coordinate with local agencies to guide transit-supportive land use policies and practices

Objective 2. Provide access to public transportation services that meets applicable County, State and Americans with Disabilities Act (ADA) standards *

Objective 3. Provide local connectivity within and between the various communities in the County *

Objective 4. Provide a mix of public transportation services to meet the needs of different rider markets, such as fixed routes, deviated fixed routes, commuter routes, dial-a-ride, community shuttles and rideshare services

Objective 5. Distribute the benefits and impacts of services fairly and address the transportation needs and safety of all users, including the young, older adults, people with disabilities, and people of all races, ethnicities, and income levels*

Objective 6. Coordinate with human services agencies serving adults, seniors, and people with disabilities and veterans to identify specific resources, training and needs for these markets †

Objective 7. Provide easy to understand, affordable fare polices, products and payment systems

Goal 3: Passenger experience – make public transportation a convenient, attractive and welcoming way to travel.

Objective 1. Deliver transportation information to riders and the community at-large across multiple print, online, and mobile platforms †

Objective 2. Enhance marketing, education, and promotion efforts

Objective 3. Translate all printed and online materials into priority languages identified in the YCTA Limited English Proficiency plan (e.g. translate into Spanish and employ Spanish-speaking customer service staff)

Objective 4. Invest in technologies that enhance customer service, service reliability and access to information

Objective 5. Achieve high customer satisfaction by supporting employee training and outreach.

Objective 6. Provide system legibility by installing marked signs at bus stop locations

Goal 4: Safety and security – ensure transit riders and drivers have safe and secure vehicles and facilities.

Objective 1. Provide for high-quality driver and dispatcher training to ensure passenger and driver safety and security

Objective 2. Provide high-quality transit facilities by including bus stop shelters, seating and other amenities that support customer comfort and convenience.

Objective 3. Maintain vehicles in a state of good repair and replace in accordance with the Transit Asset Management Plan[1] to ensure a reliable, safe and attractive public transportation system

Objective 4. Coordinate with County and local emergency managers to support robust emergency response and resiliency to natural and human disasters

Objective 5. Coordinate with local jurisdictions and Oregon Department of Transportation (where relevant) to provide safe ways to cross streets at or near major bus stops

Goal 5: Livability and economy – integrate public transit in the transportation system to support a prosperous, healthy community

[1] The Transit Asset Management Plan is a Federally-required document in which YCTA inventories vehicles and other assets, estimate replacement timeframes, and specify maintenance activities and schedules to ensure assets meet or exceed useful life expectations.

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Objective 1. Enhance access to major activity centers (e.g., major residential, employment, industrial, and institutional locations) and emerging or underserved activity centers (e.g., agricultural employment) as resources warrant *

Objective 2. Maintain and explore innovative partnerships with employers and institutions to serve rider markets and supplement public transportation funding

Objective 3. Support a multimodal transportation network by inviting access to transit via bicycling, walking

Goal 6: Efficiency and financial accountability – manage the transit system in a fiscally responsible way to maximize return on investment.

Objective 1. Advocate for increased funding and seek out new and innovative funding opportunities †

Objective 2. Improve system productivity and reliability to ensure efficient resource utilization

Objective 3. Coordinate with other transportation partners to ensure shared long range sustainability of public transportation services

Notes: * Denotes objectives adapted from the Yamhill County Transportation System Plan. † Denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan.

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PERFORMANCE MEASURES AND BENCHMARKS

Performance measures are items that answer the question, "Are we meeting our goals?" Without performance measures, goals and objectives have no grounding in actual conditions. Without benchmarks, an organization cannot know how it is progressing toward achieving its goals.

Good performance measures help ensure accountability to the public, give justification for agency decisions, and highlight areas for improvement. Performance measure benchmarks establish the metrics that define success for the community. Some of these benchmarks are based on industry standards or peer performance, and some reflect community values and context.

Figure 3-1 lists draft performance measures and benchmarks for each goal and objective. The measures and standards will evolve throughout the project as community outreach continues. They will be applied in three key stages of the project:

1. **Existing Conditions**: These measures will help evaluate the existing public transportation system as part of the Existing Conditions task (Technical Memorandum 2). This analysis will yield quantitative and qualitative information that will be used to refine the evaluation framework to ensure measurable and achievable results.
2. **Solution Strategies**: Assess how well future solution strategies such as route changes or service modifications achieve TDP goals and objectives.
3. **Ongoing Monitoring**: Allow YCTA to measure organizational progress and monitor implementation of the TDP against the goals and objectives.

The rightmost column of Figure 3-1 indicates how each measure will be analyzed or used in the TDP and/or for ongoing monitoring by YCTA using the number code above.

The performance measures and benchmark values presented below will be refined throughout the Transit Development Plan.

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Figure 3-1 Proposed Goals, Objectives, and Performance Measures/Standards

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 1: Mobility - provide efficient, reliable public transportation serving a range of customer needs.	1. Achieve high route productivity by serving key ridership markets	Riders per revenue hour (quantitative)	Evaluation based on existing route-level ridership and proposed service changes (qualitative)	Riders per revenue hour (quantitative)	10 fixed-route passengers per hour 3 demand response passengers per hour
	2. Serve key activity centers with convenient hours and days of service that meet the travel needs of workers and residents	Service span: hours of service (qualitative)	Service span: hours of service (qualitative)	Service span: hours of service (qualitative)	Weekday 5am – 9pm; Weekend 7am – 8pm (or as determined based on TDP public outreach)
	3. Provide direct and reliable service that supports reliable transfers to intra- and inter-county regional connections	Schedule alignment with connecting providers (quantitative/qualitative)	Schedule alignment with connecting providers (quantitative/qualitative)	Schedule alignment with connecting providers (quantitative/qualitative)	Number of transfers Scheduled transfer time to connecting routes
	4. Identify areas that will support additional or improved transit services using data-driven and customer focused methods, and coordinate improvements to the coverage, reliability, and frequency of services	Coverage of geographic areas based on service standards e.g., land use density (quantitative)	Service area land use density (quantitative)	Service area land use density (quantitative)	As identified in TDP (service standards and TM #3 Land Use Analysis)

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 2: Accessibility - provide public transportation services that are equitable and address the needs of all users.	1. Coordinate with local agencies to guide transit-supportive land use policies and practices	NA	NA	Agencies including transit agency in development review notice procedures (quantitative)	80%
	2. Provide access to public transportation services that meets applicable County, State and Americans with Disabilities Act (ADA) standards	Service denials per registered ADA paratransit rider (quantitative) Percentage of vehicles and stops meeting ADA standards (quantitative)	NA	Service denials per registered ADA paratransit rider (quantitative) Percentage of vehicles and stops meeting ADA standards (quantitative)	0% total requests. 100% vehicles and stops
	3. Provide local connectivity within and between the various communities in the County	Revenue hours dedicated to connections between Yamhill County communities (quantitative)	Revenue hours dedicated to connections between Yamhill County communities (quantitative)	Revenue hours dedicated to connections between Yamhill County communities (quantitative)	% of total service hours in communities under 10,000 in population (target to be established based on TDP analysis)
	4. Provide a mix of public transportation services to meet the needs of different rider markets, such as fixed routes, deviated fixed routes, commuter routes, dial-a-ride, community shuttles and rideshare services	Riders per capita (quantitative) Service hours per capita (quantitative)	Service hours per capita (quantitative)	Riders per capita (quantitative) Service hours per capita (quantitative)	Targets based on increasing current service levels and peer comparison (target to be to be established based on existing conditions and TDP analysis)

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 2: Accessibility (continued)	5. Distribute the benefits and impacts of services fairly and address the transportation needs and safety of all users, including the young, older adults, people with disabilities, and people of all races, ethnicities, and income levels	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	X % of total population (target to be based on TDP analysis)
	6. Coordinate with human services agencies serving adults, seniors, and people with disabilities and veterans to identify specific resources, training and needs for these markets	Percentage of YCTA budget resources comprised of human services program funding (quantitative)	NA	Percentage of YCTA budget resources comprised of human services program funding (quantitative)	10%
	7. Provide easy to understand, affordable fare polices, products and payment systems	Fare products and fare cost (qualitative)	Fare products and fare cost (qualitative)	Fare products and fare cost (qualitative)	Targets to be determined based on customer feedback and peer comparison

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Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 3: Passenger experience - make public transportation a convenient and welcoming way to travel.	1. Deliver transportation information to riders and the community at-large across multiple print, online, and mobile platforms	Bilingual materials and printed materials (yes/no)	NA	Website or mobile application users (quantitative) Bilingual materials and printed materials (yes/no) Cities and # of locations where YCTA maintains printed materials	XX hits or online traffic per month, (TBD) Schedules, maps in other languages as determined based on YCTA Title VI and Limited English Proficiency (LEP) plan. Locations to be set in TDP
	2. Enhance marketing, education, and promotion efforts	NA	NA	Number of travel training customers (quantitative) Public awareness campaigns (qualitative)	Targets to be based on TDP analysis
	3. Translate all printed and online materials into priority languages identified in the YCTA Limited English Proficiency plan (e.g., translate into Spanish and employ Spanish-speaking customer service staff)	Availability of translation and interpretation resources (yes/no)	NA	Availability of translation and interpretation resources (yes/no)	All print materials translated and spoken language access available during all service hours.
	4. Invest in technologies that enhance customer service, service reliability and access to information	Assessment of technology platforms (qualitative)	NA	Technology as share of total spending (quantitative) Customer call wait time	Targets to be based on available resources and peer comparison
	5. Achieve high customer satisfaction by supporting employee training and outreach.	Customer satisfaction rated good or higher in rider surveys	NA	Customer satisfaction rated good or higher in rider surveys Customer complaints by category	80% Minimize legitimate complaints but maximum of XX per 100,000 boardings
	6. Provide system legibility by clearly identifying bus stop locations	Bus stops marked with sign (qualitative)	NA	Percentage of bus stops marked with a sign or other type of marking (quantitative)	100%

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 4: Safety and security - ensure transit riders and drivers have safe and secure vehicles and facilities.	1. Provide for high-quality driver and dispatcher training to ensure passenger and driver safety and security	NA	NA	Annual safety-sensitive staff training hours	Targets based on TDP (see safety or driver training program and/or ODOT Compliance Review)
	2. Provide high-quality transit facilities by including waiting areas shelters, seating and other amenities that support customer comfort and convenience.	General assessment of transit facilities	NA	Percent of facilities meeting agency guidelines (stop poles, shelters, seating, lighting, trash, and/or up-to-date rider information) and passenger and vehicle capacity needs	100% (To be achieved consistent with TDP phasing plan)
	3. Maintain vehicles in a state of good repair and replace in accordance with the Transit Asset Management Plan to ensure a reliable, safe and attractive public transportation system	Share of vehicles and facilities meeting asset management maintenance schedule targets (quantitative)	NA	Share of vehicles and facilities meeting asset management maintenance schedule targets (quantitative)	100% (To be achieved consistent with TDP phasing plan)
	4. Coordinate with County and local emergency managers to support robust emergency response and resiliency to natural and human disasters	NA	NA	% communities with which YCTA has mutual aid agreements in place (quantitative)	100% of cities, school districts, human service organizations and neighboring counties or transit agencies
	5. Coordinate with local jurisdictions and Oregon Department of Transportation (where relevant) to provide safe ways to cross streets at or near major bus stops	NA	NA	Bus stops with crosswalks within ¼ mile, where appropriate to street design and safety regulations (quantitative)	100%

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Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 5: Livability and economy - integrate public transit in the transportation system to support a prosperous, healthy community	1. Enhance access to major activity centers (e.g., major residential, employment, industrial, and institutional locations) and emerging or underserved activity centers (e.g., agricultural employment) as resources warrant	% employees within ¼ mile of a transit stop (quantitative) % residents within ¼ mile of a transit stop (quantitative)	% employees within ¼ mile of a transit stop (quantitative) % residents within ¼ mile of a transit stop (quantitative)	% employees within ¼ mile of a transit stop (quantitative) % residents within ¼ mile of a transit stop (quantitative)	Targets to be based on TDP analysis
	2. Maintain and explore innovative partnerships with employers and institutions to serve rider markets and supplement public transportation funding	Establishment of agreements with major employers and institutions (qualitative)		Establishment of agreements with major employers and institutions (qualitative)	Yes / No if agreements in place
	3. Support a multimodal transportation network by inviting access to transit via bicycling, walking	General assessment of stops with bicycle racks or other bicycle parking, sidewalk coverage proximate to key bus stops, and fixed-route vehicles with bicycle racks (qualitative/quantitative)	NA	% stops with bicycle racks or other bicycle parking (quantitative) Sidewalk coverage proximate to key bus stops (qualitative) % fixed-route vehicles with bicycle racks (quantitative)	TBD based on TDP analysis

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Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

Goal	Objective	Performance Measures			Performance Metric/Standard [a]
		Existing Conditions	Solution Strategies	Monitoring Program	
Goal 6: Efficiency and financial accountability - manage the transit system in a fiscally responsible way to provide quality, affordable services.	1. Advocate for increased funding and seek out new and innovative funding opportunities	Annual percentage increase in transit operations funding Transit projects included in County TSP (quantitative)	Transit operating funding per capita, relative to peers	Annual percentage increase in transit operations funding Transit projects included in County TSP (quantitative)	Targets based on TDP analysis
	2. Improve system productivity and reliability to ensure efficient resource utilization	Cost per revenue hour compared to peers Riders per revenue hour compared to peers On-time performance (quantitative)	Riders per revenue hour compared to peers (qualitative) On-time performance (qualitative)	Cost per revenue hour compared to peers Riders per revenue hour compared to peers On-time performance (quantitative)	Within X% of peer cost Within X% of peer productivity 85% of bus runs arriving at time point within 4 minutes of scheduled time
	3. Coordinate with other transportation partners to ensure shared long range sustainability of public transportation services	Agreements with transportation partners (Qualitative)	NA	Agreements with transportation partners (Qualitative)	Yes / No if agreements in place

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Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

COMMUNITY INPUT ON PUBLIC TRANSPORTATION GOALS

To understand the values and concerns of Yamhill County residents, the project team conducted public outreach in June and July 2017 to allow people to provide input through a dot exercise. Community events and other locations included the UFO Festival, Grange Farmers Market in McMinnville, Albertsons in McMinnville, Sheridan Days, Fred Meyer in Newberg, and Turkey Rama in McMinnville.

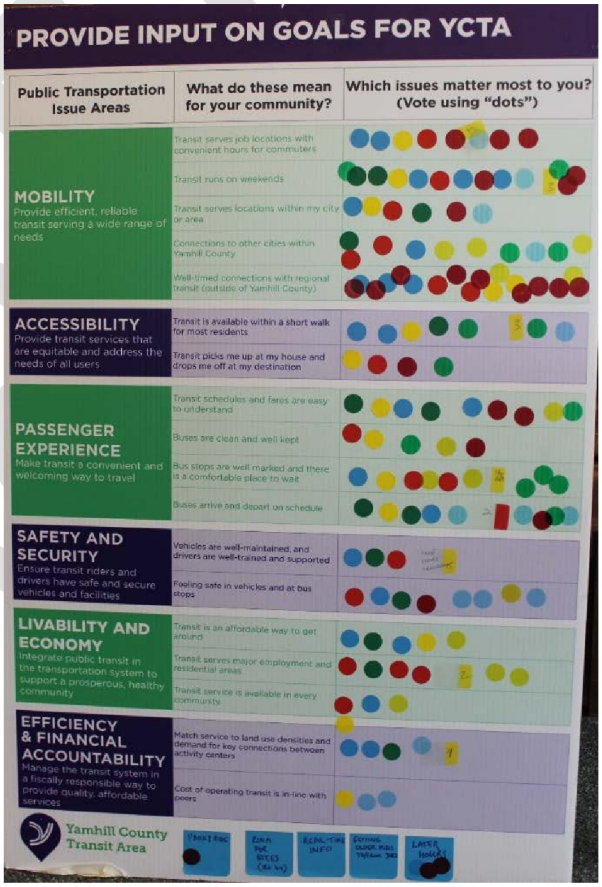
For this exercise, the project team prepared a board with a list of issues related to public transportation where people could identify their priorities by placing stickers (up to four). People could also identify their own issues in addition to those listed on the board. Figure 3-3 shows an image of the board and Figure 3-3 summarizes the number of people identifying each issue as important.

The mobility and passenger experience issue areas appeared to resonate the most with participants, but people prioritized issues within each of the categories. The top five priority issues were:

1. Well-timed connections with regional transit (outside of Yamhill County) – 18 dots
2. Transit runs on weekends – 16 dots
3. Transit serves job locations with convenient hours for commuters – 11 dots
4. Buses arrive and depart on schedule – 11 dots
5. Connections to other cities within Yamhill County – 10 dots (tie)
6. Transit is available within a short walk for most residents – 10 dots (tie)

The identified priorities indicate that members of the public are interested in transit service that is convenient for making connections outside of Yamhill County, but that also provides connections between Yamhill County cities. People would like transit service both during commute hours and on weekends, and for service to run on-time. Transit service within a short walk received more support than transit that picks up and drops off at people's home and destination (this does not imply that door-to-door service is not important; rather, the County's system should likely continue to offer a blend of both service types).

Figure 3-2 Dot Exercise Board



Note: Appendix B contains an image of the original board

Other priorities that received slightly fewer dots included:

- Schedules and fares that are easy to understand
- Comfortable and well-marked bus stops
- Matching service to land use and demand for connections between activity centers

Figure 3-3 Summary of Public Input on Goals for YCTA

Public Transportation Issue Areas	What do these mean for your community?	Which issues matter most to you?
MOBILITY **Provide efficient, reliable transit serving a wide range of needs**	Transit serves job locations with convenient hours for commuters	11
	Transit runs on weekends	16
	Transit serves locations within my city or area	6
	Connections to other cities within Yamhill County	10
	Well-timed connections with regional transit (outside of Yamhill County)	18
ACCESSIBILITY **Provide transit services that are equitable and address the needs of all users**	Transit is available within a short walk for most residents	10
	Transit picks me up at my house and drops me off at my destination	4
PASSENGER EXPERIENCE **Make transit a convenient and welcoming way to travel**	Transit schedules and fares are easy to understand	9
	Buses are clean and well kept	5
	Bus stops are well marked and there is a comfortable place to wait	9
	Buses arrive and depart on schedule	11
SAFETY AND SECURITY **Ensure transit riders and drivers have safe and secure vehicles and facilities**	Vehicles are well-maintained, and drivers are well-trained and supported	4
	Feeling safe in vehicles and at bus stops	8
LIVABILITY AND ECONOMY **Integrate public transit in the transportation system to support a prosperous, healthy community**	Transit is an affordable way to get around	5
	Transit serves major employment and residential areas	8
	Transit service is available in every community	4
EFFICIENCY & FINANCIAL ACCOUNTABILITY **Manage the transit system in a fiscally responsible way to provide quality, affordable services**	Match service to land use densities and demand for key connections between activity centers	9
	Cost of operating transit is in-line with peers	3
OTHER GOALS IDENTIFIED BY PUBLIC	Park and ride	1
	Room for bikes (Rt 44)	1
	Real-time information	1
	Getting older kids to/from jobs	1
	Later hours	1

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APPENDIX A

Plan Survey Detail

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APPENDIX A PLAN SURVEY DETAIL

This section provides further detail about the transportation and land use plans and policies reviewed to support the development of the proposed goals and objectives for the Yamhill County TDP, as summarized in Section 2 of the memo (Plan Review and Outreach).

Figure A-1 identifies the reviewed policies and plans that address the Yamhill County TDP goal areas proposed in Section 3 of the memo (Proposed Goals, Objectives, and Performance Measures). These existing plans and policies were considered in developing the proposed TDP goals and objectives.

Descriptions providing further detail about the plans and policies and highlighting key takeaways follow Figure A-1. Links to online documents are provided where available.

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Figure A-1 Relevant Plans and Proposed Goal Areas

Document	Mobility	Accessibility	Passenger Experience / Comfort	Safety & Security	Livability & Economic Vitality	Efficiency
Statewide Plans						
Oregon Transportation Plan	●	●	●	●	●	●
Oregon Public Transportation Plan	●	●	●	●	●	●
Oregon Transportation Safety Action Plan			●	●		
Oregon Transportation Options Plan	●	●	●	●	●	●
Oregon Bicycle and Pedestrian Plan	●	●	●	●	●	●
Yamhill County Plans						
Yamhill County Transportation System Plan	●	●	●	●	●	●
Yamhill County Comprehensive Land Use Plan				●	●	●
Yamhill County Agribusiness Economic Development Plan		●	●		●	●
YCTA Coordinated Human Services Transportation Plan	●	●	●			●
YCTA Title VI and Limited English Proficiency (LEP) Plan			●			
Local Jurisdiction Plans						
Newberg Downtown Improvement Plan		●	●		●	●
Newberg Comprehensive Plan	●		●		●	●
Newberg Transportation System Plan	●	●			●	●
McMinnville Comprehensive Plan				●	●	●
McMinnville Transportation System Plan	●	●	●	●	●	●
Amity Transportation System Plan		●	●	●		●
Carlton Transportation System Plan	●	●		●		●
Dayton Transportation System Plan		●	●	●		●
Dundee Transportation System Plan	●	●	●	●		●
Lafayette Transportation System Plan		●		●		●
Sheridan Transportation System Plan		●	●	●		●
Willamina Transportation System Plan	●	●	●	●		●
City of Yamhill Transportation System Plan	●	●	●	●		●

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STATEWIDE PLANS AND POLICIES

Oregon Transportation Plan

The Oregon Transportation Planning Rule (TPR) requires the state develop a statewide TSP, known as the Oregon Transportation Plan (OTP). The OTP serves as the guiding document for local TSPs and addresses the core challenges and opportunities facing transportation in Oregon. Relevant goals, policies, and strategies from the OTP include:

- **Policy 1.2 Equity, Efficiency and Travel Choices:** Promote a transportation system with multiple travel choices that are easy to use, reliable, cost-effective and accessible to all potential users, including the transportation disadvantaged.
- **Strategy 1.2.1:** Develop and promote inter and intra-city public transportation.
- **Strategy 1.2.2:** Better integrate, locate, and design passenger and freight multimodal transportation facilities and connections to expedite travel and provide travel options. Locate and design transportation facilities to connect with other modes.
- **Policy 2.1 Capacity and Operational Efficiency:** Manage the transportation system to improve its capacity and operational efficiency for the long term benefit of people and goods movement.
- **Strategy 4.3.5:** Reduce transportation barriers to daily activities for those who rely on walking, biking, rideshare, car-sharing and public transportation by providing access to public transportation and the knowledge of how to use it and facility designs that consider the needs of the mobility-challenged including seniors, people with disabilities, children and non-English speaking populations.
- **Policy 7.1 A Coordinated Transportation System:** Collaboratively with other jurisdictions and agencies with the objective of removing barriers so the transportation system can function as one system.

What are the key takeaways for the TDP?

- Ensure the transit system is easy-to-use, reliable, cost-effective, and accessible
- Consider new facilities and connections that support an efficient transportation system and meet the needs of the growing community
- Remove barriers between jurisdictions and agencies so transit functions as a cohesive system

Oregon Public Transportation Plan

The Oregon Public Transportation Plan (OPTP) provides a planning and policy framework to guide local decision-making and investments regarding public transportation but does not make service decisions for communities. The OPTP is currently being updated and is expected to be completed in 2018. The draft goals[1] for OPTP are:

- **Goal 1 Transit User Experience:** People of all ages, abilities, and income levels can travel reliably between destinations with relative ease using a seamless, affordable, convenient, well-coordinated public transportation system. People in Oregon routinely use public transportation options to meet their travel needs.

[1] Oregon Public Transportation Plan: DRAFT Opportunities, Challenges, and Trends Memo. Retrieved from https://www.oregon.gov/ODOT/TD/TP/docs/OPTP/OPTP_201608_PACMemo.pdf

- **Goal 2 System Connections and Links:** The public transportation system is linked and well-connected, with connections between public and private providers, user-friendly links between travel modes, and connections to urban, suburban, rural, regional and interstate destinations.
- **Goal 3 Community, Livability, and Economic Vitality:** Public and private interests collaboratively work to promote community livability and economic vitality, including economic expansion and diversification, through public transportation that efficiently and effectively moves people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.
- **Goal 4 Equity:** Public transportation is an essential tool for enhancing equity and opportunities for all Oregonians. Public transportation options improve lives by providing affordable, safe, and welcoming access to services and opportunities and eliminating barriers that prevent access to homes, jobs, and other destinations.
- **Goal 5 Health:** Public transportation fosters improved health of Oregonians by giving people opportunities to integrate physical activity into everyday life through walking and biking, supporting community vitality by enhancing connections between people, promoting cleaner air, and ensuring access to medical services, healthy groceries, and recreation.
- **Goal 6: Safety and Security:** Public transportation feels safe and is safe for all riders. Public transportation contributes to emergency response and the ability of Oregon communities to cope with natural or human-caused disasters
- **Goal 7 Environmental Sustainability:** Public transportation contributes environmental and health benefits by lessening the need for additional vehicle travel while reducing greenhouse gas emissions by providing efficient and sustainable travel options.
- **Goal 8 Land Use:** Public transportation is a tool that contributes to Oregon's state and local land use goals and policy. Agencies collaborate to ensure public transportation helps shape Oregon communities and preserves farm and forest land by providing efficient and effective travel options in urban, suburban, and rural areas.
- **Goal 9 Strategic Investment:** Sustainable and reliable funding meets the demand for public transportation service operations and infrastructure. Strategic investments in public transportation support the overall transportation system and the quality of life and economy of Oregon.
- **Goal 10 Communication, Collaboration, and Coordination:** Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.

What are the key takeaways for Yamhill County?

- Transit should be accessible and feel safe for all ages, abilities, and income levels.
- A well-balanced transit system provides health, environmental, and economic benefits.
- Make strategic investments with reliable and sustainable funding that complement land use development patterns in the community.

Oregon Transportation Safety Action Plan

The Oregon Transportation Safety Action Plan (TSAP) provides long-term goals, policies and strategies in an effort to achieve no deaths or life changing injuries on Oregon's transportation system by 2035. As one of seven plans under the Oregon Transportation Plan (OTP), the TSAP helps facilitate an integrated and interconnected transportation system to meet the diverse and changing needs of Oregonians. The plan identifies four emphasis areas that have a near-term focus. These emphasis areas include:

- **Risky Behaviors:** Deter unsafe or risky behaviors made by drivers and other transportation users to minimize impaired driving, unbelted, speeding, and distracted driving crashes.
- **Infrastructure:** Construct or retrofit multimodal transportation assets to minimize intersection and roadway departure crashes.
- **Vulnerable Users:** Protect vulnerable road users—pedestrians, bicyclists, motorcyclists, older drivers—to minimize pedestrian, bicycle, motorcycle, and older road user crashes.
- **Improved Systems:** Continually improve data, train, and educate transportation and safety staff, support law enforcement and emergency responders, and minimize commercial vehicle crashes.

What are the key takeaways for Yamhill County?

- Develop a transit system that prioritizes safety and limits roadway conflicts to support Oregon's long-term vision of zero deaths or life changing injuries by 2035.

Oregon Transportation Options Plan

Goals, strategies, and policies in the Oregon Transportation Options Plan promote the efficient use of existing transportation system investments, reduced reliance on the single-occupancy vehicles, and the use of walking, biking, transit, rideshare, and telecommuting. This plan is part of a suite of plans under the Oregon Transportation Plan (OTP) that support an integrated and interconnected transportation system. Support for transportation options in Yamhill County is provided by the designated Regional Network Administrator (RNA) Cherriots Rideshare, which is housed within Salem Area Mass Transit District, or Cherriots. Strategies that are applicable to this plan include:

- **Strategy 2.i:** Facilitate cost sharing between local jurisdictions, healthcare organizations, and higher education institutions for transportation options coordinators and/or maintenance of bicycle, pedestrian, and transit facilities on campuses.
- **Strategy 3.b:** Develop guidance for transportation options programs suitable for all regions and communities of various sizes. For example, all communities with transit or rideshare services should also consider Guaranteed Ride Home programs.
- **Strategy 4.a:** Promote, encourage, and incentivize biking, walking, and taking transit, and carpool/vanpool (rideshare) program participation to help spread demand across modes and to more efficiently utilize existing modal capacity.
- **Strategy 4.k:** Foster the identification and development of mobility hubs through financial, policy, or technological support or coordination, with an initial focus on locations with an existing user base such as park-and-ride lots, transit stops or stations, universities, or institutional campuses.
- **Strategy 7.c:** Pair mixed-use development with expansion of transit, walking, and bicycle networks to facilitate availability of transportation options.
- **Strategy 8.i:** Encourage private and public development of transit and shuttle access or bicycle and pedestrian infrastructure that links to travel destinations.

What are the key takeaways for Yamhill County?

- Develop a transit system that supports multimodal connections.
- Encourage employers and educational institutions to adopt travel options programs that support transit use (e.g., transit subsidies, Guaranteed Ride Home Programs, etc.).

Oregon Bicycle and Pedestrian Plan

Oregon's Bicycle and Pedestrian Plan is one of seven plans under the Oregon Transportation Plan (OTP), that facilitate an integrated and interconnected transportation system to meet the diverse and changing needs of system users. Regional and local plans must be consistent with the Oregon Bicycle and Pedestrian Plan policies and strategies. Relevant policies and strategies include:

- **Policy 2.4:** Improve access to multimodal connections for bicyclists and pedestrians through planning, design, prioritization, and coordination.
- **Strategy 2.4B:** When designing, extending, or improving pedestrian and bicycle networks, coordinate with transit agencies to ensure that existing and planned transit service is considered in facility design and identify opportunities to remove physical barriers in access to transit.
- **Strategy 2.4C:** Build and maintain partnerships with transit agencies to facilitate network connections with travelers walking or biking and to support first and last mile connections to transit.

What are the key takeaways for Yamhill County?

- Coordinate with County departments, the state of Oregon, and local jurisdictions to ensure transit facility design integrates planned pedestrian and bicycle investments and supports pedestrian and bicycle connections.

COUNTY PLANS AND POLICIES

Yamhill County Transit Area 2016 Coordinated Public Transit Human Services Transportation Plan

The YCTA Coordinated Public Transit Human Services Transportation plan, or Coordinated Plan, is a specialized near-term planning document that establishes strategies without specific goals. The plan includes over 50 strategies to better serve public transit riders in the County. The needs are organized by six needs areas identified through focus groups and surveys to local human services agencies. The needs areas include:

- Transportation Services
- Infrastructure
- Coordination and Organizational Strategies
- Marketing, Customer Service, and Outreach Strategies
- Technology Strategies
- Capital and Funding Strategies

What are the key takeaways for Yamhill County?

- Transportation needs for customers accessing human services are wide ranging and best met by flexible, varied transportation solutions.
- Human services and medical needs extend beyond Yamhill County, which can stretch limited local resources if not carefully prioritized and managed.

Yamhill County 2015 Transportation System Plan

The Yamhill County Transportation System Plan (TSP) is guided by nine goals, each accompanied by a set of objectives by which the County will achieve these goals. Nearly all the goals, listed below, specifically relate to public transportation. The Plan aligns specific evaluation criteria with the objectives, and details information supporting short- to long-range investment strategies to meet the goals and objectives.

The TSP is a document required by Oregon cities and counties to satisfy the administrative rule known as the Transportation Planning rule implementing Statewide Planning Goal 12 (Transportation). The Rule requires local governments to plan for a safe, convenient, and adequate transportation system that is coordinated with local land use regulation.

Goal 1. Provide for Efficient and Convenient Motor Vehicle Travel

Goal 2. Provide for the safety of all transportation modes.

Goal 3: Provide an equitable, balanced and connected multi-modal transportation system.

Goal 4: Increase the Quality and Availability of Pedestrian and Bicycle Facilities

Goal 5: Work with transit service providers to provide transit service and amenities that encourage and increase ridership.

Goal 6: Manage the transportation system to support a prosperous and competitive economy.

Goal 7: Provide Transportation Facilities and Services that are Fiscally Responsible and Economically Feasible

Goal 8: Provide a transportation system that conserves energy, and protects and improves the environment.

Goal 9: Coordinate with Local and State Agencies and Transportation Plans

What are the key takeaways for Yamhill County?

- Public transportation is an important part of the County's long-term multimodal transportation goals and strategies.
- It is important to coordinate public transportation with local and countywide transportation initiatives and land use regulations.

YCTA Title VI and Limited English Proficiency Plan

The YCTA Title VI plan contains YCTA's policy statement to ensure the agency's compliance with Title VI of the Civil Rights Act of 1964. It includes steps the County will take to ensure equal access to all members of the public. The plan is a Federal Transit Administration and Oregon Department of Transportation compliance requirement and does not set organizational nor community goals.

YCTA's Limited English Proficiency (LEP) Plan describes the steps the agency takes to ensure individuals with limited English proficiency can access YCTA services and information. It is contained with the YCTA Title VI plan. The plan does not set any future goals.

Yamhill County 2009 Agri-Business Economic and Community Development Plan

The Yamhill County Agri-Business Economic and Community Development Plan references transit as a potential opportunity, among others, to support tourism in the county. It does not set any goals that pertaining directly to transit.

LOCAL JURISDICTION PLANS AND POLICIES

City of Newberg 2017 Downtown Improvement Plan

The Newberg Downtown Improvement Plan does not set any future goals, but it does provide a list of strategies, projects, and actions to be taken up in the downtown Newberg. Within its list of Funding, Administrative, and Organizational Actions, the following actions are related to transit:

- **Multi-Unit Housing Tax Incentive.** The Multi-Unit Housing Tax Incentive is intended to stimulate construction of transit-supportive multiple-unit housing. The tax incentive is a 10-year property tax abatement for new or converted, non-transient housing units constructed within a designated boundary and providing one or more public benefits. Newberg can consider setting up the procedures for reviewing and approving applications for this tax incentive in coordination with State statute (ORS 307.600-690).

City of Newberg 2016 Comprehensive Plan

The Newberg Comprehensive Plan expresses goals categorized into 14 categories. The following goals are related to transit service. While all do not directly reference transit, each has connected supporting policies that directly reference transit.

Housing

- Goal 1: To provide for diversity in the type, density and location of housing within the City to ensure there is an adequate supply of affordable housing units to meet the needs of City residents of various income levels. (Ordinance 2006-2634)

Transportation

- Goal 1: Establish cooperative agreements to address transportation based planning, development, operation and maintenance.
- Goal 3: Promote reliance on multiple modes of transportation and reduce reliance on the automobile.
- Goal 6: Provide effective levels of non-auto oriented support facilities (e.g. bus shelters, bicycle racks, etc.).
- Goal 7: Minimize the capital improvement and community costs to implement the transportation plan.
- Goal 9: Create effective circulation and access for the local transportation system.

City of Newberg 2016 Transportation Systems Plan

The Newberg Transportation System Plan has five goals. One of them directly references public transit:

- Goal 4: Include "complete street" principles with both vehicle and pedestrian/bicycle improvements; improve the connectivity of the street and/or sidewalk system; improve access to public transit.

City of McMinnville 2013 Comprehensive Plan

The McMinnville Comprehensive Plan provides goals and associated policies organized into 9 policy areas. The following two goals, and accompanied policies are related to transit:

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- Goal V 2: To promote a residential development pattern that is land intensive and energy-efficient, that provides for an urban level of public and private services, and that allows unique and innovative development techniques to be employed in residential designs.
  - Westside Density Policy:
    - 71.01: The City shall plan for development of the property located on the west side of the city that is outside of planned or existing transit corridors (1/4 mile either side of the route) to be limited to a density of six units per acre. It is recognized that it is an objective of the City to disperse multiple family units throughout the community. In order to provide higher density housing on the west side, sewer density allowances or trade-offs shall be allowed and encouraged. (Ord. 4961, January 8, 2013; Ord.4796, October 14, 2003)
    - 71.08: Slightly higher densities (R-2) should be permitted on lands that exhibit the above-listed characteristics (Policy 71.06), and following factors or areas:
      - 2) Within one mile of existing or planned transit;
    - 71.10: The following factors should be used to define appropriate density ranges allowed through zoning in the medium density residential areas:
      - The distance to existing or planned public transit;
    - 71.13: The following factors should serve as criteria in determining areas appropriate for high-density residential development:
      - 6) Areas within a one-half mile wide corridor centered on existing or planned public transit routes;
  - Multiple-Family Development Policies:
    - 90.00: Greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers, and within a one-half mile wide corridor centered on existing or planned public transit routes. (Ord. 4840, January 11, 2006; Ord. 4796, October 14, 2003)
    - 92.00: High-density housing developments shall be encouraged to locate along existing or potential public transit routes.
- Goal VI 1: To encourage development of a transportation system that provides for the coordinated movement of people and freight in a safe and efficient manner.
  - Mass Transportation Policies:
    - 100.00: The City of McMinnville shall support efforts to provide facilities and services for mass transportation that serve the needs of the city residents.
    - 101.00: The City of McMinnville shall cooperate with local, regional, and state agencies and private firms in examining mass transit possibilities and implementing agreed upon services.
    - 102.00: The City of McMinnville shall place major emphasis on the land use development implications of large-scale regional mass transit proposals. Systems which could adversely affect the goals and policies as set forth in the plan should be closely evaluated.
    - 103.00: The City of McMinnville shall encourage development of mass transit systems in existing transportation corridors where possible.
    - 104.00: The City of McMinnville shall encourage a centrally located bus terminal, for intercity and intracity bus services.
    - 105.00: The City of McMinnville shall examine the impacts of transportation proposals involving bus and/or rail terminals on surrounding land uses

- Streets Policies:
  - 118.00: The City of McMinnville shall encourage development of roads that include the following design factors:
    - 4) Consideration given to Complete Streets, in consideration of all modes of transportation (public transit, private vehicle, bike, and foot paths). (Ord.4922, February 23, 2010)
- Complete Streets Policies:
  - 132.24: The safety and convenience of all users of the transportation system including pedestrians, bicyclists, transit users, freight, and motor vehicle drivers shall be accommodated and balanced in all types of transportation and development projects and through all phases of a project so that even the most vulnerable McMinnville residents – children, elderly, and persons with disabilities – can travel safely within the public right-of-way.
- Connectivity and Circulation Policies:
  - 132.26: The vehicle, pedestrian, transit, and bicycle circulation systems shall be designed to connect major activity centers in the McMinnville planning area, increase the overall accessibility of downtown and other centers, as well as provide access to neighborhood residential, shopping, and industrial areas, and McMinnville's parks and schools.
- Transportation System and Energy Efficiency Policies:
  - 132.30.00: The implementation of transportation system and transportation demand management measures, provision of enhanced transit service, and provision of bicycle and pedestrian facilities in the McMinnville planning area shall be embraced by policy as the first choice for accommodating travel demand and relieving congestion in a travel corridor, before street widening projects for additional travel lanes are undertaken.
  - 132.30.05: The McMinnville Transportation System Plan shall promote alternative commute methods that decrease demand on the transportation system, options which also enhance energy efficiency such as using transit, telecommuting, carpooling, vanpooling, using flexible work schedules, walking, and bicycling. (Ord. 4922, February 23, 2010)
- Livability Policies:
  - 132.35.00: Transportation facilities in the McMinnville planning area shall be, to the degree possible, designed and constructed to mitigate noise, energy consumption, and neighborhood disruption, and to encourage the use of public transit, bikeways, sidewalks, and walkways. (Ord. 4922, February 23, 2010)
- Systems Development Policies:
  - 132.51.00: Formalize New Sidewalk Construction Program – To complete the pedestrian facility network, the City will formalize a New Sidewalk Construction Program that reflects the City's funding resources. This program will give priority to the construction of missing sidewalks in already developed areas of the city that would provide improved access to schools, parks, shopping, and transit services. (Ord. 4922, February 23, 2010)
- Bicycle Systems Plan Policies:
  - 132.56.35: Bicycle Parking at Transit Facilities – The City will work with the Yamhill County Transit Authority (YCTA) to encourage the installation of public bicycle parking facilities at transit stations and other inter-modal facilities, and encourage the provision of bicycle racks on all public transit vehicles. (Ord. 4922, February 23, 2010)
- Transit System Plan Policies:

- 132.57.00: Transit-supportive Street System Design – The City will include the consideration of transit operations in the design and operation of street infrastructure. (Ord. 4922, February 23, 2010)
- 132.57.05: Transit-supportive Urban Design – Through its zoning and development regulations, the City will facilitate accessibility to transit services through transit-supportive streetscape, subdivision, and site design requirements that promote pedestrian connectivity, convenience, and safety. (Ord. 4922, February 23, 2010)
- 132.57.10: Transit Facilities – The City will continue to work with YCTA to identify and help develop supportive capital facilities for utilization by transit services, including pedestrian and bicycle access to bus stop and bus shelter facilities where need is determined and right-of-way is available. (Ord. 4922, February 23, 2010)
- 132.57.15: Pedestrian Facilities – The City will ensure that arterial and collector streets' sidewalk standards are able to accommodate transit amenities as necessary along arterial and collector street bus routes. The City will coordinate with YCTA on appropriate locations. (Ord. 4922, February 23, 2010)
- 132.57.20: Intermodal Connectivity – The City of McMinnville will encourage connectivity between different travel modes. Transit transfer facilities should be pedestrian and cyclist accessible. (Ord. 4922, February 23, 2010)

– Transportation Demand Management Plan Policies:

- 132.58.00: The City should coordinate with Yamhill County to promote and support Transportation Demand Management investments that may include, but are not limited to, the following strategies:
  - 3) Transit-oriented and pedestrian-friendly design. (Ord. 4922, February 23, 2010)
- 132.58.10: The City should coordinate with YCTA to promote the use of transit and vanpools, in support of vehicle trip reduction strategies. (Ord. 4922, February 23, 2010)
- 132.58.15: The City of McMinnville should coordinate with and encourage YCTA to administer its county-wide TDM Program where it affects McMinnville. The Program may include, but is not limited to, the provisions of:
  - 3) Information and referrals to the public on McMinnville and intercity transit service, vanpools, bicycle routes, tele-commuting, park-and-ride lots, other ridesharing agencies, and transportation services for special needs;

City of McMinnville 2010 Transportation Systems Plan

The McMinnville TSP expresses the following Transit System Goal guiding its approach and policies related to transit:

> *To support YCTA in their goal to provide a city-wide street and sidewalk system that result in efficient transit operations (current and future) as well as safe and convenient pedestrian and bicycle access to public transportation services and facilities.*

The following transit policies are intended to supplement those in the McMinnville Comprehensive Plan:

- Transit-supportive Street System Design - the City will include the consideration of transit operations in the design and operation of street infrastructure.
- Transit-supportive Urban Design - through its zoning and development regulations, the City will facilitate accessibility to transit services through transit-supportive streetscape, subdivision, and site design requirements that promote pedestrian connectivity, convenience, and safety.

- Transit Facilities - the City will continue to work with YCTA to identify and help develop supportive capital facilities for utilization by transit services, including pedestrian and bicycle access to bus stop and bus shelter facilities where need is determined and right-of-way is available.
- Pedestrian Facilities - the City will ensure that arterial and collector streets' sidewalk standards are able to accommodate transit amenities as necessary along arterial and collector street bus routes. The City will coordinate with YCTA on appropriate locations.
- Intermodal Connectivity - the City of McMinnville will encourage connectivity between different travel modes. Transit transfer facilities should be pedestrian and cyclist accessible.

City of Amity 2014 Transportation Systems Plan

The Amity TSP expresses the city's single goal for its transportation system:

> *To provide a safe, convenient, aesthetic, and economic transportation system through a variety of transportation means.*

The city bases all transportation policies off of this goal, including policies pertaining to public transit. The following policies are related to public transit:

- The City shall support and encourage use of public transit and coordinate with Yamhill County Transit Area (YCTA) on service changes or bus route modifications.
- The City shall promote a multi-modal transportation system that adequately considers the needs of drivers, pedestrian cyclists, and public transit riders.
- The City shall take advantage of opportunities to improve the public transit system as they arise.

City of Carlton 1999 Transportation Systems Plan

The Carlton TSP is guided by four goals. Two of them directly reference or have connected policies and objectives related to transit:

- Goal 2: Enhance the transportation mobility and safety on the local street system.
  - Policies:
    - A) Approval Processes for Transportation Facilities:
      - The following policies relate to the approval processes for transportation facilities:
        - 4) Changes in the frequency of transit services that are consistent with the Transportation System Plan shall be allowed without land use review.
- Goal 3: Increase the use of alternative modes of transportation (walking, bicycling, rideshare/carpooling, and transit) through improved access, safety, and service. Increasing the use of alternative transportation modes includes maximizing the level of access to all social, work, and welfare resources for the transportation disadvantaged. The City of Carlton seeks for its transportation disadvantaged citizens the creation of a customer-oriented regionally coordinated public transit system that is efficient, effective, and founded on present and future needs.
  - Objectives:
    - C) Plan for future expanded transit service by coordinating with regional transit service efforts.
    - D) Seek Transportation and Growth Management (TGM) and other funding for projects evaluating and improving the environment for alternative modes of transportation.

- E) Seek further improvement of mass transit systems to the City of Carlton by encouraging more frequent scheduling of commercial carriers and by continued support of those systems presently developed for mass transit in the region.

– Policies:
  - B) Transit:
    - 1) Support the continued operation of existing public transit services is a priority.
    - 2) The City shall support efforts to coordinate with governmental and private agencies in the planning and provision of public transportation services and support a regional program to improve services, particularly for the transportation disadvantaged.
    - 3) The City will cooperate with Yamhill County and other agencies in investigating public transit possibilities, including bus and rail.
    - 4) The City will coordinate with other jurisdictions when the need for park-and-ride facilities is studied.

City of Dayton 2001 Transportation Systems Plan

The Dayton TSP does not specify any goals; instead it carries forward the following transportation objective from the 1979 City of Dayton Comprehensive Land Use Plan:

> *To provide a safe, convenient, aesthetic, and economic transportation system through a variety of transportation means.*

City of Dundee 2015 Transportation Systems Plan

Dundee's TSP has 9 goals, with accompanying objectives and evaluation criteria. The following are related to transit:

Goal 4. Travel Options. Develop and maintain a transportation system that encourages, supports, and incorporates a variety of multi-modal travel options.

Objective 3: Support transit and rail system development to increase alternatives to single-occupant vehicle travel

City of Lafayette 2003 Transportation Systems Plan

The Lafayette has five goals, each with a corresponding set of policies. The following goal is set for public transportation:

> *Convenient, economical and safe local and regional transportation services for all residents of Lafayette, with particular emphasis on the transportation disadvantaged.*

The following policies accompany Lafayette's public transportation goal:

- 1) The City seeks the creation of a customer-based [oriented] regionally coordinated public transit system that is efficient, effective, and founded on present and future needs.
- 2) The City will promote and encourage regional planning of public transportation services.
- 3) Where possible the City shall use innovative technology to maximize efficiency of operation, planning and administration of public transportation.
- 4) The City supports the development of a daily commuter and shopper shuttle service to the major activity centers in McMinnville.

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City of Sheridan 1999 Transportation Systems Plan

Sheridan's TSP carries forward the transportation goal from the city's 1987 Comprehensive Plan, with new language that the TSP recommends for incorporation into the Comprehensive Plan's text. The language of this goal, as recommended by the TSP is:

> *To provide a safe, convenient, aesthetic and economic transportation system through a variety of transportation means.*

This goal is accompanied by one corresponding policy related to public transit:

> *The City shall support and encourage mass transit and public transportation programs.*

Willamina 1998 Transportation Systems Plan

Willamina's TSP has four goals, and a corresponding list of policies. The following goal specifically references public transit:

> *To provide a safe, convenient, aesthetic, economic, energy-efficient, reliable, and safe multimodal (road, rail, public transportation, waterway, bicycle, pedestrian, and pipeline) transportation systems for all users, including the young, elderly, disabled, and the disadvantaged.*

The following three policies under the plan's four goals are related to transit:

General Policies:

- 4) The City shall promote and encourage usage of alternate modes, including public transportation, bicycle, and pedestrian systems.

Public Transit Policies:

- 1) The city shall work with Polk and Yamhill county officials to promote and encourage the future operation of an inter-county public transit system.
- 2) The city shall work with Polk and Yamhill counties to identify public transportation needs of the disadvantaged and attempt to fill those needs.

City of Yamhill 1999 Transportation Systems Plan

The City of Yamhill's TSP has four goals, accompanied by a list of policies. The following transit-related goal is identical to that of Willamina's TSP:

> 1) *To provide a safe, convenient, aesthetic, economic, energy efficient, reliable, and multi-modal (road, rail, public transportation, bicycle, pedestrian, and pipeline) transportation systems for all users; including the young, elderly, disabled, and the disadvantaged.*

The following public transit policies are put forth, stemming from the above goal:

General Policies:

- 4) The City shall promote and encourage the usage of alternate modes, including public transportation, bicycle and pedestrian systems. Urban Growth Boundary amendments shall be coordinated with Yamhill County and Oregon Department of Transportation to assure future transportation needs are addressed.

Public Transit Policies:

- 1) The City shall work with Yamhill County officials to promote and encourage the future operation of an inter-county transit system.
- 2) The City shall work with Yamhill County to identify public transportation needs of the disadvantaged, and attempt to fill those needs.
- 3) The City shall encourage transportation improvements and actions which address the special needs of the low income, the disabled and senior citizens.
- 4) Undeveloped lands near the Urban Growth Boundary and near arterials should be designated as "Critical Transportation Corridors," and receive special consideration for the use of the various access control techniques. These lands have both the greatest need and the greatest potential for access control.
- 5) The City shall ensure that any expansion plans or design changes undertaken by the Oregon Department of Transportation regarding either Highway 47 or the west end of Highway 240 be compatible with the City's goals and policies for future growth.

What are the key takeaways for Yamhill County?

- Local community transportation system plans (and other local plans) detail specific roadway, sidewalk, and cycling improvements that can complement the public transportation system.
- The Yamhill County TDP presents an opportunity to align **transit capital improvements** (e.g., bus stops) with prioritized local projects and investments.
- Local land use plans describe policies and programs that encourage medium residential and employment density. The plans address land use policies and codes that direct developers to provide roadway, sidewalk, or transit facility improvements.
- The Yamhill County TDP presents an opportunity to understand and inform communities interested in implementing **transit-supportive land use** regulations and decision-making processes.

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APPENDIX B

Community Outreach Materials

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APPENDIX B COMMUNITY OUTREACH MATERIALS

The project team conducted public outreach to allow people to provide input through a dot exercise. For this exercise, the project team prepared a board with a list of issue areas that people could place stickers on to mark important issues, or add their own issues, beyond those listed on the board. The following provides an image of the board (a photo of the board with dots placed by participants is included in Chapter 2.

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Figure B-1 Dot Exercise Board

PROVIDE INPUT ON GOALS FOR YCTA

Public Transportation Issue Areas	What do these mean for your community?	Which issues matter most to you? (Vote using "dots")
MOBILITY Provide efficient, reliable transit serving a wide range of needs	Transit serves job locations with convenient hours for commuters	
	Transit runs on weekends	
	Transit serves locations within my city or area	
	Connections to other cities within Yamhill County	
	Well-timed connections with regional transit (outside of Yamhill County)	
ACCESSIBILITY Provide transit services that are equitable and address the needs of all users	Transit is available within a short walk for most residents	
	Transit picks me up at my house and drops me off at my destination	
PASSENGER EXPERIENCE Make transit a convenient and welcoming way to travel	Transit schedules and fares are easy to understand	
	Buses are clean and well kept	
	Bus stops are well marked and there is a comfortable place to wait	
	Buses arrive and depart on schedule	
SAFETY AND SECURITY Ensure transit riders and drivers have safe and secure vehicles and facilities	Vehicles are well-maintained, and drivers are well-trained and supported	
	Feeling safe in vehicles and at bus stops	
LIVABILITY AND ECONOMY Integrate public transit in the transportation system to support a prosperous, healthy community	Transit is an affordable way to get around	
	Transit serves major employment and residential areas	
	Transit service is available in every community	
EFFICIENCY & FINANCIAL ACCOUNTABILITY Manage the transit system in a fiscally responsible way to provide quality, affordable services	Match service to land use densities and demand for key connections between activity centers	
	Cost of operating transit is in-line with peers	

Yamhill County Transit Area

Image: Doug Kerr

Yamhill County Transit Area Transit Development Plan

Memo #3: Planning Framework – DRAFT

September 2017

Yamhill County Transit Area

DKS

NELSON NYGAARD

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1 INTRODUCTION

Technical Memorandum #3 (TM #3) describes the results of several tasks of the Yamhill County Transit Development Plan (TDP) project. The following bullets identify the tasks summarized in this memo and explain how each element relates to other parts of the TDP:

Planning Framework (Task 5) presents the framework that will be used to evaluate the proposed service alternatives (in Tasks 6 and 7) and that YCTA will use to monitor ongoing performance. The framework builds from the goals and objectives presented in Technical Memorandum 1 (TM#1).

Potential Service Areas (Task 3) identifies transit service areas–served today or not—and the methodology used to identify them. The analysis considers future population and employment forecasts, existing and planned land use including areas where major development is currently occurring.

Transit Costs and Future Funding (Task 4) summarizes methods used to quantify order-of-magnitude costs for analysis of solution strategies and packaging of transit service alternatives. It identifies proposed future funding scenarios and the costs for conceptual improvements within the transit service areas. The conceptual analysis is intended to illustrate the relationship between the level of transit funding and the costs of implementing a variety of potential service enhancements.

2 PLANNING FRAMEWORK

This section builds on the TDP framework of YCTA goals, objectives, and performance measures and standards introduced in TM #1. The YCTA goals and objectives are the basis of the TDP planning framework. The performance measures have three primary functions that inform YCTA's decision-making process through planning and ongoing implementation of the TDP:

Assess and describe existing conditions. The performance measures are used to evaluate existing public transportation services and conditions. The existing conditions measures provide a baseline or benchmark to which YCTA will evaluate service opportunities and regularly monitor the transit system.

Evaluate service opportunities. The performance measures facilitate screening future service opportunities in the Transit Development Plan against agency goals to help the Project Advisory Committee (PAC) and the public understand how different service strategies perform and shape the preferred vision for transit in Yamhill County that will be established through the TDP.

Establish performance monitoring program. Existing conditions analysis, peer analysis, industry standards, and the recommended TDP service design and supporting programs will be used to set performance measure benchmarks that YCTA will use to regularly assess system and route-level performance and progress towards TDP implementation.

As illustrated in Figure 2-1, a key focus of the Planning Framework provided below is on guiding the evaluation of service opportunities in Tasks 6 and 7 of the TDP.

Figure 2-1 Service Opportunity Planning Framework

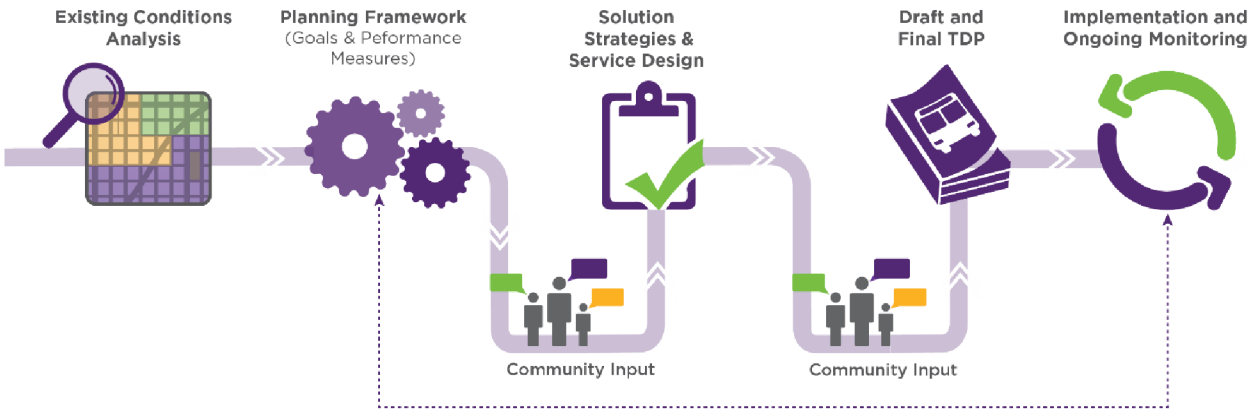


Figure 2-2 presents the proposed TDP Planning Framework and identifies how the goals, objectives, and performance measures will be used to evaluate service opportunities at each stage of the planning process, and whether measures will be evaluated qualitatively or quantitatively. The "Analysis of Solution Strategies" column (highlighted in blue) identifies the measures that will be used to evaluate service opportunities in Tasks 6 and 7.

Other measures will not be utilized in the evaluation of service opportunities but are applicable to analysis of existing conditions, while the full set of final performance measures and benchmarks will be the basis of an ongoing monitoring program that YCTA will use to measure implementation of the TDP.

Figure 2-2 Proposed Planning Framework Measures (Adapted from TM #1)

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 1: Mobility – provide efficient, reliable public transportation serving a range of customer needs.	1. Achieve high route productivity by serving key ridership markets	Riders per revenue hour (quantitative)	Evaluation based on existing route-level ridership and proposed service changes (qualitative)	Riders per revenue hour (quantitative)	10 fixed-route passengers per hour 3 demand response passengers per hour
	2. Serve key activity centers with convenient hours and days of service that meet the travel needs of workers and residents	Service span: hours of service (qualitative)	Service span: hours of service (qualitative)	Service span: hours of service (qualitative)	Weekday 5am – 9pm; Weekend 7am – 8pm (or as determined based on TDP public outreach)
	3. Provide direct and reliable service that supports reliable transfers to intra- and inter-county regional connections	Schedule alignment with connecting providers (quantitative/qualitative)	Schedule alignment with connecting providers (quantitative/qualitative)	Schedule alignment with connecting providers (quantitative/qualitative)	Number of transfers Scheduled transfer time to connecting routes
	4. Identify areas that will support additional or improved transit services using data-driven and customer focused methods, and coordinate improvements to the coverage, reliability, and frequency of services	Coverage of geographic areas based on service standards e.g., land use density (quantitative)	Service area land use density (quantitative)	Service area land use density (quantitative)	As identified in TDP (service standards and TM #3 Land Use Analysis)

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 2: Accessibility – provide public transportation services that are equitable and address the needs of all users.	1. Coordinate with local agencies to guide transit-supportive land use policies and practices	NA	NA	Agencies including transit agency in development review notice procedures (quantitative)	80%
	2. Provide access to public transportation services that meets applicable County, State and Americans with Disabilities Act (ADA) standards	Service denials per registered ADA paratransit rider (quantitative) Percentage of vehicles and stops meeting ADA standards (quantitative)	NA	Service denials per registered ADA paratransit rider (quantitative) Percentage of vehicles and stops meeting ADA standards (quantitative)	0% total requests. 100% vehicles and stops
	3. Provide local connectivity within and between the various communities in the County	Revenue hours dedicated to connections between Yamhill County communities (quantitative)	Revenue hours dedicated to connections between Yamhill County communities (quantitative)	Revenue hours dedicated to connections between Yamhill County communities (quantitative)	% of total service hours in communities under 10,000 in population (target to be established based on TDP analysis)
	4. Provide a mix of public transportation services to meet the needs of different rider markets, such as fixed routes, deviated fixed routes, commuter routes, dial-a-ride, community shuttles, and rideshare services	Riders per capita (quantitative) Service hours per capita (quantitative)	Service hours per capita (quantitative)	Riders per capita (quantitative) Service hours per capita (quantitative)	Targets based on increasing current service levels and peer comparison (target to be to be established based on existing conditions and TDP analysis)

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 2: Accessibility (continued)	5. Distribute the benefits and impacts of services fairly and address the transportation needs and safety of all users, including the young, older adults, people with disabilities, and people of all races, ethnicities, and income levels	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	X % of total population (target to be based on TDP analysis)
	6. Coordinate with human services agencies serving adults, seniors, and people with disabilities and veterans to identify specific resources, training and needs for these markets	Percentage of YCTA budget resources comprised of human services program funding (quantitative)	NA	Percentage of YCTA budget resources comprised of human services program funding (quantitative)	10%
	7. Provide easy to understand, affordable fare polices, products and payment systems	Fare products and fare cost (qualitative)	Fare products and fare cost (qualitative)	Fare products and fare cost (qualitative)	Targets to be determined based on customer feedback and peer comparison

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 3: Passenger experience – make public transportation a convenient and welcoming way to travel.	1. Deliver transportation information to riders and the community at-large across multiple print, online, and mobile platforms	Bilingual materials and printed materials (yes/no)	NA	Website or mobile application users (quantitative) Bilingual materials and printed materials (yes/no) Cities and # of locations where YCTA maintains printed materials	XX hits or online traffic per month, (TBD) Schedules, maps in other languages as determined based on YCTA Title VI and Limited English Proficiency (LEP) plan. Locations to be set in TDP
	2. Enhance marketing, education, and promotion efforts	NA	NA	Number of travel training customers (quantitative) Public awareness campaigns (qualitative)	Targets to be based on TDP analysis
	3. Translate all printed and online materials into priority languages identified in the YCTA Limited English Proficiency plan (e.g., translate into Spanish and employ Spanish-speaking customer service staff)	Availability of translation and interpretation resources (yes/no)	NA	Availability of translation and interpretation resources (yes/no)	All print materials translated and spoken language access available during all service hours.
	4. Invest in technologies that enhance customer service, service reliability and access to information	Assessment of technology platforms (qualitative)	NA	Technology as share of total spending (quantitative) Customer call wait time	Targets to be based on available resources and peer comparison
	5. Achieve high customer satisfaction by supporting employee training and outreach.	Customer satisfaction rated good or higher in rider surveys	NA	Customer satisfaction rated good or higher in rider surveys Customer complaints by category	80% Minimize legitimate complaints but maximum of XX per 100,000 boardings
	6. Provide system legibility by clearly identifying bus stop locations	Bus stops marked with sign (qualitative)	NA	Percentage of bus stops marked with a sign or other type of marking (quantitative)	100%

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 4: Safety and security – ensure transit riders and drivers have safe and secure vehicles and facilities.	1. Provide for high-quality driver and dispatcher training to ensure passenger and driver safety and security	NA	NA	Annual safety-sensitive staff training hours	Targets based on TDP (see safety or driver training program and/or ODOT Compliance Review)
	2. Provide high-quality transit facilities by including waiting areas shelters, seating and other amenities that support customer comfort and convenience.	General assessment of transit facilities	NA	Percent of facilities meeting agency guidelines (stop poles, shelters, seating, lighting, trash, and/or up-to-date rider information) and passenger and vehicle capacity needs	100% (To be achieved consistent with TDP phasing plan)
	3. Maintain vehicles in a state of good repair and replace in accordance with the Transit Asset Management Plan to ensure a reliable, safe and attractive public transportation system	Share of vehicles and facilities meeting asset management maintenance schedule targets (quantitative)	NA	Share of vehicles and facilities meeting asset management maintenance schedule targets (quantitative)	100% (To be achieved consistent with TDP phasing plan)
	4. Coordinate with County and local emergency managers to support robust emergency response and resiliency to natural and human disasters	NA	NA	% communities with which YCTA has mutual aid agreements in place (quantitative)	100% of cities, school districts, human service organizations and neighboring counties or transit agencies
	5. Coordinate with local jurisdictions and Oregon Department of Transportation (where relevant) to provide safe ways to cross streets at or near major bus stops	NA	NA	Bus stops with crosswalks within ¼ mile, where appropriate to street design and safety regulations (quantitative)	100%

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 5: Livability and economy – integrate public transit in the transportation system to support a prosperous, healthy community	1. Enhance access to major activity centers (e.g., major residential, employment, industrial, and institutional locations) and emerging or underserved activity centers (e.g., agricultural employment) as resources warrant	% employees within ¼ mile of a transit stop (quantitative) % residents within ¼ mile of a transit stop (quantitative)	% employees within ¼ mile of a transit stop (quantitative) % residents within ¼ mile of a transit stop (quantitative)	% employees within ¼ mile of a transit stop (quantitative) % residents within ¼ mile of a transit stop (quantitative)	Targets to be based on TDP analysis
	2. Maintain and explore innovative partnerships with employers and institutions to serve rider markets and supplement public transportation funding	Establishment of agreements with major employers and institutions (qualitative)		Establishment of agreements with major employers and institutions (qualitative)	Yes / No if agreements in place
	3. Support a multimodal transportation network by inviting access to transit via bicycling, walking	General assessment of stops with bicycle racks or other bicycle parking, sidewalk coverage proximate to key bus stops, and fixed-route vehicles with bicycle racks (qualitative/quantitative)	NA	% stops with bicycle racks or other bicycle parking (quantitative) Sidewalk coverage proximate to key bus stops (qualitative) % fixed-route vehicles with bicycle racks (quantitative)	TBD based on TDP analysis

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

		Performance Measures			
Goal	Objective	Existing Conditions	Analysis of Solution Strategies	Monitoring Program	Performance Metric / Standard [a]
Goal 6: Efficiency and financial accountability – manage the transit system in a fiscally responsible way to provide quality, affordable services.	1. Advocate for increased funding and seek out new and innovative funding opportunities	Annual percentage increase in transit operations funding Transit projects included in County TSP (quantitative)	Transit operating funding per capita, relative to peers	Annual percentage increase in transit operations funding Transit projects included in County TSP (quantitative)	Targets based on TDP analysis
	2. Improve system productivity and reliability to ensure efficient resource utilization	Cost per revenue hour compared to peers Riders per revenue hour compared to peers On-time performance (quantitative)	Riders per revenue hour compared to peers (qualitative) On-time performance (qualitative)	Cost per revenue hour compared to peers Riders per revenue hour compared to peers On-time performance (quantitative)	Within X% of peer cost Within X% of peer productivity 85% of bus runs arriving at time point within 4 minutes of scheduled time
	3. Coordinate with other transportation partners to ensure shared long range sustainability of public transportation services	Agreements with transportation partners (Qualitative)	NA	Agreements with transportation partners (Qualitative)	Yes / No if agreements in place

Notes: * denotes objectives adapted from the Yamhill County Transportation System Plan. † denotes objectives adapted from the 2017 YCTA Coordinated Public Transit Human Services Transportation Plan. ** Travel training customers refers to the number of people trained on how to use transit by YCTA staff or partners.

[a] Standards presented in the performance metric column are preliminary thresholds of acceptable performance based on peer systems and industry norms. The measures and metrics will be refined throughout the project and monitoring metrics will be finalized in the Transit Development Plan.

3 POTENTIAL TRANSIT SERVICE AREAS

This section describes potential transit service areas in Yamhill County, including transportation corridors and incorporated communities, including both areas with existing service and areas that are not served today. The purpose of the analysis is to identify areas for future transit service as supported by land use and transportation analysis. The results of this analysis will be used in defining solution strategies (TDP Task 6).

The quantitative data used to assess service areas includes existing land use patterns (from the existing conditions analysis presented in Technical Memorandum 2) and future population and employment forecasts. The memo relates these trends to known information about near-term planned land use development, growth areas identified by city and county planning staff, and major transportation infrastructure improvements.

PUBLIC TRANSPORTATION AND LAND USE GUIDELINES

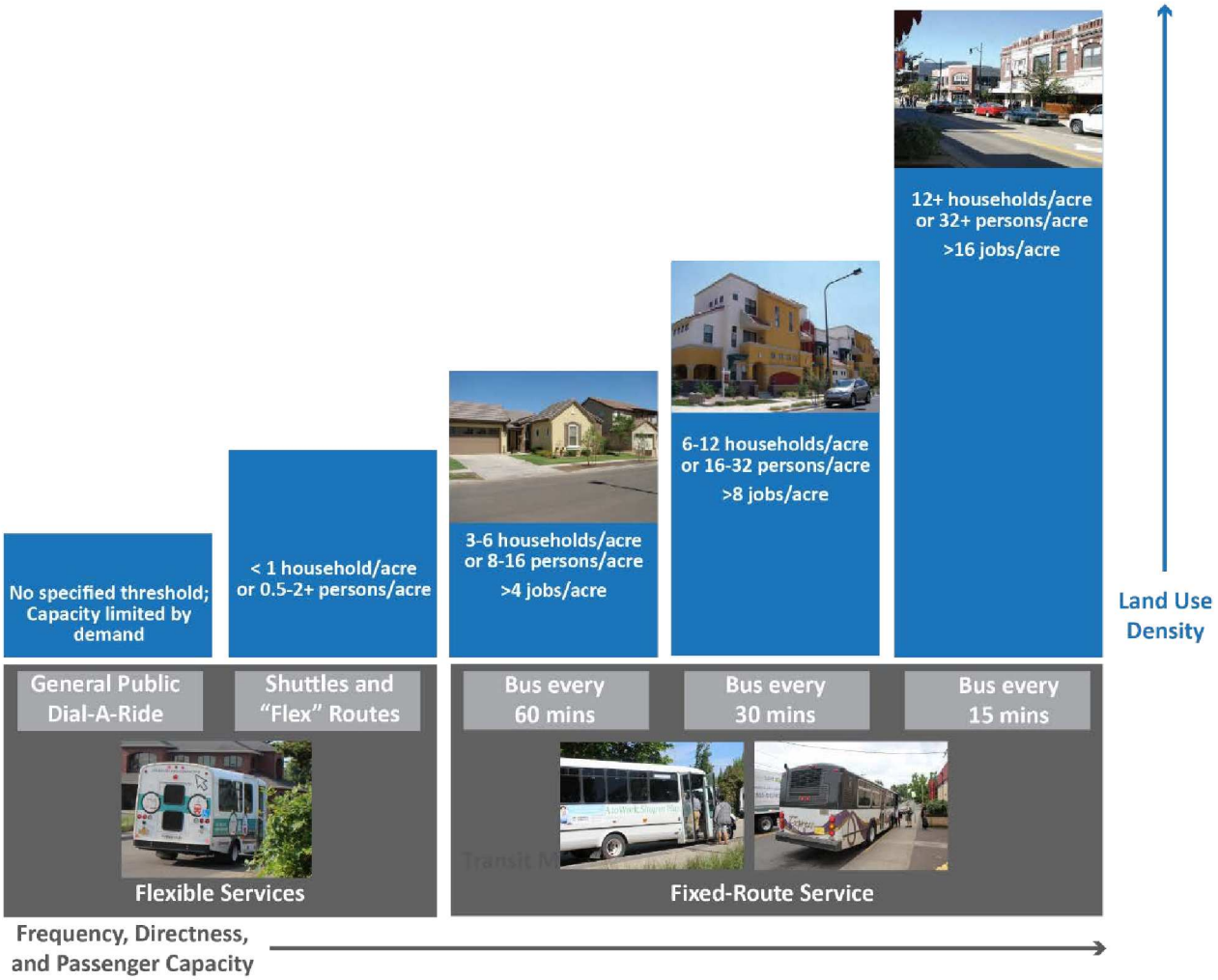
The best public transportation plan is a land use plan. How people move is based entirely on land use. The location of homes, jobs, grocery stores, shopping malls, and other destinations determines how easily a person can access places, the length of their trip, and the directness of their route. It is challenging to provide cost-effective public transportation if enough residents, jobs, and/or customers are not concentrated in a given area, or if major housing developments, job centers, and significant destinations are built far from main roads or at very low densities.

Transit ridership is directly related to population and employment density along transit corridors. Figure 3-1 illustrates the relationship between land use density (people and/or jobs) and the types or frequency of transit service that can be provided. Recognizing that these general guidelines need to be adapted to local conditions, overall industry experience suggests that residential densities in the range of about 3 to 6 households per gross acre are a minimum threshold for fixed-route transit service running every hour. Transit demand tends to increase most dramatically when residential densities increase to between approximately 6 to 12 households per acre, which generally supports service that runs every 30 minutes. These figures correspond to approximately 8 to 16 persons per acre for 60-minute service and 16 to 32 persons per acre for 30-minute service.[1]

Alternatively, in an employment-oriented area, 4 to 8 jobs per acre would typically support 60 minute service and 8 to 16 jobs per acre would support 30-minute service. Considering that a combination of residential and employment patterns drive transit performance, the above ranges can be considered in terms of the number of residents plus the number of jobs.

[1] Converted based on the average household size in McMinnville and Newberg—approximately 2.7 persons per households (2015 American Community Survey 5-Year Average).

Figure 3-1 Density and Level of Transit Service Supported



	Population			Employment	
Transit Mode / Frequency	**Dwelling Units/Acre**	**Population/ Acre**	**Population/ Square Mile**	**Jobs/ Acre**	**Jobs/ Square Mile**
Flexible Transit Service					
General Public Demand Response	None, but likely to be limited by capacity constraints as demand for service increases			--	--
Shuttles or Flex Routes	<1	0.5 to 2+	300 – 1,000+	--	--
Local Fixed-Route Bus					
60 minutes	3-6	8-16	5,000-10,000	4-8	2,500-5,000
30 minutes	6-12	16-32	10,000-20,000	8-16	5,000-10,000
15 minutes	12+	32+	20,000+	16+	10,000-15,000

Source: Adapted from Transit Research Cooperative Program (TCRP) Transit Capacity and Quality of Service Manual, and other sources

Additional Transit Market Factors

Other transit market factors are also important to consider in aligning transit service with different land uses, including:

- The organization of density is a key consideration that determines the size of a transit market. A particular level of service requires a minimum density *over a minimum area*. For example, an isolated development or building may have a high density within a small area, but is a relatively limited market that is difficult for transit to serve.
- Destinations, or activity centers clustered along a route where people want to travel, and strong "anchors," or major activity centers, at each route endpoint make transit more attractive to use and efficient to operate.
- Community design is necessary to make transit successful. Neighborhoods where all roads are designed to connect to major streets allow transit users to reach stops without walking out-of-direction and increase the number of people a transit route can serve. Community design includes comfortable and safe pedestrian and bicycle access routes—people will not use transit if it is difficult or dangerous to access a bus stop.

Existing Access to Transit in Yamhill County

For existing population and jobs along current transit routes in Yamhill County, Figure 3-2 lists the share of population and jobs that are within a quarter-mile access distance of transit.

- In McMinnville, approximately 70% of both residents and jobs are within a quarter-mile distance of transit, while in Newberg, approximately 80% of residents and jobs are within a quarter-mile of transit. For other cities in Yamhill County, approximately 36% of residents and 58% of jobs are within a quarter-mile access distance.
- Densities within the quarter-mile transit access areas in McMinnville and Newberg are 6.1 and 6.5 people per acre and 2.7 and 2.4 jobs per acre, respectively; this represents combined densities of nearly nine people and jobs per acre in both cities. Job density in the downtown core areas is much higher—approximately 30 jobs per acre in McMinnville and 16 jobs per acre in Newberg. Existing land use around existing transit corridors puts these cities generally slightly lower than the land use threshold for the 60-minute service category overall, but this is balanced by high job density in the downtown areas, particularly in McMinnville.
- For all other Yamhill County cities (excluding McMinnville and Newberg), density around transit stops ranges from approximately 5 to 7 persons per acre and up to approximately 2 jobs per acre. Average residential density around transit stops is lower in Willamina and Yamhill than other cities, slightly more than 3 persons per acre.

Figure 3-2 Population and Jobs within ¼-Mile Distance of Transit Routes and/or Stops, 2010 and 2014

City	Area within ¼ Mile	Share of Total City Area	Population within ¼-Mile (2010) [1]			Jobs within ¼ Mile (2014) [2]			Combined Population and Jobs
	Acres	%	#	%	Density	#	%	Density	Density
Amity	148	37%	835	52%	5.6	158	61%	1.1	6.7
Carlton	126	22%	873	43%	6.9	263	76%	2.1	9.0
Dayton	129	24%	665	26%	5.2	158	56%	1.2	6.4
Dundee	152	17%	760	24%	5.0	225	46%	1.5	6.5
Lafayette	128	23%	731	20%	5.7	124	61%	1.0	6.7
McMinnville	3,617	54%	22,200	69%	6.1	9,713	70%	2.7	8.8
Newberg	2,625	70%	17,168	78%	6.5	6,311	80%	2.4	8.9
Sheridan	284	23%	1,707	28%	6.0	265	24%	0.9	7.0
Willamina	206	34%	638	32%	3.1	104	36%	0.5	3.6
Yamhill	129	37%	436	43%	3.4	256	94%	2.0	5.4
Total for all Cities	7,543	34%	46,013	60%	5.4	17,577	70%	1.5	6.9
Outside of McMinnville & Newberg	8,844	28%	52,658	36%	5.1	19,130	58%	1.3	6.5

Notes/Sources: Calculated within ¼ mile of routes and stops in McMinnville and Newberg, because flag stops are allowed along the routes, and within ¼ mile of stops in other cities, based on straight-line distances. 1. US Census Bureau, Decennial Census, 2010. The 2010 Census was used for population because more recent data is available only for larger geographies and cannot be accurately used to estimate population within a short distance of transit routes. 2. US Census Bureau, Longitudinal Household-Employer Dynamics (LEHD), 2014.

POPULATION AND EMPLOYMENT FORECASTS

Current and future population and employment trends in communities across Yamhill County indicate where the greatest transit demand is likely to be in the future. This section summarizes forecasts for growth in residents and jobs within Yamhill County.

Population

Figure 3-3 displays population growth forecasts from 2017 through 2035 for cities in Yamhill County and the resulting population densities. Yamhill County is forecasted to grow by approximately 27% by 2035—an increase of over 28,000 new residents by 2035. The share of the county's population that lives within urban growth boundaries (UGBs) is projected to increase; 87% of growth is projected to occur within UGBs. Most of Yamhill County's population density is located along the OR 99W / OR 18 corridor that runs through the eastern part of the county, and the cities along this corridor are expected to see the highest rates of growth—Newberg, Lafayette, and Dundee are each projected to grow by approximately 40% and McMinnville is projected to grow by nearly 30%. Along the OR 47 corridor, Carlton is projected to grow by 35%.

McMinnville and Newberg, the county's two most populous cities, contain over half of Yamhill County's population. McMinnville and Newberg UGBs are each forecasted to gain more than 9,000 new residents over the 18-year period—a combined nearly 70% of the total growth that is forecasted for the county. By 2035, the population density in these cities is expected to reach nearly 6 and 8 persons per acre, respectively. Lafayette has the highest average population density, with over 7 persons per acre today, increasing to 10 people per acre by 2035.

Figure 3-3 Future Population Forecasts (within Urban Growth Boundaries), 2017-2035

Jurisdiction (UGBs)	Population, 2017	Population, 2035	Change in Population, 2017-2035	% Change, 2017-2035	Share of Growth, 2035	Density, 2017 (Pop/Acre)	Density, 2035 (Pop/Acre)
Yamhill County Service Area [B,C]	108,144	136,836	28,692	27%	100%	0.24	0.30
Within UGBs	82,976	107,955	24,979	30%	87%	4.6	6.0
McMinnville UGB	34,293	44,122	9,829	29%	34%	4.6	5.9
Newberg UGB [A]	24,296	34,021 [A]	9,725	40%	34%	5.4	7.6
Sheridan UGB	6,340	6,893	553	9%	2%	4.0	4.4
Lafayette UGB	4,083	5,717	1,634	40%	6%	7.4	10.3
Dundee UGB	3,243	4,570	1,327	41%	5%	4.2	6.0
Dayton UGB	2,837	3,200	363	13%	1%	3.4	3.8
Carlton UGB	2,229	3,013	784	35%	3%	4.0	5.3
Willamina UGB [B]	2,125 [B]	2,321 [B]	196 [B]	9%	1%	2.9	3.2
Amity UGB	1,642	1,910	268	16%	1%	3.9	4.6
Yamhill UGB	1,077	1,338	261	24%	1%	3.6	4.5
Gaston UGB [C]	811 [C]	850 [C]	39 [C]	5%	0%	2.5	2.6
Outside UGBs	25,123	28,880	3,757	15%	13%	0.06	0.07

Notes: (A) The 2016 Newberg Comprehensive Plan population forecast data for 2015-2035 are higher than PSU Population Research Center (PRC) forecasts. City of Newberg planning staff communicated that the City intends to adjust its forecast consistent with the recent PRC projections. (B) The Willamina UGB includes residents in both Yamhill and Polk counties. City and "Service Area" population reflects the full UGB. (C) The Gaston UGB includes residents in both Yamhill and Washington counties. City and "Service Area" population reflects the full UGB.

Source: Portland State University Population Research Center (PRC), Coordinated Population Forecasts for Yamhill County, 2017.

Employment

Methodology

The future employment forecasts used in this analysis are based on data from the Oregon Employment Department (OED), which develops 10-year employment forecasts by industry sector for the Mid-Willamette Valley region (Linn, Marion, Polk, and Yamhill Counties). Based on discussion with the OED economist for the region[2], there is no employment forecast available for Yamhill County specifically. To develop a 2035 employment estimate for the specific purpose of analyzing Yamhill County transit service areas, current-year Yamhill County jobs by sector (based on US Census Bureau LEHD data for 2014) were projected to the year 2035 using the 2014-2024 average growth rate for each job sector from the Mid-Valley forecast. The 2035 Yamhill County employment total was then allocated by jurisdiction using the jurisdiction's current share of total county employment

Appendix A provides a table with sector-by-sector growth forecasts from OED for the Mid-Willamette Valley region that were the basis for the methodology used in this analysis.

Future Employment

Based on this method, Yamhill County employment would increase from approximately 33,000 to nearly 43,000 jobs by 2035, an increase of 29%. Figure 3-4 presents existing and forecasted employment for cities in Yamhill County, and the resulting employment densities. Over 75% of jobs in Yamhill County are within incorporated communities, and nearly all of these jobs are in McMinnville and Newberg. From 2014 to 2035, over 6,000 new jobs are estimated to be added in these two cities based on the high-level assumptions applied from the regional forecasts.

As of 2014, the top three employment sectors in Yamhill County[3]—listed below—account for approximately 45% of all employment in Yamhill County and are forecast to grow by 9%, 18% and 15%, respectively. Several of the county's top employers are represented among these sectors. McMinnville and Newberg are home to all of the major employers listed below.

- Manufacturing. Includes A-dec Cascade Steel Rolling Mill.
- Health Care and Social Assistance. Includes Willamette Valley Medical Center and Providence Newberg Medical Center.
- Educational Services. Includes George Fox University and Linfield College.

Unincorporated areas account for over 20% of all jobs in the county. However, these areas have the lowest employment density and are among the most challenging to serve by transit. The agriculture, forestry, fishing and hunting employment sector is among the fastest growing employment sectors in the county, and accounts for most of the land use in unincorporated areas. Along with construction, this sector is forecasted to experience the highest percentage of total annual growth—19% between 2014 and 2024, a rate higher than each of the county's top three sectors. Wineries and wine-related tourism are an important part of the agricultural sector in Yamhill County, contributing to job growth near Dundee, McMinnville, and Newberg, and rural communities north of OR-99W and east of OR-47. Employees in this sector may benefit from transportation services, though the job locations are often located off the major highways and may require alternative public transportation service models/types.

[2] Email from Patrick O'Connor, Regional Economist, Oregon Employment Department, July 27, 2017.

[3] See "Economy" section in: Yamhill County Transit Area Transit Development Plan, Memo #2: Existing Conditions, Chapter 2.

Figure 3-4 Future Employment Forecasts, 2014-2035

Jurisdiction	Area (Acres)	Jobs 2014	Jobs 2035	Change in Jobs, 2014-2035	% of County Jobs, 2035	Job Density, 2014 (Jobs/Acre)	Job Density, 2035 (Jobs/Acre)
Yamhill County [A]	459,671	33,073	42,707	9,634	100.0%	0.07	0.09
Incorporated Cities [B]	15,613	25,109	32,423	7,314	75.9%	1.61	2.08
McMinnville	6,745	13,927	17,984	4,057	42.1%	2.06	2.67
Newberg	3,724	7,920	10,227	2,307	23.9%	2.13	2.75
Sheridan	1,250	1,123	1,450	327	3.4%	0.90	1.16
Dundee	884	485	626	141	1.5%	0.55	0.71
Carlton	567	348	449	101	1.1%	0.61	0.79
Willamina	606	289	373	84	0.9%	0.48	0.62
Dayton	532	282	364	82	0.9%	0.53	0.68
Yamhill	346	272	351	79	0.8%	0.79	1.02
Amity	399	259	334	75	0.8%	0.65	0.84
Lafayette	559	204	263	59	0.6%	0.36	0.47
Unincorporated Areas	444,058	7,964	10,284	2,320	24.1%	0.02	0.02

Notes: For the purpose of analyzing transit service areas: A. Yamhill County growth extrapolated to 2035 based on 2014-2024 sector growth rates from the Mid-Willamette Valley Region. B. Overall 2035 Yamhill County jobs were allocated to cities based on the city's 2014 share of Yamhill County jobs.

Source: Oregon Employment Department, Mid-Valley 2014-2024 Employment Forecast.

EXISTING AND PLANNED LAND USE

Land use and development in Oregon counties and cities is guided by their adopted Comprehensive Plans, which are implemented primarily by the local development code. Development code and zoning districts define characteristics such as allowed land uses and intensity of development. These districts include several types of residential zones (low, standard, medium, and high-density), non-residential zones such as commercial or industrial, and mixed-use zones that allow both residential and non-residential uses to be combined on a site. Areas of medium- to high-density residential, commercial, and industrial uses have the highest market potential for public transportation.

Figure 3-7 illustrates existing land use in Yamhill County, based on current zoning designations. Nearly all of the county's industrial and commercial zones are located in incorporated cities; these areas, along with institutional and community facility zoned areas, account for many of the county's largest employers. Farm use, forestry, and agricultural zones comprise most of the county's unincorporated areas, and contain over 20% of jobs in Yamhill County. Southwest Yamhill County is also home to northern sections of the Siuslaw National Forest and Grand Ronde Community tribal lands.

Summary of Existing Residential Zoning

Figure 3-5 shows residential densities allowed in the Lafayette, McMinnville, and Newberg zoning codes. For example, McMinnville's R-3 residential district allows nearly 12 units per acre and Newberg's R-2 district allows nearly nine units per acre. McMinnville's R-4 and Newberg's R-3 residential districts allow for higher density developments (over 20 units per acre). These densities could support transit service that is more frequent than today.

Figure 3-5 Residential Land Use Types by City

City	Residential Land Use Type	Density
McMinnville[4]	R-1 Single-Family Residential	4.8 units / acre
	R-2 Single-Family Residential	6.2 units/acre
	R-3 Two-Family Residential Zone	11.9 units/acre
	R-4 Multiple-Family Residential Zone	29 units/acre
	O-R Office/Residential Zone	29 units/acre
Newberg[5]	R-1 Low Density Residential	4.4 units/acre
	R-1/6.6 Low Density	6.6 units/acre
	R-2 Medium Density Residential	8.8 units/acre
	R-3 High Density Residential	21.8 units/acre
Lafayette[6]	R-1 Low Density Residential	5.8 units/acre
	R-2 Medium Density Residential	8.7 units/acre

[4] City of McMinnville, Zoning Ordinance. http://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/planning/page/1341/zoningordinance.pdf

[5] City of Newberg, Comprehensive Plan Goals and Policies And Text, 2016. http://www.newbergoregon.gov/sites/default/files/fileattachments/planning/page/4304/comprehensive_plan_december_2016.pdf

[6] City of Lafayette, Zoning & Address Map, 2001. http://www.ci.lafayette.or.us/vertical/sites/%7B43AAC4DA-ABAD-4F35-91B6-4D693AE69205%7D/uploads/Zoning_Map_2011-7-14.pdf

Existing Land Use by City

Areas of medium- to high-density residential and concentrations of commercial/ industrial uses have the highest potential for transit and are generally located in incorporated areas. The following overview of land use within Yamhill County cities highlights such opportunities:

- McMinnville. The majority of land area is zoned for residential use. High density residential zones are mostly concentrated in the OR 99W corridor, central business district, and around the Linfield College campus; some exceptions are along Hill Road on the city's west side, in the northeast part of the city, and in the Three Mile Lane corridor. However, current residential density in the city is relatively low, even in areas currently zoned for medium or higher density housing. Some areas across the city have moderate population density, comparable to parts of the city that have transit coverage, but are beyond ¼ mile access to existing transit routes.

  Commercial uses are concentrated in the OR 99W corridor, Lafayette Avenue corridor, and the downtown central business district. There are also several commercial parcels scattered along Three Mile Lane, and on the west side of the city along 2nd Street.

  Industrial parcels are generally east of OR 99W, especially in the Lafayette Avenue, Three Mile Lane, and Booth Bend Road corridors. Land zoned for open space lines the South Yamhill River and Cozine Creek.
- Newberg. Much of the land area is zoned for low and medium density residential use. However, current residential density in the city is relatively low, even in areas currently zoned for medium or higher density housing. Some areas in the northeast and southwest parts of the city have moderate residential density comparable to other parts of Newberg, but are not served by transit.

  Commercial and central business district zoning is concentrated along the OR 99W corridor. Significant areas of institutional lands owned by George Fox University and Providence Health & Services are located in central and western Newberg, respectively. Land zoned for industrial uses is concentrated along the Portland & Western Railroad corridor.
- OR 18 Corridor west of McMinnville:
  - Sheridan. Most development is within a ¼ to ½ mile distance of OR 18 Business, with commercial and mixed-use residential zones (including for multi-family housing) located in close proximity to the OR 18 Business route along the length of the city. Most industrial zoned land is located on the west side of the city north of the highway, including the McFarland Cascade Mill. Yamhill County Head Start is also on the west side of the city south of the highway. Some parcels zoned for industrial or institutional uses are located on the east side of the city south of the Yamhill River, including Sheridan High School; Bridge Street is the only river crossing within the city. A Federal Correctional Institution is located south of OR 18
  - Willamina. Most development is within a ¼ to ½ mile distance of OR 18 Business, with pockets of land zoned for multi-family residential uses located near the highway. A pocket of multi-family residential uses is located in the far southwest part of the city. Boise-Cascade Mill is located just outside the eastern edge of the city and Hampton Lumber Mills just outside the western edge.
- OR 18 / OR 99W corridors between McMinnville and Newberg:
  - Dayton. Residential uses are generally lower-density, but within approximately a half-mile of the existing YCTA stops serving the city.
  - Lafayette. Commercial uses are primarily along OR 99W, with most development primarily north of the highway, up to a ½ to ¾ mile distance, including medium density residential in the far northeast part of the city. Lafayette has the highest population density among Yamhill County cities (7.3 and 10.3 persons per acre in 2017 and 2035 respectively—see Figure 3-3).

The highest densities are clustered north of OR-99W, while transit service runs through the far southwest part of the city.

  - Dundee. Land zoned for commercial and medium-density residential uses is located on either side of OR 99W, along the highway or within an approximately half-mile distance.

- OR 47 corridor
  - Carlton. Medium-to-high density residential zones are generally clustered around the center of the city, and most development is within a half-mile distance of the city center.
  - Yamhill. Most uses are within a ½ to ¾ mile distance from the OR 47, where YCTA service can currently be accessed. Multi-family residential zoning and a small mixed-use residential zone is located just east of OR 47's route through the city. A light industrial zone located on the far east side of the city, about a ¾ mile distance from the city center along OR 240 (Yamhill-Newberg Highway), appears to be largely undeveloped but includes Fruithill, a produce wholesaler.
- OR 99W corridor between McMinnville and Salem:
  - Amity. Commercial and light industrial zones are along OR 99W, with adjacent medium-density residential zones on either side. The highest-density residential zoning is at the north end of the city.

Proposed Development

This section describes major planned developments and growth patterns that could affect future travel patterns and demand for public transportation. The information, summarized in Figure 3-6 (table) and Figure 3-8 (map), is based on input from the TDP Project Advisory Committee (PAC) and other stakeholders, city planning websites, and media reports. Figure 3-8 also illustrates land outside of current city limits but within urban growth boundaries where future growth could occur. The planned developments and other growth areas that were identified include:

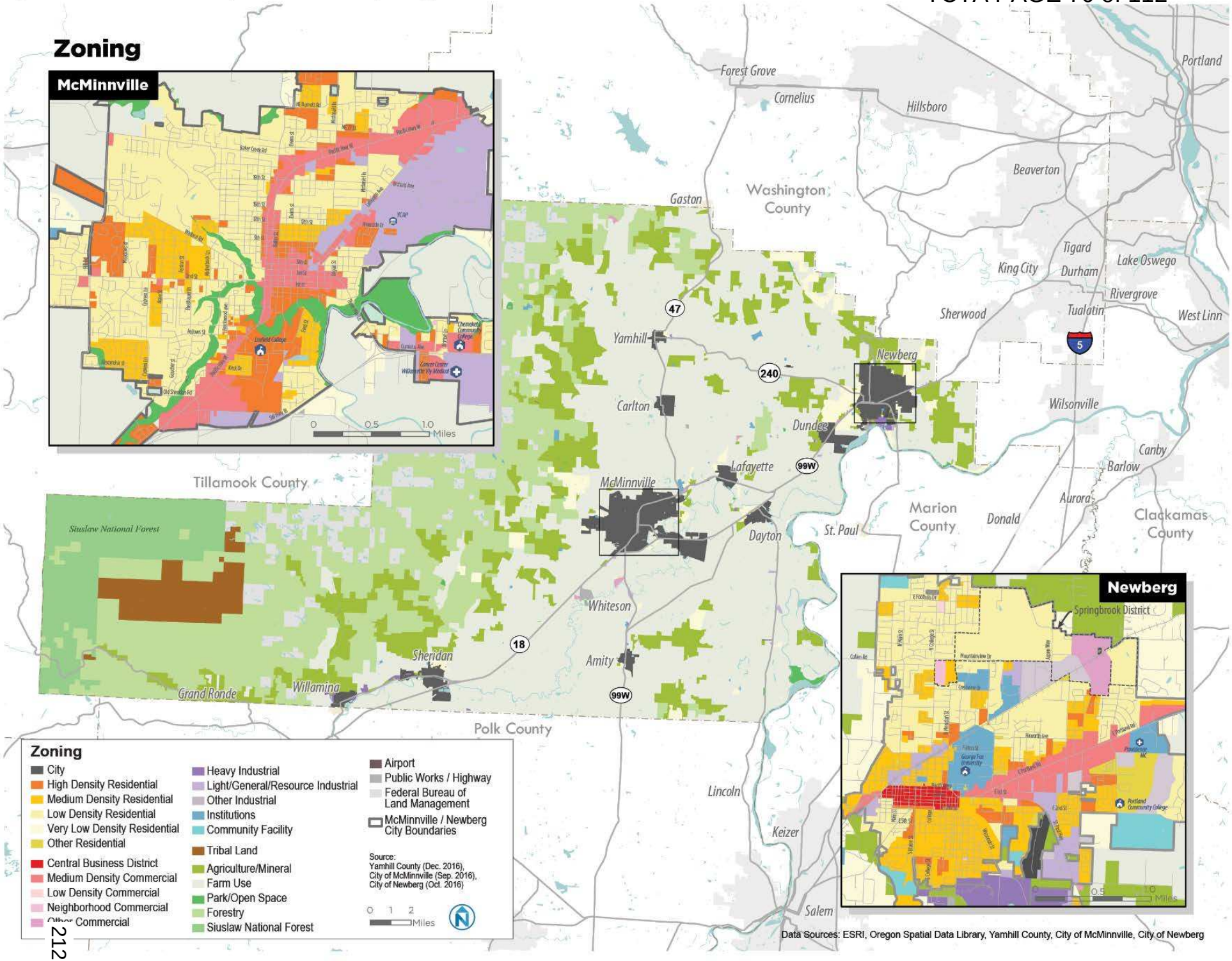
- In McMinnville, areas west of Hill Road and in the Hill Road/ Baker Creek Road areas, including a major development with proposed workforce housing, and along Three Mile Lane and Norton Drive in the east part of the city.
- In Newberg, the Gramor/ Crestview Crossing development north of OR 99W, which is also associated with a planned extension of Crestview Drive, and the Springbrook Master Plan in the northeast part of the city. In the southwest part of the city, the Riverfront Master Plan area includes medium-density housing and mixed-use areas.

Figure 3-6 Planned Developments and Future Growth Areas (Based on Stakeholder and PAC Input)

Development / Growth Area Name	Location	Type	Units	Additional Notes
Baker Creek Rd/Hill Rd Areas	McMinnville	Significant higher-density, affordable/workforce housing is planned	TBD	
Community Home Builders	McMinnville	Whispering Meadows subdivision (mutual self-help housing)	29	Approximately 4 units per acre (29 units on 7 acres)
ASPIRE	McMinnville	Habitat for Humanity	N/A	
Chehalem Aquatic Center Expansion	Newberg	Public facility expansion	--	
Gramor Development / Crestview Crossing	Newberg	Light industrial has been the planned use, but the project may be evolving towards including residential development and a hotel.	TBD	Project is linked to an extension of Crestview Dr from its southern terminus to OR 99W, constructed to major collector standards per 2007 Newberg TSP.
Springbrook Master Plan Area	Newberg	Redevelopment area/master plan	N/A	Includes residential, commercial, and mixed-use areas, including a "village center" and employment near the current A-dec site. Much of the residential development is designated for low-density residential.
Riverfront Master Plan Area	Newberg	Redevelopment area/master plan	N/A	Includes a commercial district, low and medium-density residential, and mixed-use areas. Includes roadway improvements including a potential extension of Blaine Street to River Road.

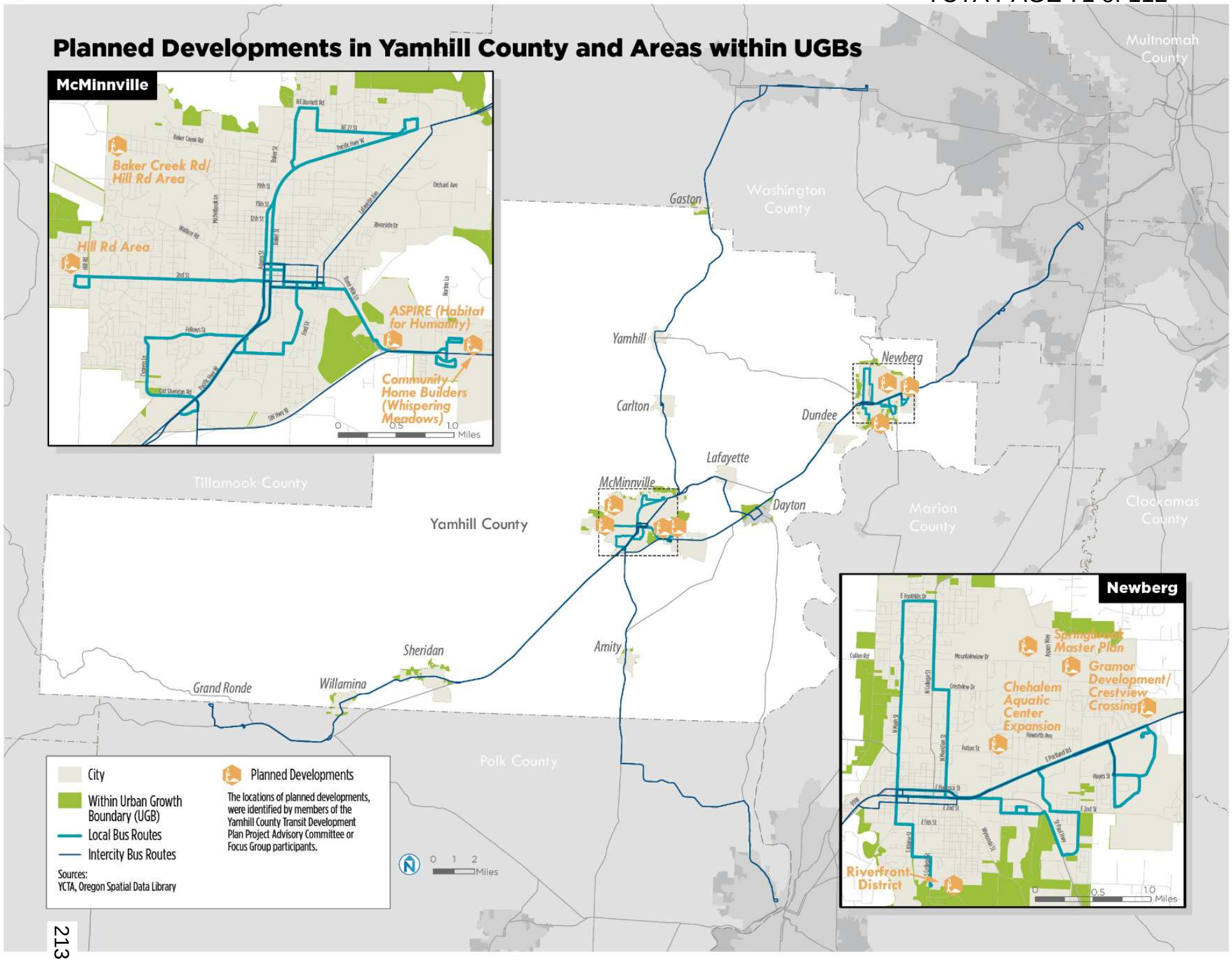
Source: Yamhill County Transit Development Plan Project Advisory Committee, Focus Groups, and other sources

Figure 3-7 **Yamhill County Current Land Use (Zoning)**



Data Sources: ESRI, Oregon Spatial Data Library, Yamhill County, City of McMinnville, City of Newberg

Figure 3-8 Planned Developments



Public School Facilities

Schools, particularly middle and high schools, are a potential generator of transit demand. Based on facilities plans for the McMinnville School District and the Newberg School District there do not appear to be plans for new facilities within the 20-year time horizon of the YCTA TDP.

- McMinnville. As part of discussions in 2005 related to a bond measure, the McMinnville School District considered a new high school sited along Hill Road, but elected to expand the existing high school facility. Improvements are planned at a variety of schools, but no new school sites are identified.[7]
- Newberg. In 1999, an analysis projected the need for a new high school and elementary school by 2022. However, a 2010 update determined that based on more recent trends a new high school would likely not be required in the time frame previously projected. The report notes that the Comprehensive Plan update, completion of the bypass route, and River Front Development Plan would likely increase desirability of housing in Newberg and/ or include additional multi-family/ affordable housing.[8]

TRAVEL DEMAND

Note to PMT and PAC: We are working with ODOT's modeling group to obtain information from the statewide model that may provide information on future travel demand patterns. This information is 2-4 weeks out. We will present it at PAC Meeting #2 if it is available in time. Any such information would be included here in the final version of the memo.

[7] McMinnville School District, Facilities Updates (Website). Accessed August 2017. http://mcminnville.ss7.sharpschool.com/cms/One.aspx?portalId=343110&pageId=4437635

[8] Newberg School District, Facilities Task Force, Board Report, 10/25/2010. https://www.newberg.k12.or.us/sites/default/files/fileattachments/district/page/3891/facilities_task_force_board_report.pdf

RECOMMENDED TRANSIT SERVICE AREAS

This section identifies the transportation corridors and areas of incorporated cities with population and employment densities that support efficient public transportation, based on the land use and transportation trends summarized above and general thresholds for public transportation service based on land use and other market characteristics.

Figure 3-9 summarizes the key strengths of YCTA service areas along with identified growth trends and general service recommendations; the focus of the assessment is on where coverage and/or higher service levels may be needed based on land use and growth patterns. More specific service design and recommendations will be a focus of future tasks.

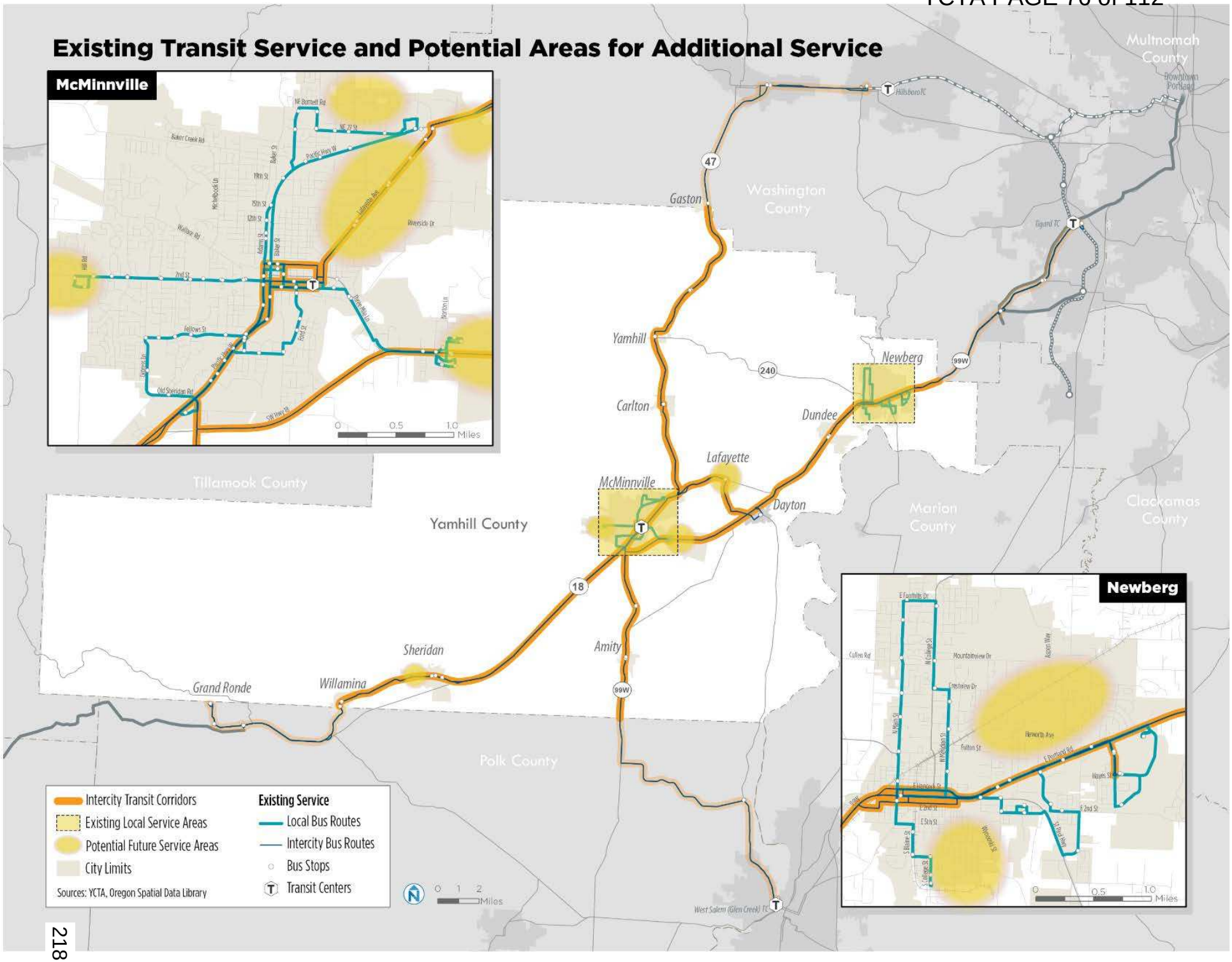
Figure 3-10 illustrates YCTA's current service areas in McMinnville and Newberg and intercity connections within Yamhill County and to/from adjacent counties. The map highlights areas where additional service could be considered based on existing and planned land use.

Figure 3-9 Potential Service Areas Summary

Service Area (City or Corridor)	Existing Transit				Assessment of Trends and General Service Recommendations	
	Routes	Frequency or Service Level	Revenue Hours (FR+DR)	Service Area Strengths - Existing	Growth Trends Assessment	Preliminary Corridor Service Level Recommendations
Local Service Areas						
McMinnville	2 routes (#2, #3)	60 minutes Monday – Friday	5,700	• Largest employment area in Yamhill County • Hub for transit connections between Yamhill County cities	• Increasing average residential density citywide to 6 persons per acre by 2035 • Growth is projected for key employment sectors including retail and tourism (latter also applies to other service areas/corridors)	• Areas of concentrated development area (e.g., downtown, along OR 99W, and near Linfield College) warrant the highest-frequency service • Additional coverage beyond a quarter-mile distance of existing routes and to serve higher density housing and new developments
Newberg	2 routes (#5, #7)	60 minutes Monday - Friday	2,900	• Proximity to Portland metro area	• Increasing average residential density citywide to 8 persons per acre by 2035 • Major transportation projects (e.g., Dundee Bypass) likely to improve travel times to/from Newberg and within the city • Proposed new developments including employment areas	• OR 99W corridors warrants the highest-frequency service • Additional coverage warranted in parts of northeast and southwest • Additional coverage to incorporate new developments as warranted

Service Area (City or Corridor)	Existing Transit				Assessment of Trends and General Service Recommendations	
	Routes	Frequency or Service Level	Revenue Hours (FR+DR)	Service Area Strengths - Existing	Growth Trends Assessment	Preliminary Corridor Service Level Recommendations
Intercity Corridors						
US 99W McMinnville to Salem	1 commuter route (#11)	5 round trips Monday – Friday	2,000	• Salem is the second largest out-of-county work destination for Yamhill County residents	• Employment and population growth in McMinnville and Salem could increase commute demand	• Existing service likely generally appropriate; future service levels based on productivity and capacity
OR 99W McMinnville to Tigard	1 commuter route (#44, 45x, 46S)	10 round trips Monday - Friday 2 express round trips Monday - Friday 4 round trips Saturday	9,000	• Provides access to major shopping and entertainment destinations • Portland is the largest out-of-county work location for Yamhill County residents • Includes intra-county connections between McMinnville, Lafayette, Dayton, Dundee, and Newberg	• Improved Portland area transit connections in Tigard likely to improve regional transit travel times and connections • Employment and population growth in McMinnville, Newberg, and the Portland Metro area could increase commute demand	• Likely the highest potential transit market for YCTA
US 18 McMinnville to Grand Ronde	1 commuter route (#22, 24s)	7 round trips Monday - Friday 5 round trips Saturday	3,500	• Grand Ronde Casino is a major entertainment destination • Rural intercity transit connections at Grand Ronde Casino, to the Salmon River Corridor	• Rural development patterns with moderate development densities in Willamina, Sheridan, Grand Ronde	• Existing service likely generally appropriate; future service levels based on productivity and capacity
US 47 McMinnville to Hillsboro	1 commuter route (#33)	5 round trips Monday - Friday	2,600	• Hillsboro is the third largest out-of-county work location for Yamhill County residents • Connections to TriMet regional transit serving Portland • Access to major shopping and entertainment destinations • Supports intra-county connections for OR 47 cities to Newberg (via McMinnville).	• Projected residential growth in Carlton and Yamhill • Employment growth in the Hillsboro area could increase commute demand	• Existing service likely generally appropriate; future service levels based on productivity and capacity • Transit market is likely not strong enough to support direct connections between OR 47 corridor cities and Newberg.

Figure 3-10 **Existing Transit Service and Potential Areas for Additional Service**



4 TRANSIT COSTS AND FUTURE FUNDING SCENARIOS

This section summarizes methods that will be used to quantify order-of-magnitude costs for transit solution strategies and describes the proposed future funding scenarios that will be used to develop cost-constrained packages of strategies in Tasks 6 and 7. Preliminary costs are presented for a conceptual set of service options to help the PAC and other YCTA stakeholders understand tradeoffs between transit service levels and the future funding level needed for YCTA to implement a given set of strategies.

TRANSIT UNIT COST ASSUMPTIONS

Figure 4-1 describes assumptions about transit operating costs, capital costs, and inflation. These values are used to provide rough cost estimates for serving the potential transit corridors, as described below. These unit costs will also be used to estimate costs for more detailed service scenarios in subsequent tasks.

Figure 4-1 Transit Service Unit Cost Assumptions

Cost type	# of Units	Data sources for # of Units	Unit Cost Data Sources	Unit Cost
Transit Operations	Service Hours	Days and hours of service Route frequency or headway Route run times (based on average operating speed)	YCTA average operating cost per service hour TDP peer analysis	$55 [1]
Transit Capital	Vehicles	Same as Transit Operations (see above)	Oregon DOT Vehicle Crosswalk avg. Industry standards	40-foot bus: $485,000 25-foot bus: $95,000 [2]
Transit Capital	Bus stop facilities	Route design and activity centers	Oregon DOT Transit in Small Cities ODOT Transit Division price agreement Industry standards	Shelter: $6,000 Pad: $2,000 Bench: $1,000 Sign: $650
Inflation	Annual change	Used to inform 20-year cost escalation.	US Bureau of Economic Analysis Consumer Price Index [3]	2.3 %

Notes: [1] Based on average of fixed-route, commuter, and dial-a-ride service, based on 2014 data from the National Transit Database, 2015. [2] Vehicle prices based on representative averages from Oregon DOT State Price Agreement Vehicle Contract Crosswalk, June 2017. [3] Western Region average annual change 1996-2016.

FUTURE FUNDING SCENARIOS

Understanding the potential for future transit funding will help YCTA decide which potential service strategies will best meet the County's public transportation needs. This section introduces preliminary funding and investment scenarios to reflect and guide YCTA stakeholders' funding expectations. The scenarios are informed by historical funding trends, and estimated changes in revenues and expenses. The funding analysis includes federal and state funding programs, Yamhill County funds, local agency partners, and fares.

Funding Trend Assumptions

YCTA budgets show relatively steady and sustainable funding sources over the past seven years. Operating expenses have totaled around $2 million annually, rising from $1.91 million in fiscal year 2013, to $2.04 million in fiscal year 2017. Federal and state funds have accounted for about 70% of total revenues over the past five years, with local funds (service contracts and County General Fund) accounting for 15%, and fare revenues providing the remaining 15%.

The proposed YCTA funding scenarios assume that the revenue and expense trends will continue and that there will be no major changes in service plans and state and federal transit grant programs. Starting with the fiscal year 2018 budget, revenues and expenses were projected to 2035 using three assumptions described below.

- **The State Transportation Investment Fund (STIF) provides $1.0 million to $1.7 million annually.** The Oregon Legislature recently passed a transportation funding package in House Bill 2017 that included over $100 million dollars annually for public transportation providers statewide. The funding is from a statewide employee payroll tax and is expected to start in fiscal year 2019. The funding scenarios assume that YCTA receives $1.0 million in the each of the first two years of the program, increasing to $1.7 million in fiscal year 2021. While STIF resources are available to other public transportation providers in Yamhill County, the assumption for this analysis is that YCTA receives nearly all available funds.
- **Expenses, federal revenue, and state revenue increase at a 2.3% annual inflation rate.** The inflation rate is based on the US Bureau of Labor Statistic's Consumer Price Index data between years 1996 and 2016, and is consistent with generally low inflation rates in recent years.
- **Fare revenues increase at a 2.3% annual inflation rate.** Increasing fare revenues assume ridership increases at the same rate as population growth (1.3% annually or 27% as shown in Figure 3-3 above), and that fare prices increase occasionally over the 20-year period to maintain today's 15% farebox recovery ratio.
- **Local service agreement revenues grow rapidly with increased coordination.** The County expects to grow operations contracts and agreements with local institutional partners, doubling today's revenues by the year 2025 (or a 13% annual growth rate).
- **Yamhill County General Fund revenues increase with inflation, then slow over the long term..** YCTA expects General Fund revenues to increase to $250,000 by the year 2020 (13%), increase with inflation at 2.3% annually until 2025, then taper to 1.0% annual growth over the following 10 years.

Operating Funding

Figure 4-2 summarizes funding projections through fiscal year 2035, with intermediate years shown to understand the resulting funding progression. As shown in the "revenues less operating expenses" row, YCTA can expect a funding surplus equal to the amount of STIF revenues available to Yamhill County—over $2.1 million by 2035. These net operating revenues may be used to fund additional transit service and/or help YCTA meet needs for capital equipment and infrastructure, as described in the next section.

Figure 4-2 Estimated Future Funding Projection: Current Trends including STIF, 2018-2035

Fund Category	2018	2020	2025	2035
Operating Expenses	$2,050,000	$2,110,000	$2,460,000	$3,340,000
Operating Revenues	$2,060,000	$3,140,000	$4,320,000	$5,510,000
Local Funds	$620,000	$660,000	$810,000	$1,100,000
Fares	$310,000	$340,000	$380,000	$480,000
Contracts	$90,000	$100,000	$180,000	$300,000
County General Fund	$220,000	$250,000	$280,000	$310,000
State and Federal Funds - Formula	$1,440,000	$2,480,000	$3,510,000	$4,410,000
Oregon STF Formula	$250,000	$260,000	$290,000	$360,000
Federal §5310 Elderly and Disabled	$330,000	$340,000	$380,000	$480,000
Federal §5311 Rural General	$860,000	$880,000	$980,000	$1,230,000
State Transportation Investment Fund	$0	$1,000,000	$1,860,000	$2,340,000
Net Revenues Less Operating Expenses	$10,000	$1,060,000	$1,890,000	$2,160,000

Source: TDP Analysis. Current budget data from Yamhill County. All figures in 2017 dollars, rounded to nearest 1,000.

Capital Funding

While operating expenses make up the majority of the typical annual YCTA budget, vehicle, equipment and facilities can require significant resources to replace and expand to meet future needs. Capital resources benefit from lower local match rates than system operations (20% capital local match versus 50% operations local match) but with large buses costing over $500,000, the local funding demands can be considerable.

Figure 4-3 summarizes revenues received over the past five years, between fiscal years ending 2013 and 2018. Each revenue source was intended for a specific capital purchase that YCTA applied for successfully through the Oregon Department of Transportation (ODOT). The largest project was the McMinnville Transit Center, awarded in fiscal year 2013-2014 for over $1.1 million. YCTA was also awarded nearly $1.0 million in fiscal years 2017-2018, receiving three separate funding awards for vehicles (FTA 5339 and STIP Enhance) and information technology equipment and materials (STF Discretionary).[9] On average, YCTA received and spent over $470,000 annually on capital equipment and facilities.

Figure 4-3 Capital Funding Needs

Fund Category	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	*Average*
Capital Revenues	$1,190,000	$160,000	$50,000	$0	$963,000	*$473,000*
FTA ARRA	$28,000	$160,000				*$37,600*
FTA 5339 Bus & Facilities			$50,000		$264,000	*$62,800*
Oregon STF Discretionary					$228,000	*$45,600*
Oregon STIP Enhance					$471,000	*$94,200*
Connect Oregon IV	$1,162,000					*$232,400*

Source: Yamhill County

Historical capital funding suggests that YCTA will need to contribute some of its expected surplus funds listed in Figure 4-2 to capital expenditures. At least one state capital funding program—ConnectOregon—will exclude transit uses after implementation of the STIF program. YCTA would need to identify other funding sources for major facilities (such as new or expanded transit centers), and this change could place further reliance on existing funding shown in Figure 4-2 that may otherwise support operations expenses.

[9] The funding awards are double the amounts shown in fiscal year 2017-2018, as YCTA budgeted the expenditures for both years of the Oregon DOT 2017-2019 biennium.

Potential for Additional Revenue Sources

The analysis of future funding for YCTA is based on trends in existing YCTA funding and expectations for future YCTA revenues. YCTA can expect to receive formula funding revenues as long as it maintains compliance with FTA and ODOT rules, and meets planning and management requirements. YCTA will also continue to have access to capital funding programs that can offer large if infrequent infusion of funds for vehicles and equipment (such as the FTA 5339 Buses and Bus Facilities Grants Program and the discretionary component of the STIF program).

Funding operations creates a different and important challenge, as funds are limited from external sources. To continue to expand services, YCTA may need to generate additional local revenues in addition to the recently enacted STIF funding source. Appendix B of this Technical Memorandum provides a detailed summary of existing and potential funding sources that could be used to fund public transportation service and capital needs, including federal programs, state funds, local option taxes, and local partnerships. These sources are used by peer agencies in Oregon and around the U.S. Where possible, the summary table includes an order-of-magnitude estimate of revenues that could be generated from given local funding options, as well as an assessment of feasibility and applicability for YCTA. Some options for local dedicated funds include:

- Transit Utility Fee: A monthly utility fee of between $1 and $1.50 for each of the 34,000 households in Yamhill County (as of 2015) could generate between $400,000 and $600,000 in annual revenue if enacted countywide, or a smaller amount if enacted by individual cities. This revenue source is used in Corvallis.
- Local Option Property Tax: Used by some transit districts in Oregon, a 5-cent tax per $1,000 in property value could generate over $400,000 in annual revenue. However, property taxes are subject to "compression," which can reduces the revenue collected.
- Motor Vehicle Registration Fees: A $2 annual vehicle registration fee in Yamhill County could result in over $100,000 in annual revenues for YCTA.
- Gasoline Tax: A 1-cent tax on Yamhill County gasoline sales could return about $400,000 in annual revenue. However, gas taxes are declining based in increasing fuel efficiency and adoption of alternative vehicle fuel sources.
- Payroll Tax: A payroll tax of 1/10th of a percent of annual payroll would yield about $400,000. YCTA is a service district formed under Oregon Revised Statute (ORS) 451, which allows for a more limited taxing authority than other organizational structures in Oregon. YCTA's authority to collect a local employer payroll tax (in addition to the statewide payroll tax collected to fund the STIF program), would need to be confirmed. Several transit districts or providers in Oregon use this funding source.

Appendix B provides additional detail on public transportation funding sources.

Funding Scenarios and Service Options

Four long-range funding scenarios were considered to represent a range of funding trends and the potential for additional local funds. These scenarios range from today's $2.0 million operating budget to an annual budget of $4.5 million.

- A. Cost-neutral scenario. Assumes no change in YCTA funding sources and over time would require service reductions, given assumed inflation trends that affect costs and funding in different ways.
- B. Current trends. Represents existing budget plus expected new Oregon STIF program revenues of $1.5 million.
- C and D. Additional local funding. Varying levels of new funding ranging from $500,000 to $1.0 million in addition to the STIF program.

Figure 4-4 presents order-of-magnitude costs for a variety of *conceptual* service enhancement options that could be implemented, calculated using the unit costs presented in Figure 4-1. The potential service enhancements were identified through the Existing Conditions analysis and public and stakeholder input gathered in the initial phases of the TDP (see TM #1 and #2).

These options could be prioritized and implemented in phases within the Current Trends scenario that includes $1.5 million in revenues from the STIF program. It would cost nearly $3 million to implement all options, indicating that YCTA would need to prioritize strategies over the next 20 years to cost-effectively meet the County's transportation needs. If additional enhancements are desired beyond the level possible with new revenues from the STIF program, additional local funding sources would need to be identified.

Figure 4-5 summarizes the service options by potential service area, illustrating the level of investment in each city or transportation corridor given the conceptual service options.

The order of magnitude costs in Figure 4-4 and Figure 4-5 are only preliminary values to assist in creating future service priorities and scenarios later in the TDP. These costs also do not include potential efficiencies that could be realized from redesigning routes or modifying service levels, which will be considered in Tasks 6 and 7 of the TDP.

Further input on funding levels, priorities, and packaging of strategies will be obtained from the PAC (at PAC Meeting #2 in September 2017) and used to develop more detailed service design and cost estimates in the subsequent phases of the project.

Figure 4-4 Conceptual Transit Enhancement Options and Costs

Conceptual Service Options	Annual Hours	Estimated Annual Cost
Cost Neutral / Existing	36,900	$2,030,000
Enhancement Options		
Increase span to 7 pm and provide additional fixed-route and intercity trips	7,300	$410,000
Add evening service until 9 pm	6,100	$340,000
Add Saturday Service (McMinnville, Newberg, and Routes 11 and 33)	4,700	$260,000
Add Sunday Service (All Service Areas)	5,800	$320,000
Additional Fixed-Route Coverage in McMinnville & Newberg	3,600	$200,000
Additional General Public Dial-A-Ride Capacity in McMinnville & Newberg	4,700	$260,000
Additional evening service on Routes 11, 22, and 33	1,400	$80,000
Additional daytime trips on Routes 11 and 33	1,800	$100,000
General Public Dial-A-Ride Vehicle for Limited Countywide Service, including Shopper or other shuttle-type services (assumes 2 vehicles on weekdays)	4,700	$260,000
Additional Express trip McMinnville-Tigard and McMinnville-Newberg Connector	3,900	$220,000
30-minute fixed-route frequency in McMinnville and Newberg	9,400	$520,000
Total of All Enhancement Options	53,400	$2,970,000
Existing + All Enhancement Options	90,300	$5,000,000

Note: All enhancement option costs rounded to nearest $10,000

Source: TDP Analysis

Figure 4-5 Conceptual Transit Improvement Options and Costs By Service Area

	Existing / Cost-Neutral		With All Enhancements	
Service Area or Corridor	Annual Hours	Annual Cost	Annual Hours	Annual Cost
McMinnville	10,400	$572,000	30,700	$1,689,000
Newberg	7,500	$412,000	26,700	$1,469,000
McMinnville - Salem	2,000	$110,000	3,700	$204,000
McMinnville - Grand Ronde	3,900	$214,000	4,900	$270,000
McMinnville - Hillsboro	2,600	$143,000	4,800	$264,000
McMinnville - Newberg - Tigard	10,400	$572,000	14,900	$820,000
Limited Countywide Services	0	$0	4,700	$259,000
Total	36,800	$2,030,000	90,400	$4,975,000

Note: All costs rounded to nearest $1,000. Differences from Figure 4-4 are due to rounding.

Source: TDP Analysis

Additional details on the order-of-magnitude cost estimates are included in Appendix C.

5 SUMMARY OF KEY FINDINGS AND NEXT STEPS

SUMMARY OF KEY FINDINGS

This memo provides a revised evaluation framework, analyzes potential YCTA transit service areas based on existing and forecasted land use and transportation conditions, including information on current development plans, and provides illustrative service improvement options with order-of-magnitude cost estimates. All of this information is intended to help YCTA stakeholders understand the existing and potential future public transportation markets and how YCTA might best serve them given expected resources. The project team and stakeholders will use the information in subsequent project phases to develop service improvement and funding plans that best need the transportation needs in Yamhill County. Key findings are summarized below.

Transit Service Area Analysis

- Most residents and jobs in McMinnville and Newberg are within a quarter-mile access distance of *existing* transit routes and stops (approximately 70% and 80%, respectively). In all other Yamhill County cities, 36% of residents are within a quarter-mile of a bus stop, and nearly 60% of jobs are accessible within a quarter-mile of a bus stop.
- Existing average population and employment densities in McMinnville and Newberg generally support 60 minute bus frequencies, particularly given the relatively high employment densities in the downtown core areas.
- Based on projections from the Portland State University Population Research Center, Yamhill County is expected to grow from approximately 108,000 to nearly 137,000 residents by 2035, an increase of 27%. The vast majority of population growth is forecasted to occur within existing urban growth boundaries. Seventy percent of growth is forecasted to occur in McMinnville and Newberg. The highest growth rates would be in cities along the OR 99W and OR 18 corridors between McMinnville and Newberg.
- Oregon Employment Department data includes projected growth rates by job sector for the Mid-Willamette Valley Region for 2014-2024. If these growth rates continue, employment in Yamhill County would increase from 33,000 to nearly 43,000 jobs by 2035, an increase of over 29%. Assuming 2035 employment reflects the existing geographic distribution of job sectors, approximately two-thirds of jobs would be in McMinnville and Newberg and 10% of jobs would be in other cities. One quarter of jobs would be in unincorporated areas of the County; unincorporated areas do not have YCTA bus stops today.
- Significant planned or proposed developments include “workforce” housing on the west side of McMinnville (Hill Road and/or Baker Creek Road areas), the Riverfront District in Newberg, and the Gramor/Crestview Crossing development north of Providence Medical Center in Newberg.
- In McMinnville and Newberg, parts of these cities with transit supportive land use density do not have transit service. Additional fixed-route service is likely warranted so they have transit service comparable to areas of the cities with similar land use densities.

- In other Yamhill County cities (excluding McMinnville and Newberg), some moderate density residential areas, significant activity centers, and/or major employment areas are beyond a quarter-mile distance of the intercity bus stops. These cities lack a sufficient transit market to support regularly scheduled fixed-route service, but could be considered for additional stops on intercity routes or alternative service models to meet their transportation needs (e.g., limited general public dial-a-ride or a shopper shuttle).
- Overall, YCTA appears to be serving intercity corridors with good public transportation markets. More specific service level and transit market recommendations will be provided as part of TDP tasks 6 and 7. For example:
  - The McMinnville-Tigard (OR 99W / OR 18) corridor has the highest transit market potential, based on connections to services and jobs in McMinnville and Newberg and proximity to jobs, services, and other destinations in the Portland Metro area. It also provides a connection between other YCTA corridors and Newberg.
  - The McMinnville-Hillsboro corridor (OR 47) and McMinnville-Salem corridor (OR 99W) offer moderately high potential for growth due to proximity to jobs in the Portland and Salem Metro areas, respectively. Existing service levels have capacity to meet needs in the near-term.
  - The McMinnville-Grand Ronde corridor (OR 18) serves a major entertainment destination and provides rural intercity connections. Existing service levels have capacity to meet weekday needs, although there may be demand to support Sunday service.

  Figure 3-10 illustrates existing YCTA transit corridors and areas where providing additional service will be considered in subsequent TDP phases (Tasks 6 and 7).

Future Funding and Transit Service Cost Scenarios

- YCTA operating budgets have remained fairly steady at approximately $2 million annually. Capital costs have averaged approximately $470,000 annually over the past five years, including a one-time grant of $1.1 million to construct the McMinnville Transit Center.
- The key funding change is the Oregon State Transportation Investment Fund (STIF) that is projected to provide $750,000 to $1.5 million in new annual funding to YCTA, for use on either operating or capital purposes. The majority of these funds can be used to fund operations, but a portion should be set aside for capital equipment, such as buses.
- When it established the STIF program, the Oregon Legislature also stipulated that ConnectOregon funds could no longer be used for transit. This means YCTA will need to seek other funding sources for major capital expenditures.

NEXT STEPS

At PAC Meeting #2, the project team will solicit input from the Public Advisory Committee on the topics summarized in this document, including:

- Additional planned developments and growth areas that should be considered for future service
- General priorities for potential service enhancements
- Feasibility/need for additional funding sources and the financial scenario that should be considered for the TDP

Based on this input, in Tasks 6 and 7 of the TDP a more detailed and complete set of service solution strategies will be developed and brought to the PAC and the public for their input. A refined future service design will then be developed.

APPENDIX A

Future Employment Forecast Methodology

APPENDIX A FUTURE EMPLOYMENT FORECASTS

Figure A-1 displays the Oregon Employment Department (OED) count of jobs per sector from 2014, and forecasts for growth per sector through 2024 for the Mid-Willamette Valley region. As described in Chapter 3, this data was used to develop employment growth projections for Yamhill County cities for the purpose of analyzing transit service areas.

Figure A-1 Future Employment Forecasts by Industry, Yamhill County, 2035 (based on Mid-Willamette Valley Region Projections by Sector, 2014-2024)

Sector	2014 Jobs [1]	2014-2024 Change [2]	2014-2024 Avg Annual Change [2]	2024 Jobs [3]	2035 Jobs
Manufacturing	6,541	9%	0.85%	7,099	7,794
Health Care and Social Assistance	4,786	18%	1.77%	5,633	6,831
Educational Services	3,430	15%	1.55%	3,961	4,689
Agriculture, Forestry, Fishing and Hunting	3,118	19%	1.86%	3,697	4,528
Retail Trade	3,361	8%	0.83%	3,639	3,984
Accommodation and Food Services	2,775	10%	0.98%	3,046	3,390
Construction	1,433	19%	1.86%	1,699	2,081
Public Administration	1,466	3%	0.29%	1,509	1,558
Other Services (excluding Public Administration)	1,249	15%	1.46%	1,431	1,679
Administration & Support, Waste Management and Remediation	885	18%	1.85%	1,049	1,282
Transportation and Warehousing	930	8%	0.83%	1,007	1,102
Professional, Scientific, and Technical Services	704	17%	1.67%	821	985
Finance and Insurance	686	5%	0.50%	720	761
Wholesale Trade	552	7%	0.69%	590	636
Arts, Entertainment, and Recreation	490	9%	0.91%	535	590
Real Estate and Rental and Leasing	249	17%	1.67%	291	348
Information	211	0%	0.00%	211	211
Management of Companies and Enterprises	144	17%	1.67%	168	201
Mining	63	-6%	-0.56%	60	56
Utilities	0	8%	0.84%	-	0
Total	33,073			37,164	42,707

Notes: For the purpose of analyzing transit service areas, Yamhill County growth was extrapolated to 2035 based on 2014-2024 sector growth rates from the Mid-Willamette Valley Region. [1] Yamhill County jobs by sector from US Census Bureau, LEHD, 2014. [2] Sector growth rates for the Mid-Willamette Valley region from the Oregon Employment Department Mid-Valley 2014-2024 Employment Forecast. [3] Yamhill County jobs in 2024, assuming the sector growth rates from the Mid-Willamette Valley region forecast. [5] Yamhill County jobs in 2035, extrapolating the 2014-2024 sector growth rates from the Mid-Willamette Valley region forecast.

APPENDIX B

Public Transportation Funding Sources

APPENDIX B PUBLIC TRANSPORTATION FUNDING SOURCES

Figure B-1 summarizes potential funding options that could be used to support public transportation in Yamhill County. The information is limited to resources YCTA is eligible for either directly or with local partners and describes solicitation schedules, eligible activities, local match, and how the source applies to YCTA. Funds may be available at the local and state levels with or without formal grant solicitation processes, and YCTA can check directly with funding partners on an as-needed basis.

Figure B-1 Public Transportation Funding Options

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Federal Grants				
FTA 5310 Enhanced Mobility of Seniors & Individuals with Disabilities[1]	▪ Grants for public transit agencies that provide transportation services specifically for older adults and people with disabilities. ▪ ODOT allocates funds every two years by formula based on population. ▪ ODOT may offer discretionary grants through this program, currently on an irregular schedule. ▪ Local match is 20% capital (including purchased service) and 50% operating (limited eligibility).	▪ Designated STF agencies receive funds and manage local award process	▪ Capital ▪ Operations (limited) ▪ Nontraditional programs (e.g., travel training, mobility management)	▪ This is a long-time source of operating funding for YCTA through the FTA's "purchased service" rules allowing YCTA to pay third-party vendor costs at a capital match rate. ▪ Local agencies are eligible to apply for FTA 5310 funding via YCTA as the regional Special Transportation Fund (STF) agency. ▪ Though considered a stable funding source, program could be subject to changes in state highway funding. Over 80% of Oregon's §5310 program is Federal Highway funds the state moves to this FTA program.
FTA §5311 Formula Grants for Rural Areas[2]	▪ Capital, planning, and operations assistance that supports public transportation in rural communities with populations less than 50,000 ▪ Training and technical assistance through the Rural Transportation Assistance Program (RTAP) ▪ ODOT allocates funds every two years by formula based on ridership, population and miles. ▪ Local match is 20% capital and 50% operating	▪ Recipients – States – Native tribes or villages ▪ Subrecipients: – Local government authorities (including Yamhill County) – Nonprofit organizations – Public transportation operators (including YCTA)	▪ Planning ▪ Capital ▪ Operations	▪ This is a long-time source of operating funding for YCTA.

[1] Federal Transit Administration, Fact Sheet: Enhanced Mobility of Seniors and Individuals With Disabilities, Chapter 53 Section 5310, U.S. Department of Transportation, 2015. https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grants/37971/5310-enhanced-mobility-seniors-disabled-fact-sheet_0.pdf

[2] Federal Transit Administration, Fact Sheet: Formula Grants for Rural Areas, Chapter 53 Section 5311, U.S. Department of Transportation, 2015. https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/5311%20Rural%20Program%20Fact%20Sheet%20FAST.pdf

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
FTA §5311(f) Rural Intercity Bus	▪ ODOT uses these funds for state-supported intercity transit service (i.e., POINT routes) and for a statewide discretionary grant program. Discretionary program funds are generally very limited (i.e. < $2 million) ▪ Rural intercity bus routes are those serving multiple jurisdictions with stops generally 5 miles apart or more. ▪ Local match is 20% capital and 50% operating	▪ State ▪ Nonprofit organizations ▪ Public transportation operators (i.e., YCTA) ▪ Intercity bus service companies	▪ Capital ▪ Operations ▪ Planning	▪ YCTA has not received §5311(f) funds. ▪ YCTA routes to Hillsboro, Tigard, Salem, Grand Ronde and between Newberg and McMinnville would be eligible for §5311(f) funding. ▪ This program may change as ODOT implements STIF programs. This program is not likely to be a significant or sustainable source of ongoing funding for YCTA.
FTA 5339 Buses and Bus Facilities Grants Program[3]	▪ Replace, rehabilitate, and purchase transit vehicles and related equipment ▪ Construct transit-related facilities ▪ ODOT awards funds through a statewide discretionary program every 1 to 3 years. ▪ Local match is 20% capital.	▪ Public transportation operators ▪ State and local government entities ▪ Tribes that are eligible to receive 5307 or 5311	▪ Capital	▪ YCTA has received funds through this program. ▪ Though discretionary and competitive, YCTA can expect some funding through this program to replace aging vehicles, particularly those exceeding both age and miles useful life thresholds.
USDOT TIGER Grants Program[4]	▪ Competitive grant program for capital projects that will have a significant impact on a region, metropolitan area, or the nation. ▪ Local agencies and ODOT typically propose projects independently directly to the USDOT. ▪ TIGER program is available every 2-5 years. ▪ Local match may vary.	▪ State ▪ Local government authorities (including Yamhill County) ▪ Public transportation operators ▪ Tribal governments ▪ Metropolitan planning organizations ▪ Can be multi-jurisdictional	▪ Capital	▪ Could be used for major projects such as a transit center. ▪ Chances of award to YCTA are low.

[3] Federal Transit Administration, Fact Sheet: Grants for Bus and Bus Facilities, Chapter 53 Section 5339, U.S. Department of Transportation, 2015. https://www.transit.dot.gov/sites/fta.dot.gov/files/5339%20Bus%20and%20Bus%20Facilities%20Fact%20Sheet.pdf

[4] U.S. Department of Transportation, TIGER Grants Overview, 2015. https://www.transportation.gov/sites/dot.gov/files/docs/TIGER%20Fact%20Sheet_2015.pdf

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
USDOT TIFIA Program[5]	▪ Federal credit assistance program for surface transportation projects for: Secured loans, loan guarantees, and lines of credit. ▪ Local agencies and ODOT typically propose projects independently directly to the USDOT.	▪ States ▪ US Territories ▪ Local government authorities (including Yamhill County) ▪ Public transportation operators ▪ Private entities undertaking projects sponsored by public authorities	▪ Capital	▪ Could be used for major projects such as a transit center. ▪ YCTA may be more competitive and face fewer compliance hurdles through the Oregon Transportation Infrastructure Bank.
State	▪		▪	▪
State Transportation Investment Fund (STIF)	▪ HB2017 passed in 2017 by the Oregon Legislature created a dedicated funding source for public transportation from a payroll tax of one-tenth of one percent on wages paid to employees. 90% will be distributed by formula to eligible agencies, 5% through a discretionary program, and 4% through a discretionary program for intercity transit. ODOT will use 1% for a transit technical resource center.	▪ Mass transit districts, transportation districts, counties without a mass transit district or transportation district, and federally-recognized Indian tribes in Oregon (same as STF Agencies).	▪ To improve or expand public transportation service in Oregon.	▪ This will be a significant source of public transportation funding for YCTA by January 1, 2019. YCTA will need to manage the local project solicitation and evaluation process, as with Oregon's STF and FTA 5310 programs.
Oregon Special Transportation Fund (STF) - Formula[6]	▪ ODOT awards funds every two years to STF agencies by formula based on population.	▪ Designated STF agencies receive funds and manage local award process to any public or non-profit transit providers.	▪ Capital ▪ Operations ▪ Planning	▪ This is a long-time source of operating funds in Yamhill County. Funds may be used to match Federal funding programs. ▪ This is considered a stable funding source, though funds declined 10% between 2015-2017 and 2017-2019 funding cycles.

[5] Federal Highway Administration, Transportation Infrastructure Finance and Innovation Act (TIFIA), U.S. Department of Transportation, 2015. https://www.fhwa.dot.gov/fastact/factsheets/tifiafs.cfm

[6] Oregon Department of Transportation, Public Transportation Funding in Oregon, 2017. http://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Transit-funding-in-Oregon.pdf

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Oregon Special Transportation Fund (STF) - Discretionary[7]	▪ Grants for transit agencies providing service to older adults and people with disabilities. ▪ ODOT awards funds at irregular intervals based on available funding. ▪ Funding criteria target innovative capital, start up and pilot programs, though subject to change.	▪ Public and non-profit local transit providers apply through the local STF agency.	▪ Capital ▪ Operations ▪ Planning	▪ YCTA received a significant award for public information and technology activities in 2016. ▪ This is not considered a sustainable funding source, though a good resource for one-time, irregular funding needs.
State Transportation Improvement Program (STIP)[8] Enhance Program	▪ The Enhance program provides funding to projects that enhance, expand, or improve the transportation system. This has included public transportation capital needs. ▪ ODOT Area Commissions on Transportation prioritize and recommend Enhance projects. ▪ ODOT offers the Enhance program every 1-2 years as funding allows. ▪ The program is related to ODOT's maintenance (Fix-It) program, which includes ODOT-selected projects to maintain the roadway system statewide, including bicycle and pedestrian infrastructure. ▪ Local match is typically 20% but may vary.	▪ Local government authorities (including Yamhill County)	▪ Capital ▪ Sidewalk infrastructure	▪ YCTA received a significant award for 40-foot replacement buses in 2016. ▪ This program is primarily used for roadway infrastructure projects, including pedestrian infrastructure. ▪ This is not considered a sustainable funding source, though a possible resource for vehicles.
ConnectOregon	▪ Lottery-backed bonds to support multimodal transportation, including rail, marine, aviation and bicycle and pedestrian capital infrastructure. ▪ Local match is 30% and may vary.	▪ Local government authorities (including Yamhill County)	▪ Multimodal transportation projects ▪ Previously included transit centers	▪ Public transportation is not expected to be a directly eligible use after ODOT implements the STIF program. ▪ YCTA bus stop access could benefit from local bicycle and pedestrian infrastructure projects.

[7] Oregon Department of Transportation, Public Transportation Funding in Oregon, 2017. http://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Transit-funding-in-Oregon.pdf

[8] Oregon Department of Transportation, About the STIP. http://www.oregon.gov/ODOT/STIP/Pages/About.aspx

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Planning Grant Program (from ODOT via FTA 5303, 5304, and 5305)[9]	▪ Discretionary ODOT grant program for transit plans that lead to improved public transportation systems. ▪ ODOT awards funds through irregularly-scheduled solicitations depending on available funds, or on an as-needed basis. ▪ Local match is 20%	▪ Rural, and small urban public transportation providers	▪ Planning	▪ This offers a flexible, but one-time resource to create and maintain local public transportation plans.
Oregon Transportation Infrastructure Bank (OTIB)[10]	▪ Statewide revolving loan fund "designed to promote innovative financing solutions for transportation needs." Cities as well as transit districts are eligible to borrow from the bank. ▪ There is a funding pool set-aside for public transportation projects. Rates are typically very low and more favorable to local agencies than other loan programs.	▪ Cities ▪ Counties ▪ Transit districts ▪ Port authorities ▪ Special service districts ▪ Tribal governments ▪ State agencies ▪ Private for-profit and not-for-profit entities	▪ Transit capital projects (facilities, vehicles) ▪ Active transportation access projects on highway rights-of-way	▪ This has been resource for public transportation providers to cost-effectively secure a loan for major capital purposes. ▪ A sustainable, regular local funding source is required to demonstrate the provider can support ongoing interest costs.
ODOT Transportation Growth Management (TGM) Program	▪ TGM Grants help local communities plan for streets and land use to foster more livable, economically vital, and sustainable communities and increase opportunities for transit, walking and bicycling. ▪ ODOT solicits proposals and awards funds annually. ▪ Local match is 20%.	▪ Counties ▪ Cities ▪ Public transportation providers	▪ Planning	YCTA received an award in 2016 to develop a consultant-led Transit Development Plan (TDP). Awards are needs-based (e.g., time since last planning process), and YCTA is unlikely to require or receive an award in the near future.

[9] Oregon Department of Transportation, Public Transportation Funding Options, 2017. http://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx#2f96a75c-e0ff-4504-aae5-ec14cee35125

[10] Oregon Department of Transportation, Financial Services: Oregon Transportation Infrastructure Bank, 2017. http://www.oregon.gov/odot/about/pages/financial-information.aspx

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Local				
Transit Access (Utility) Fee	▪ A transit access (utility) fee is paid by households and businesses within a service district, and is designed to support a transit service provider over time. A transit access fee could be assessed for all households within the transit service district, or a subset. Transit access fees are typically a monthly charge of between $1 to $ 5 per household.	▪ County ▪ Cities	▪ Operations ▪ Capital ▪ Administration	▪ There are approximately 34,000 households in Yamhill County as of 2015.[11] A monthly utility fee of $1 to $1.50 per household could generate between $400,000 and $600,000 in annual revenue. ▪ The City of Corvallis assesses a transit operations fee of $2.75 for single-family residential customers and $1.90 for multi-family residential units. The fee for industrial and commercial customers varies by the type of business. The fee generated $1,100,000 in fiscal year 2015-2016; approximately $400,000 replaced property tax revenue that is now used for other services (police, fire, library, etc.).[12]
Employer Payroll Tax	▪ An employer payroll tax is a progressive tax imposed directly on the employer. The tax is based on payroll for services performed within a transit district, including traveling sales representatives and employees working from home. This tax applies to covered employees and self-employed workers.	▪ Mass Transit Districts formed under Oregon Revised Statute 267.	▪ Operations ▪ Capital ▪ Administration ▪ Equity	▪ Several transit districts or providers in Oregon use a payroll tax as their primary local funding source, including TriMet, the City of Wilsonville, the City of Sandy, the South Clackamas Transportation District, the City of Canby, and Lane Transit District. ▪ YCTA is currently a Service District, and it would need to be confirmed whether it is authorized to implement a payroll tax. ▪ A payroll tax of 1/10th of a percent of annual payroll would yield about $400,000 in 2017 dollars, costing employees about $3.90 each year.

[11] U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, Table S1101.

[12] City of Corvallis, https://www.corvallisoregon.gov/modules/showdocument.aspx?documentid=4248

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Gasoline Tax	A gas tax is a tax on the sale of gasoline for use in motor vehicles. Motorists already pay federal, state, and local taxes on motor fuel so the levy would not impose a new type of tax.	▪ State ▪ Local government authorities (including Yamhill County)	▪ Operations ▪ Capital ▪ Administration ▪ Equity	▪ Various cities and counties in Oregon have local gas taxes, ranging from $0.01 to $0.05 per gallon, including neighboring Washington and Multnomah counties.[13] Dundee is currently the only local jurisdiction in Yamhill County assessing a gas tax; Dundee's gas tax is $0.02 per gallon. ▪ Based on an average 1,226 gallons of gasoline consumed per US household per year , and approximately 34,000 households in Yamhill County as of 2015,[14, 15] a $0.01 gas tax could generate approximately $400,000 in annual revenue. ▪ However, gas tax revenues are currently on a declining trend, due to factors such as increasing vehicle fuel efficiency, and adoption of alternative vehicle fuel sources. This long-term trend is expected to continue.[16]
Property Tax	A property tax dedicated to funding public transportation is usually assessed at a rate per $1,000 of property value. Property taxes may be permanent, or temporary and need to be re-approved by voters.	▪ State ▪ Local government authorities (including Yamhill County)	▪ Operations ▪ Administration ▪ Capital ▪ Equity	▪ There are several examples of dedicated property taxes for transit in Oregon. Tillamook County has a tax of $0.20 per $1,000 in property value to fund operation of its transit system. Basin Transit (Klamath Falls) has a levy of $0.38 per $1,000 in property value. A 2001 report identified seven districts in Oregon that used property taxes to fund transit, with average annual per-capita revenues of $14.[17] ▪ With countywide assessed property values of approximately $8.3 billion,[18] a county property tax of $0.05 or $0.10 per $1,000 of property value could raise between $410,000 and $830,000 in annual revenue. ▪ Property taxes in Oregon are subject to "compression," which limits the amount of property taxes that can be collected (based on state Measures 5, 47, and 50) and can reduce the amount of revenue collected.

[13] State of Oregon, Fuels Tax Group, http://cms.oregon.gov/ODOT/CS/FTG/pages/current_ft_rates.aspx#bm3

[14] U.S. Energy Information Administration, Frequently Asked Questions: How Much Gasoline Does the United States Consume, 2017. https://www.eia.gov/tools/faqs/faq.php?id=23&t=10

[15] U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, Table S1101.

[16] Oregon Department of Transportation, Oregon State Fuel Taxes, 2017. http://www.oregon.gov/ODOT/FTG/Pages/Current%20Fuel%20Tax%20Rates.aspx

[17] Goldman, Corbett, and Wachs. Local Option Transportation Taxes in the United States, Research Report UCB-ITS-RR-2001-3, March 2001. http://www.its.berkeley.edu/publications/UCB/2001/RR/UCB-ITS-RR-2001-3.pdf

[18] Yamhill County, Summary of 2016-2017 Assessment & Tax Roll. http://www.co.yamhill.or.us/sites/default/files/2016%20Assessment%20Summary.pdf

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Local Option Sales Tax	A tax assessed on the purchase of goods or services within the jurisdiction of a taxing authority.	▪ State ▪ Local government authorities (including Yamhill County)	▪ Operations ▪ Administration ▪ Capital ▪ Equity	Sales taxes are widely used to fund transit in other states, despite not currently being used in Oregon. A specific local option sales tax can apply to tourism, collecting revenue from outside visitors. For example, Ashland collects a 9% transient occupancy tax (hotel/motel). There is an existing state lodging and hotel tax of 1%, providing an existing collection mechanism.
Motor Vehicle Registration Fee	A tax assessed on the registration of private motor vehicles within the jurisdiction of a taxing authority.	▪ Counties ▪ Special districts	▪ Operations ▪ Administration ▪ Capital ▪ Equity	As of 2016, over 113,000 private motor vehicles are registered in Yamhill County.[19] A $2 annual registration fee would generate approximately $110,000, with the assumption that at least 50% of registrations are ineligible for the fee.
System Development Charges	Systems Development Charges (SDCs) are fees paid by land developers intended to reflect the increased capital costs incurred by a municipality or utility as a result of a development. Development charges are calculated to include the costs of impacts on adjacent areas or services, such as increased school enrollment, parks and recreation use, or transit use.	▪ Local government authorities (including Yamhill County)	▪ Capital	Cities in Yamhill County currently have transportation system development charges and other fees associated with new developments. These are not linked to public transportation.
Property Access Fee, Land Value Capture, or Benefit Assessment Districts	Property access fee, land value capture, and benefit assessment districts are mechanisms for sharing transit costs with owners of property located near a transit resource who benefit directly from the proximity to the transit resource. These mechanisms help finance transit through taxes on nearby private development, where the property value increased as a result of transit investments.	▪ Local government authorities (including Yamhill County)	▪ Operations ▪ Capital ▪ Administration	

[19] Oregon Department Of Transportation, Driver And Motor Vehicle Services Division, Oregon Motor Vehicle Registrations By County (Note 1), 2016. http://www.oregon.gov/ODOT/DMV/docs/2016_Vehicle_County_Registration.pdf

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Tax Increment Financing	Tax increment financing (TIF) is the primary finance tool used within urban renewal areas. TIF is generated when an urban renewal area (URA) is designated and the assessed value of all property in the area is 'frozen.' Over time, the total assessed value in the area increases above the 'frozen base' from appreciation and new development. The value in the area greater than the frozen base is called the incremental assessed value, and taxes generated on the incremental assessed value are received by the URA, rather than other taxing districts.	▪ Urban Renewal Area	▪ TIF could only be used on capital transit projects that directly benefit the URA. Projects that benefit the broader area can only receive TIF funding proportional to the benefits the URA receives.	Could be used to fund capital improvements in conjunction with an urban renewal district within a Yamhill County city, if established in the future.
Public and Private Partnership Funding Programs				
Advertising	Advertisements: Transit providers can display paid advertisements on agency properties, including the inside and outside of fleet vehicles, bus shelters, benches, and at transit stations.		▪ Operations ▪ Administration ▪ Capital	Could be a supplementary funding source for YCTA.
Employer Transit Pass Program	Employer transit pass programs are partnerships between a transit agency and private employers, and offer employers the opportunity to purchase a transit pass for all employees, often at discounted rates. The company may be able to take a tax deduction on the cost of the transit pass. The benefit to the transit agency is an increase in ridership and in revenues.		▪ Operations ▪ Administration ▪ Capital ▪ Equity	Could be a supplementary funding source for YCTA.
Transit Pass Program	Public school districts or colleges/ universities and transit agencies sometimes partner to provide students with a transit pass, as a way for students to get to school or school-affiliated activities.		▪ Operations ▪ Administration ▪ Capital ▪ Equity	A transit pass program through direct agreement with the institutions such as the Willamette Valley Medical Center, Linfield College, and George Fox University could bring opportunities for steady funding streams while offering convenience to riders.

Program Name	Description	Eligible Agencies	Eligible Activities	Applicability/Assessment/Comments
Naming Rights / Sponsorships	Historically, the selling of naming rights to people or organizations that make a donation for a capital improvement was most common for large organizations, such as universities or hospitals. Selling naming rights has become more common among smaller organizations and some transit agencies sell naming rights to vehicles, stations, or transit corridors		▪ Operations ▪ Administration ▪ Capital	Selling naming rights may provide a small amount of revenue for transit.
Public-Private Partnerships and Joint Development	A public-private partnership is a mutually beneficial agreement between public and private entities that seek to improve the value of an asset. Transit funding from public-private partnerships are most likely to be for capital projects such as a mixed use development that combined a transit station or center.		▪ Operations ▪ Administration ▪ Capital ▪ Equity	

APPENDIX C

Conceptual Service Costing Details

APPENDIX C CONCEPTUAL SERVICE IMPROVEMENT OPTIONS DETAILS

Figure C-1 provides the cost of conceptual transit service improvements by service area. Each potential improvement includes estimated annual revenue hours required to operate the route. The estimated cost is the number of hours multiplied by YCTA's average hourly operating cost of $55.00. Revenue hours are calculated based on existing route revenue service hours, increased using assumptions regarding additional hours required to implement the strategy. These costs are provided for conceptual purposes, to assess the need for future transit funding within the TDP time horizon.

Figure C-1 Conceptual Transit Service Improvements by Service Area, Estimated Hours and Costs

Service Area	Annual Hours	Annual Cost
McMinnville		
Cost Neutral	10,400	$572,000
Increase span to 7 pm	800	$44,000
Add evening service until 9 pm	3,100	$171,000
Add Saturday Service	2,100	$116,000
Add Sunday Service	2,100	$116,000
Additional Fixed-Route Coverage	3,600	$198,000
Additional General Public Dial-A-Ride Capacity	2,300	$127,000
30-minute fixed-route frequency	6,200	$341,000
Total	30,600	$1,685,000
Newberg		
Cost Neutral	7,500	$413,000
Increase span to 7 pm	6,500	$358,000
Add evening service until 9 pm	3,000	$165,000
Add Saturday Service	2,100	$116,000
Add Sunday Service	2,100	$116,000
Addittional General Public Dial-A-Ride Capacity	2,300	$127,000
30-minute fixed-route frequency	3,100	$171,000
Total	26,600	$1,466,000
OR 99W McMinnville to Salem		
Cost Neutral	2,000	$110,000
Add Saturday Service	200	$11,000
Add Sunday Service	200	$11,000
Additional evening service	400	$22,000
Additional daytime trips	800	$44,000
Total	3,600	$198,000
OR 99W McMinnville to Tigard		
Cost Neutral	10,400	$572,000
Add Sunday Service	600	$33,000
Additional Express trip to Newberg and Tigard	3,900	$215,000
Total	14,900	$820,000
US 18 McMinnville to Grand Ronde		
Cost Neutral	3,900	$215,000
Add Sunday Service	400	$22,000
Additional evening service	500	$28,000
Total	4,800	$265,000
US 47 McMinnville to Hillsboro/MAX		
Cost Neutral	2,600	$143,000
Add Saturday Service	300	$17,000
Add Sunday Service	300	$17,000
Additional evening service	500	$28,000
Additional daytime trips	1,000	$55,000
Total	4,700	$260,000
Other Cities/Countywide Services		
General Public, Limited Countywide Dial-A-Ride Services, e.g., shopper shuttles	4,700	$259,000
OVERALL TOTAL	89,900	$4,953,000

Note: Values may differ slightly from tables in Technical Memorandum 3 due to rounding.

Source: TDP Analysis

Public Advisory Committee (PAC) Meeting #1
May 4, 2017, 6:30 – 9:00 PM

MEETING ATTENDEES

See last two pages for a list of PAC members and other meeting attendees.

MEETING OVERVIEW

YCTA Advisory Committee

The first meeting of the Yamhill County Transit Development Plan (TDP) Project Advisory Committee (PAC) started with a brief agenda for the YCTA Advisory Committee and a transit report from Cynthia Thompson.

YCTA TDP Project Advisory Committee (PAC)

The TDP consultant team led the remainder of the meeting.

TDP Project Overview

Bob Schulte provided an overview of the TDP project including a discussion of the project purpose, desired plan outcomes, steps in developing the plan, and the role of the PAC. He provided a tentative meeting schedule and the planned purpose of each meeting.

Planning Game Exercise

Oren Eshel provided an overview of a transit planning exercise designed to (1) help the project team understand the desired local outcomes and priorities and (2) help PAC members understand tradeoffs associated with providing transit service. The presentation included a review of basic principles of transit service planning.

The PAC then broke up into small groups to go through a "planning game" exercise using Remix software and an Excel spreadsheet. PAC members were asked to:

- Identify goals for "markets" to serve and how to allocate resources between commuter, local fixed route, and dial-a-ride
- Identify key regional connections
- Draw general local routes connecting key destinations
- Suggest conclusions for YCTA priorities and service design

Each small group presented its results and Stephanie Wright and Oren Eshel facilitated a brief discussion.

Transit Goals Overview

Stephanie then concluded the meeting with a brief discussion of public transportation goals, objectives, performance measures, and standards. The TDP project team will be developing draft goals for YCTA, considering existing Yamhill County, local jurisdiction, and state plans related to public transportation. Technical Memorandum (TM) #1 will be distributed for PAC review when completed.

Next Steps

- Stephanie asked the PAC members to provide input on growth and development areas in their community. This input will inform future work on where new service is needed (TM #3). A paper map was handed out and a link to an online Google My Map was also sent to PAC members.
- The project team will be distributing TM #1 for PAC review.

PLANNING GAME RESULTS/DISCUSSION

PAC members used the Remix service planning tool in small groups to explore adjustments to existing services. The sections below summarize key conclusions from the exercise and the ideas explored by PAC members. Figure 5 displays the cost of existing YCTA service (cost-neutral scenario) including a breakdown by route and service type, i.e., local fixed-route, intercity, and dial-a-ride (DAR) service. PAC members could also consider hypothetical scenarios where additional revenues are available for YCTA.

Key Conclusions

- PAC members identified a range of transit markets they felt were good candidates for YCTA service (see Figure 1) but felt service was unlikely to attract higher income individuals.
- There was a sense that additional local service is needed, and that it is necessary to more clearly educate and inform people about where local service runs—most people don't know. There are areas where additional coverage is needed.
- Responding to the share of service dedicated to intercity (commuter) service, various groups considered options to reduce the cost of YCTA intercity service in order to prioritize / reallocate resources to local service. Multiple groups explored truncating some services (e.g., Route 44 in Sherwood and Route 33 in Forest Grove), but found that the potential savings were more limited than they anticipated (15-20% of the total cost). One group considered reducing midday service.
- There were suggestions to explore increased express services, particularly during peak hours, including between McMinnville-Newberg-Tigard and between McMinnville-Newberg specifically, using the bypass when it opens.
- There was a sense that YCTA should connect *all* communities in Yamhill County together (one of the original goals for transit in Yamhill County) as well as connect to communities outside of Yamhill County.
- There was a sense that YCTA should increase the resources allocated to dial-a-ride service, particularly in McMinnville and Newberg, but there is also a need to better serve smaller communities.
- It is important to address access issues, which would allow more dial-a-ride customers to use the fixed-route services, and improve coordination between YCTA and local jurisdictions/ state agencies.

Transit Markets

Discussion of potential markets for YCTA is summarized in Figure 1.

Figure 1 Potential Transit Markets

Transit Market	Destinations or Market Characteristics	Target Market for YCTA?
▪ Low income ▪ Older adults ▪ People with disabilities	▪ Senior Center ▪ Walmart	Yes
Employment	▪ West County to Central County ▪ Job hubs in McMinnville and Newberg ▪ Agricultural jobs – Seasonal demand ▪ Weekend jobs (match hours and locations)	Yes
Shopping	▪ Shopping days for each city	Yes
Special Events	▪ Special service to festivals	Yes – but there are restrictions on public agencies providing "charter" services
Tribal Community		Yes
Higher income		No

Service Concepts

Service concepts or considerations identified by the small groups include:

- Local Service
  - General
    - Consider reviving old routes
    - Provide front door service along OR 99W; less frequency is OK. Providing more direct service to the Senior Center in McMinnville could reduce DAR demand.
    - Address needs for growth in McMinnville/Newberg, then extend to smaller communities
    - Improve efficiency by removing service on loops where no one rides the bus; in some cases DAR may be more appropriate/efficient.
  - McMinnville
    - Additional service is needed along 27th Ave
    - Additional service is needed in the vicinity of Baker & Hill Road
    - See Figure 3 for an alternative routing concept for Route 2 that would provide additional coverage along Hill Road south of 2nd Street and along Fellows Street between Hill Road and OR 99W; Route 2 currently goes outbound and inbound on 2nd Street between Hill Road and OR 99W.
  - Other Communities
    - Dial-A-Ride in each community
- Intercity Service
  - General
    - Frequency: One group suggested service every 2 hours is an acceptable service level for intercity service.

  - Weekend Service: One group suggested that weekend service could be considered less of a priority on intercity routes (currently only provided on the McMinnville-Tigard and McMinnville-Grand Ronde routes), except for Grand Ronde. Another group suggested cutting both current Saturday services.
  - One group identified McMinnville-Hillsboro and McMinnville-Newberg-Tigard as key corridors
  - Rider connections in Portland are important
- McMinnville-Salem (Route 11)
  - Identified as important for medical trips (e.g., shuttles)
- McMinnville-Hillsboro (Route 33)
  - One group suggested reducing midday service on Hillsboro route.
  - Consider providing Saturday service to Hillsboro for people going to work or going to PDX Airport
  - Multiple groups suggested considering a more convenient stop location and/or improved transfers in Forest Grove.
  - One group explored truncating Route 33 in Forest Grove, which they estimated to save about $25,000, approximately 20% of the total cost of Route 33.
- McMinnville-Newberg-Tigard (Routes 44, 45x, and 46s)
  - Multiple groups considered increasing express service in the McMinnville-Newberg-Tigard market (e.g., Route 45x). One group considered providing express service in the peak periods specifically (5 a.m. – 10 a.m, and 4 p.m. – 9 p.m.); the group wondered about the ridership impact of having fewer stops on the express service.
  - Multiple groups felt that provide more service between McMinnville and Newberg is important. One group's concept, shown in Figure 4, estimated a cost of about $140,000 annually for service every two hours between 6 a.m. and 7 p.m. on weekdays. It was also suggested that there could be express service between the two cities that uses the bypass after it opens (this would bypass Dundee).
  - Multiple groups considered truncating Route 44 in Sherwood—generally or during the midday period—and relying on connections to TriMet for travel north of Sherwood. One group's concept suggested that truncating Route 44 in Sherwood might save approximately $70,000 annually, approximately 15% of the annual cost of Route 44. Truncating service *and* reducing frequency to every two hours (currently there is high frequency at peak times) between 6 a.m. and 7 p.m. on weekdays would save about $173,000 annually, or a little over a third of the annual cost.

- Dial-A-Ride
  - Consider a shopper shuttle between McMinnville Transit Center and shopping destinations on limited days, e.g., Tuesdays and Thursdays. Figure 4 illustrates this concept.
- Infrastructure, Amenities, and Vehicles
  - Improve amenities at stops in outlying areas, e.g., Willamina, Sheridan, etc.
  - Good, well-marked stops and shelters are needed in McMinnville and Newberg
  - Due to access issues, riders use DAR service (e.g., Virginia Garcia clinic)
  - It was mentioned that there is an important role for municipalities and the state (ODOT)—they need to provide access and turnarounds for buses and coordinate when changes are planned (e.g., ODOT took out major stop areas serving Fred Meyer and Safeway in Newberg)
  - "Right-size," i.e., consider smaller, buses where appropriate

- Programs
  - Travel Training
  - Ensure fares (e.g., passes) are widely available
  - Expand use of volunteer drivers for trips in rural areas

    Consider partnerships with taxis, Lyft, and Uber where it makes sense, although it is important to consider affordability and be sensitive to the populations that typically don't use these services.

Figure 2 Shopper Shuttle Concept

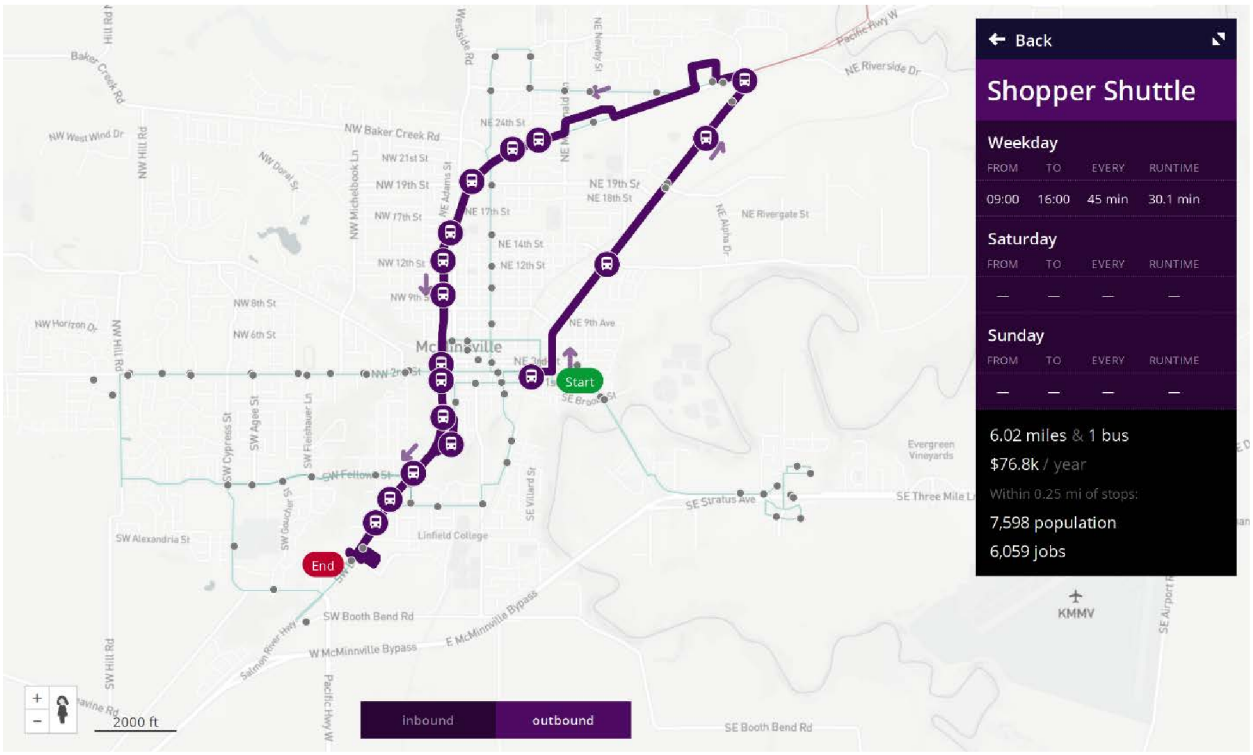


Figure 3 McMinnville Route 2 Alternative Routing Concept

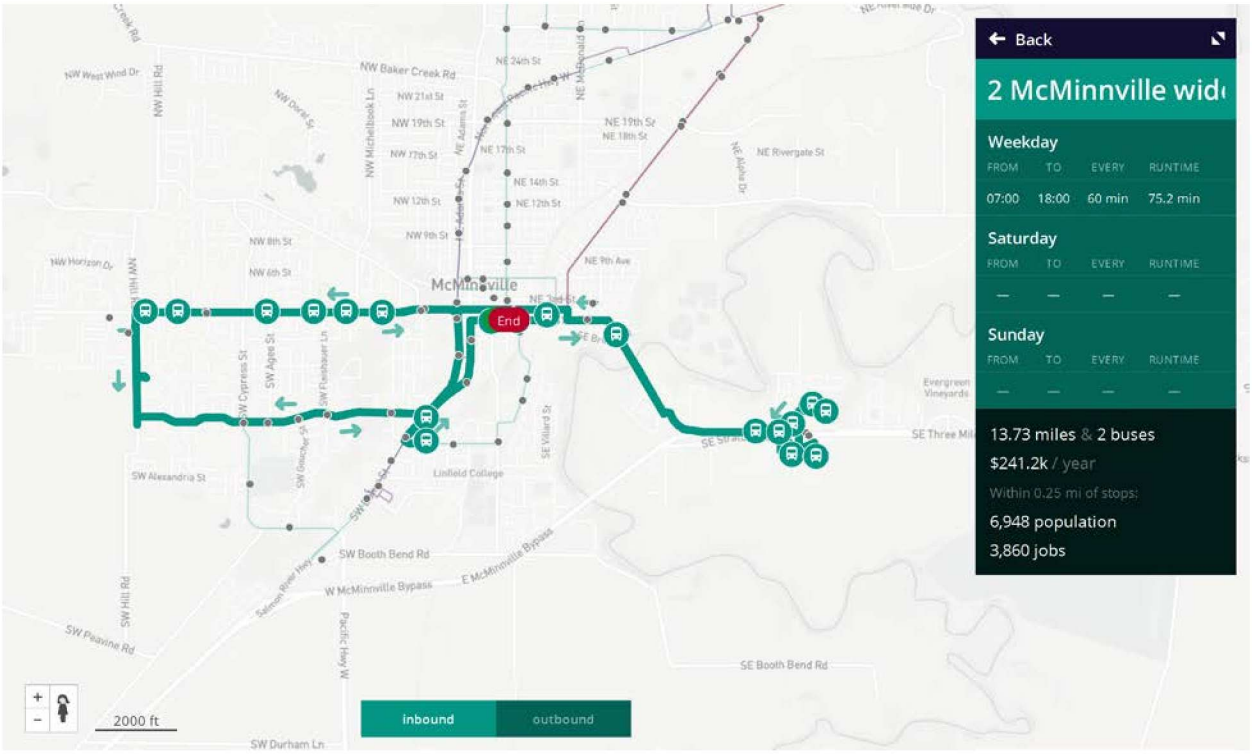


Figure 4 McMinnville-Newberg Service Concept

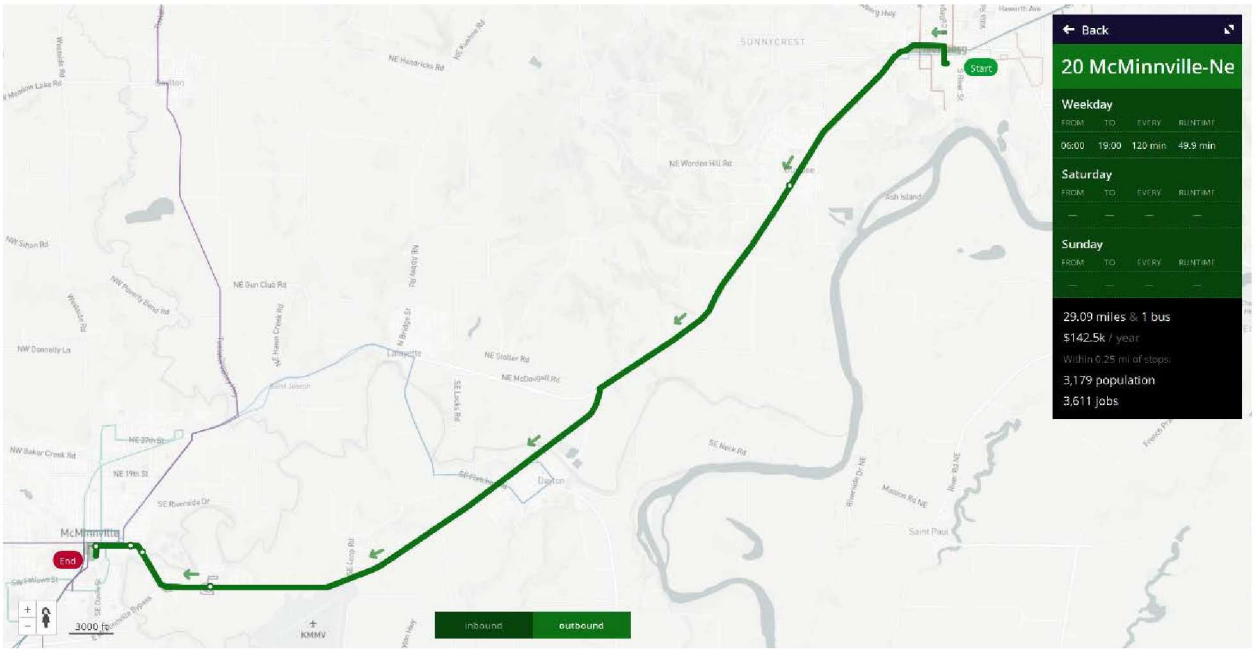


Figure 5 Planning Game Exercise – Version Showing Existing YCTA Service

INSTRUCTIONS:
1. After you develop the routes in Remix, export out the results to Excel and paste in the route names and total cost in ***Table 1: Route Details, Columns B and H***, *or enter manually.*
2. Cells with a light salmon color ( ) should be filled in by your team.
3. In Table 1, set the Service Type for each route (Commuter or Local) and assign a Priority.
4. If you wish to include local dial-a-ride service in communities throughout Yamhill County, select *Yes* or *No* from the *In Operation* column in ***Table 2: Dial-a-Ride Details***. Set the priority and # of days per week.

Table 1: Route Details

Route	Service Type	Prioritization	Annual Cost
2 McMinnville East-West Express	Local	1. Cost-neutral	$ 241,230
3 McMinnville City Loop	Local	1. Cost-neutral	$ 219,300
5 Foothills Drive	Local	1. Cost-neutral	$ 60,308
7 Providence	Local	1. Cost-neutral	$ 65,790
11 McMinnville - Salem	Commuter	1. Cost-neutral	$ 82,238
22 McMinnville - Grand Ronde	Commuter	1. Cost-neutral	$ 150,769
24S McMinnville - Grand Ronde	Commuter	1. Cost-neutral	$ 17,146
33 McMinnville - Hillsboro / MAX Link	Commuter	1. Cost-neutral	$ 128,839
44 Tigard Transit Center - McMinnville	Commuter	1. Cost-neutral	$ 457,789
45X Express McMinnville - Tigard Transit Center	Commuter	1. Cost-neutral	$ 74,014
46S	Commuter	1. Cost-neutral	$ 26,015
			$ -
			$ -
			$ -
TOTAL			$ 1,523,438

Table 2: General Public Dial-a-Ride Details*

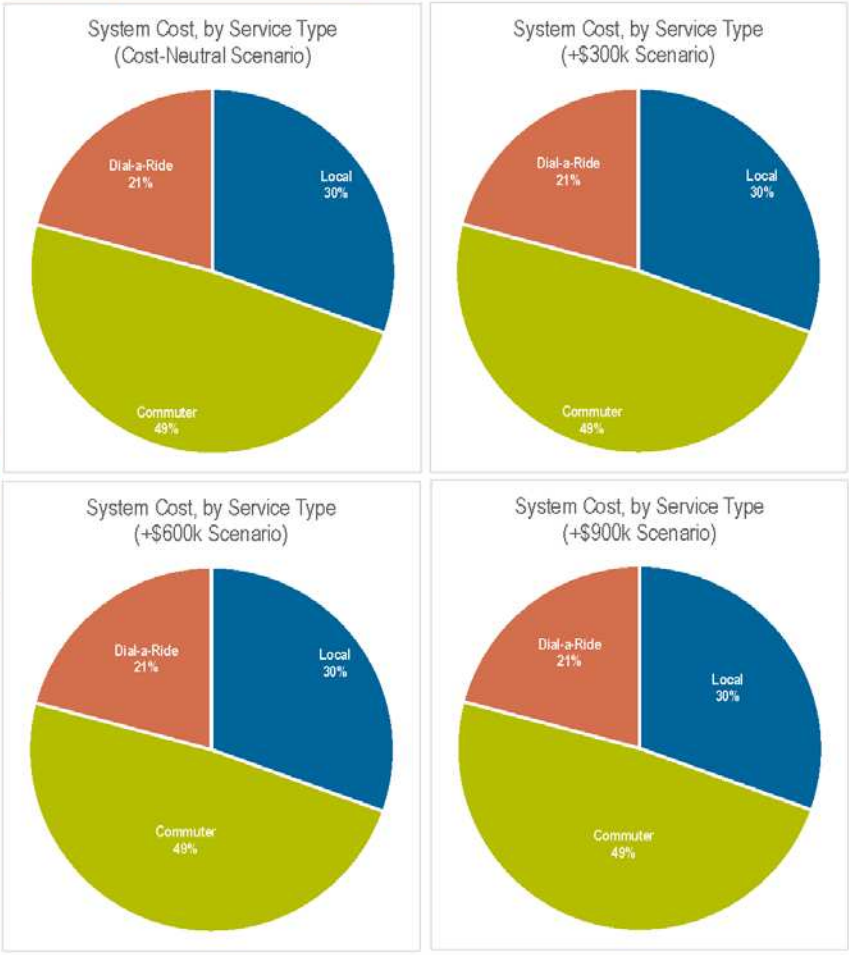
Communities Served	In Operation	Prioritization	Days per week	Vehicles	Weekly Hours	Annual Cost
McMinnville	Yes	1. Cost-neutral	5	2	90	$ 201,240
Newberg	Yes	1. Cost-neutral	5	2	90	$ 201,240
Lafayette / Dayton / Dundee / Amity / Whiteson				0	0	$ -
Sheridan / Willamina / Grande Ronde				0	0	$ -
Carlton / Yamhill / Cove Orchard / Gaston				0	0	$ -
TOTAL				4	180	$ 402,480

* Does not include ADA Paratransit within 3/4 mile of a route in McMinnville and Newburg

Table 3: System Operating Cost, by Scenario

Service Type	1. Cost-neutral	2. +$300k	3. +$600k	4. +$900k
Local	$ 587,000	$ 587,000	$ 587,000	$ 587,000
Commuter	$ 937,000	$ 937,000	$ 937,000	$ 937,000
Dial-a-Ride	$ 402,000	$ 402,000	$ 402,000	$ 402,000
TOTAL	**$ 1,926,000**	**$ 1,926,000**	**$ 1,926,000**	**$ 1,926,000**
Budget	$ 2,000,000	$ 2,300,000	$ 2,600,000	$ 2,900,000
Available funds	**$ 74,000**	**$ 374,000**	**$ 674,000**	**$ 974,000**

You have a remaining budget of: $74,000 in the Cost-Neutral scenario.



YCTA Advisory Committee, YCTA TDP Project Advisory Committee (PAC), and Other Attendees

Name	Represents	Role	Mtg #1
PAC Members			
Josh Simonson	City of Amity	YCTA Advisory Committee and PAC Member	-
Andrew (Andy) Eldien	City of Carlton	YCTA Advisory Committee and PAC Member	Yes
Scott Pingel	City of Dayton	YCTA Advisory Committee - Chair; PAC - Chair	Yes
Tim Weaver	City of Dundee	YCTA Advisory Committee and PAC Member	-
Larry Pritchett	City of Lafayette	YCTA Advisory Committee and PAC Member	Yes
Kevin Jeffries	City of McMinnville	YCTA Advisory Committee and PAC Member	-
Heather Richards	City of McMinnville, Planning Director	PAC Member	-
Scott Essin	City of Newberg	YCTA Advisory Committee and PAC Member	Yes
Brad Allen	City of Newberg, Asst City Planner	PAC Member	Yes
Paula Necas	City of Sheridan	YCTA Advisory Committee and PAC Member	-
Frank Sheridan	City of Sheridan	Liaison from STFAC to YCTA Advisory Committee and PAC Member	Yes
Kenna West	City of Willamina	YCTA Advisory Committee and PAC Member	-
Bob Sivick	City of Willamina, City Manager (outgoing)		Yes
Ken Moore	City of Yamhill	YCTA Advisory Committee and PAC Member	Yes
Chris Mercier	Grand Ronde	YCTA Advisory Committee and PAC Member	Yes
Kristi Long	NW Senior and Disabled Services	PAC Member; Also serves on STFAC	Yes
Gregorio Benavides	Unidos (affiliate)	PAC Member - Representative of Latino and LEP populations	Yes
Rick Olson	Yamhill County Commissioner, Liaison to Transit	Liaison from BOC and PAC Member	-
Paul Patridge	Yamhill County, Program Mgr DD & Veterans Services	PAC Member - Representative of Veterans and other E&D and low income populations	Yes
YCTA Staff			
Cynthia Thompson	YCTA Staff	Transit Manager	Yes
Renee Guerrero	YCTA Staff	First Transit (Service Provider), General Manager	Yes
Patty Fink	YCTA Staff Support (PF Consulting)		Yes
ODOT Staff			
Arla Miller	ODOT RPTD	Public Transit Coordinator	Yes
Naomi Zwerdling	ODOT TGM Region 2	Grant Manager	Yes

Name	Represents	Role	Mtg #1
Consultant Team			
Stephanie Wright	Nelson\Nygaard	Project consultant team	Yes
Oren Eshel	Nelson\Nygaard	Project consultant team	Yes
Bob Schulte	DKS Associates	Project consultant team	Yes
General Public			
Donna Belander	Friends of the Bus (FOB)		Yes
Martha O'Donnell	Friends of the Bus (FOB)		Yes
Florence Hoffman	Friends of the Bus (FOB)		Yes
Elena Thies	Friends of the Bus (FOB)		Yes
Mark Schiffmacher	Friends of the Bus (FOB)		Yes
John Francis	Friends of the Bus (FOB)		Yes
Caye Poc	Friends of the Bus (FOB)		Yes
Peter Shultz	Friends of the Bus (FOB) - Carlton		Yes
Gwen Jernstedt	Manager of Yamhill Carlton Volunteer Bus Program		Yes

NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: September 18, 2017 **Prepared by: Sue Ryan**

Councilors	**Roll Call**	**Consent Minutes – 8/14**	**Ord 2820 Waiver of 2nd reading**	**Ord 2820- Marijuana regulations in Airport Overlay and Bypass Interchange**	**Glass Recycling – directing staff to work with Waste Management on subscription only glass recycling residential service**	**Council Priorities**	**To not adopt Res 3407 – NMC code amendment initiation**
ANDREWS, Bob, Mayor	X	Yes	Yes	Yes	Yes	Yes	Yes
BACON, Denise	X	Yes	Yes	Yes	Yes	Yes	No
COREY, Mike	X	Yes	Yes	Yes	Yes	Yes	Yes
ESSIN, Scott	X	Yes	Yes	Yes	Yes	No	No
JOHNSON, Patrick	X	Yes	Yes	Yes	Yes	Yes	Yes
McKINNEY, Stephen	X	Yes	Yes	Yes	Yes	Yes	Yes
MURRAY, Matt	X	Yes	Yes	Yes	Yes	Yes	Yes
ROLL CALL VOTES		**YES: 7 NO: 0**	**YES: 7 NO: 0**	**YES: 7 NO: 0**	**YES: 7 NO: 0**	**YES: 6 NO: 1**	**YES: 5 NO: 2**
MOTION (1st/2nd):		McKinney/ Corey	Bacon/ Johnson	Bacon/Essin	Bacon/Murray	Murray/Corey	Johnson/Corey

Meeting adjourned at 11:10 p.m.

Councilors	**Roll Call**	**Res 3410 NBDD Police Union Contract**	**Res 3391 WCCCA MOU**	**Res 3411 Motorola Contract**			
ANDREWS, Bob, Mayor	X	Yes	Yes	Yes			
BACON, Denise	X	Yes	Yes	Yes			
COREY, Mike	X	Yes	Yes	Yes			
ESSIN, Scott	X	Yes	No	No			
JOHNSON, Patrick	X	Yes	Yes	Yes			
McKINNEY, Stephen	X	Yes	Yes	Yes			
MURRAY, Matt	X	Yes	Yes	Yes			
ROLL CALL VOTES		**YES: 7 NO: 0**	**YES: 6 NO: 1**	**YES: 6 NO: 1**			
MOTION (1st/2nd):		McKinney/ Johnson	McKinney/ Corey	McKinney/ Corey			

From: Lige & Lori Dickson <elijah.dickson@frontier.com>
Sent: Sunday, September 17, 2017 4:51 PM
To: Sue Ryan
Subject: Glass Recycling RCA for 9/18 Council meeting

Dear Newberg City Council:

I hear that the council will hear testimony this week regarding whether or not the city should offer curbside glass recycling in our community. I currently recycle my glass at the transfer station about every three months and have on interest in a mandatory curbside glass recycling in our community if it means additional fees will be added to our garbage bill.. I have no interest in paying for an additional service I will not use. However, I would support the council approving a voluntary curbside recycling for those who would like to pay for the service.

Elijah Dickson

410 Wynooski Street
Newberg, Oregon 97132