



**City Council Work Session
November 20, 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**
 - IV.A September 2017 Fund Financial Statements
[RCA Information Financial Reports - 2017-09 Sept.pdf](#)
- V. PRESENTATIONS**
 - V.A Consideration of Hearings Officer for Land Use Cases
[RCA Hearings Officer presentation.pdf](#)
- 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.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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**SUBJECT: Newberg Fund Financial Statements
for September 2017**

**Contact Person (Preparer) for this
Item: Matt Zook
Dept.: Finance**

EXECUTIVE SUMMARY:

Included with this report are the financial summary statements for September 2017. The financial statements represent the City's ongoing commitment at all levels of the organization to monitor financial status and make adjustments on a monthly basis. These are provided for your information and review, as well as an opportunity for you to ask questions and keep abreast of the financial health of the City. As you review these statements, please feel free to contact me directly in advance of the meeting with questions or comments. This will provide me with an opportunity to come to the Council Work Sessions with sufficient information to answer your questions. No formal action is required at the meeting.

HIGHLIGHTS:

The City received \$71,000 in state-shared marijuana revenue in September, the majority of which represents a one-time payment for the January 2016 – June 2017 collected revenue. The City anticipates receiving an ongoing monthly distribution as long as there is no City ban on recreational marijuana producers, processors, wholesalers, or retailers.

The FY17-18 property tax levy roll was released in mid-October by the Yamhill County Assessor. I prepared a summary of the result and included in this report after the fund financial statements.

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT			SEPT 2017			Current YTD	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF SEPT 2017	2017-18 YTD	Compare to			
				Budget	25%		
City Budget Totals							
Total Beg Fund Balance	\$ 36,900,731	\$ 40,588,918	\$ 40,588,918	110%		39,824,311	
Total Revenues	60,502,700	3,288,367	10,040,250	17%		9,288,071	
Total Beg Fund Bal & Revenues	97,403,431	43,877,285	50,629,168			49,112,381	
Total Expenses	71,272,809	4,322,263	11,583,278	16%		10,787,855	
Total Contingencies / Reserves	26,130,622	-	-	0%		-	
Total Exp & Contingen / Reserves	97,403,431	4,322,263	11,583,278	12%		10,787,855	
Total Monthly & YTD Net Gain / (Loss)		\$ (1,033,896)	\$ (1,543,028)				
Total Ending Fund Balance			\$ 39,045,890			38,324,526	
City Services							
General Fund (01)							
Beg Fund Balance	\$ 3,077,675	\$ 3,563,186	\$ 3,563,186	116%		3,313,037	
Revenues							
General Government	-	-	-	0%		-	
Municipal Court	12,777	879	3,719	29%		4,192	
Police	1,060,968	84,590	307,764	29%		289,668	
Fire	363,258	-	-	0%		-	
Communications	41,483	-	10,690	26%		11,224	
Library	116,430	4,081	12,137	10%		10,432	
Planning	708,100	24,960	208,606	29%		200,826	
Property Taxes	7,855,522	26,153	96,630	1%		148,214	
Other Taxes	66,400	-	-	0%		25	
Franchise Fees	1,520,823	67	145	0%		26	
Intergovernmental	1,387,137	181,779	423,633	31%		316,639	
Miscellaneous	2,244,616	163	661	0%		2,282	
Interest	21,233	497	3,864	18%		844	
Transfers	1,174,924	41,272	123,815	11%		84,553	
Revenue Total	16,573,671	364,441	1,191,662	7%		1,068,924	
Expenses							
General Government	210,073	10,921	62,819	30%		80,071	
Municipal Court	312,131	23,594	74,972	24%		92,322	
Police	6,835,552	539,900	1,577,561	23%		1,480,729	
Fire	3,866,703	322,397	966,848	25%		959,422	
Communications	3,509,676	87,408	296,873	8%		274,149	
Library	1,767,171	129,938	366,371	21%		320,270	
Planning	1,262,702	62,927	196,180	16%		229,011	
Transfers	143,834	17,563	19,864	14%		39,116	
Contingency	643,504	-	-	0%		-	
Unappropriated Ending Balance	1,100,000	-	-	0%		-	
Total Expenses	19,651,346	1,194,649	3,561,488	18%		3,475,090	
Monthly & YTD Net Gain / (Loss)		\$ (830,208)	\$ (2,369,826)				
Ending Fund Balance			\$ 1,193,360			906,871	

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT			SEPT 2017			Current YTD	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF SEPT 2017	2017-18 YTD	Compare to			
				Budget			
				25%			
<u>Public Safety Fee (16)</u>							
Beg Fund Balance	\$ 109,612	\$ 171,437	\$ 171,437	156%	163,546		
Revenues	496,809	42,150	125,157	25%	123,018		
Expenses	542,792	31,807	92,116	17%	148,443		
Contingencies / Reserves	63,629	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 10,343	\$ 33,042				
Ending Fund Balance			\$ 204,479		138,121		
<u>EMS (05)</u>							
Beg Fund Balance	\$ 87,036	\$ 79,659	\$ 79,659	92%	1,245,742		
Revenues	501,000	43,124	130,792	26%	281,746		
Expenses	551,741	51,508	143,464	26%	484,697		
Contingencies / Reserves	36,295	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ (8,383)	\$ (12,673)				
Ending Fund Balance			\$ 66,987		1,042,792		
<u>911 Emergency (13)</u>							
Beg Fund Balance	\$ 23,357	\$ 19,080	\$ 19,080	82%	10,713		
Revenues	221,000	-	18	0%	(0)		
Expenses	224,876	14,705	45,272	20%	46,325		
Contingencies / Reserves	19,481	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ (14,705)	\$ (45,253)				
Ending Fund Balance			\$ (26,173)		(35,612)		
<u>Civil Forfeiture (03)</u>							
Beg Fund Balance	\$ 25,234	\$ 25,268	\$ 25,268	100%	24,302		
Revenues	200	30	89	44%	759		
Expenses	25,434	-	-	0%	-		
Contingencies / Reserves	-	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 30	\$ 89				
Ending Fund Balance			\$ 25,357		25,060		
<u>Library Gift & Memorial (22)</u>							
Beg Fund Balance	\$ 63,516	\$ 88,497	\$ 88,497	139%	92,550		
Revenues	135,600	1,969	3,625	3%	4,671		
Expenses	160,000	19,967	31,818	20%	17,137		
Contingencies / Reserves	39,116	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ (17,998)	\$ (28,192)				
Ending Fund Balance			\$ 60,304		80,084		

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT			SEPT 2017			Current YTD	2016-17 PRIOR YTD
FUNDS	2017-18	MONTH OF	2017-18				
	BUDGET	SEPT 2017	YTD				
					Compare to Budget 25%		
<u>Building Inspection (08)</u>							
Beg Fund Balance	\$ 932,354	\$ 1,107,774	\$ 1,107,774	119%	746,431		
Revenues	825,318	67,290	196,540	24%	324,925		
Expenses	706,767	52,487	166,762	24%	133,408		
Contingencies / Reserves	1,050,905	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 14,803	\$ 29,778				
Ending Fund Balance			\$ 1,137,553		937,948		
<u>Streets (Operating) (02)</u>							
Beg Fund Balance	\$ 489,326	\$ 736,256	\$ 736,256	150%	816,245		
Revenues	1,956,204	232,764	382,596	20%	245,691		
Expenses	2,349,591	156,672	527,807	22%	519,607		
Contingencies / Reserves	95,939	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 76,092	\$ (145,211)				
Ending Fund Balance			\$ 591,045		542,329		
<u>Water (Operating) (07)</u>							
Beg Fund Balance	\$ 8,874,908	\$ 8,988,958	\$ 8,988,958	101%	7,784,122		
Revenues	5,877,525	761,271	2,272,509	39%	2,010,935		
Expenses	6,024,114	301,817	903,356	15%	929,766		
Contingencies / Reserves	8,728,319	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 459,455	\$ 1,369,154				
Ending Fund Balance			\$ 10,358,112		8,865,291		
<u>Wastewater (Operating) (06)</u>							
Beg Fund Balance	\$ 10,812,028	\$ 11,959,292	\$ 11,959,292	111%	12,445,970		
Revenues	8,147,159	671,955	2,032,206	25%	1,870,313		
Expenses	11,148,750	1,274,707	2,181,042	20%	2,279,367		
Contingencies / Reserves	7,810,437	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ (602,753)	\$ (148,836)				
Ending Fund Balance			\$ 11,810,456		12,036,916		
<u>Stormwater (Operating) (17)</u>							
Beg Fund Balance	\$ 898,152	\$ 1,028,251	\$ 1,028,251	114%	1,169,140		
Revenues	1,488,924	118,999	383,715	26%	340,459		
Expenses	2,174,253	229,815	625,323	29%	364,045		
Contingencies / Reserves	212,823	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ (110,817)	\$ (241,608)				
Ending Fund Balance			\$ 786,643		1,145,554		

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT			SEPT 2017		Current YTD Compare to Budget 25%	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF SEPT 2017	2017-18 YTD			
<u>Administrative Support (31)</u>						
Beg Fund Balance	\$ 553,185	\$ 728,861	\$ 728,861	132%		474,296
Revenues	4,750,352	356,532	1,151,596	24%		1,085,495
Expenses						
City Manager	640,981	45,070	138,423	22%		97,553
Human Resources	216,501	16,116	49,817	23%		35,764
Emergency Management	-	-	-	0%		-
Finance	734,726	53,712	179,196	24%		168,259
Gen Office(Postage/Phones)	177,289	11,877	34,768	20%		35,224
Utility Billing	323,036	24,632	87,702	27%		79,487
Information Technology	1,071,444	74,685	326,212	30%		285,896
Legal	480,443	40,375	109,950	23%		105,710
Fleet Maintenance	208,735	20,476	56,619	27%		43,099
Facilities Repair/Replacement	835,675	78,374	185,773	22%		89,820
Insurance	366,446	-	298,368	81%		289,899
Transfers	3,362	280	841	25%		6,884
Contingencies / Reserves	244,898	-	-	0%		-
Total Expenses	5,303,536	365,597	1,467,668	28%		1,237,595
Monthly & YTD Net Gain / (Loss)		\$ (9,065)	\$ (316,072)			
Ending Fund Balance			\$ 412,789			322,197
<u>Capital Improvement Projects</u>						
<u>Streets CIP's (18)</u>						
Beg Fund Balance	\$ 168,396	\$ 168,834	\$ 168,834	0%		165,646
Revenues	4,937,000	66,003	234,490	5%		299,651
Expenses	4,935,000	65,788	233,584	5%		298,883
Contingencies / Reserves	170,396	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 215	\$ 906			
Ending Fund Balance			\$ 169,740			166,414
<u>Water / Wastewater / Stormwater CIP's (04)</u>						
Beg Fund Balance	\$ -	\$ -	\$ -	0%		-
Revenues	7,135,000	358,244	967,944	14%		405,193
Expenses	7,135,000	358,244	967,944	14%		405,193
Contingencies / Reserves	-	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ -	\$ -			
Ending Fund Balance			\$ -			-
<u>Street SDC (42)</u>						
Beg Fund Balance	\$ 2,965,113	\$ 2,936,734	\$ 2,936,734	99%		2,824,984
Revenues	2,365,125	17,343	221,088	9%		139,346
Expenses	3,971,000	6,682	10,408	0%		94,456
Contingencies / Reserves	1,359,238	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 10,661	\$ 210,680			
Ending Fund Balance			\$ 3,147,415			2,869,874

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT			SEPT 2017			Current YTD	2016-17 PRIOR YTD	
FUNDS	2017-18	MONTH OF	2017-18					
	BUDGET	SEPT 2017	YTD					
				Compare to Budget	25%			
Water SDC (47)								
Beg Fund Balance	\$	298,518	\$	572,610	\$	572,610	192%	821,631
Revenues		734,713		5,962		119,912	16%	236,922
Expenses		1,028,931		310		775	0%	3,944
Contingencies / Reserves		4,300		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	5,651	\$	119,137		
Ending Fund Balance					\$	691,747		1,054,609
Wastewater SDC (46)								
Beg Fund Balance	\$	4,516,526	\$	5,106,412	\$	5,106,412	113%	4,527,496
Revenues		830,000		20,722		165,979	20%	449,944
Expenses		1,579,724		151,366		351,469	22%	27,015
Contingencies / Reserves		3,766,802		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	(130,644)	\$	(185,490)		
Ending Fund Balance					\$	4,920,922		4,950,426
Stormwater SDC (43)								
Beg Fund Balance	\$	94,806	\$	106,284	\$	106,284	112%	167,567
Revenues		71,200		455		5,697	8%	14,530
Expenses		55,000		7,829		19,395	35%	35,237
Contingencies / Reserves		111,006		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	(7,375)	\$	(13,698)		
Ending Fund Balance					\$	92,586		146,860
Debt								
Debt Service (General Op) (09)								
Beg Fund Balance	\$	36,946	\$	38,270	\$	38,270	104%	216,728
Revenues		743,425		21,572		63,258	9%	58,175
Expenses		736,006		-		-	0%	4,335
Contingencies / Reserves		44,365		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	21,572	\$	63,258		
Ending Fund Balance					\$	101,528		270,568
City Hall (10)								
Beg Fund Balance	\$	512,086	\$	552,745	\$	552,745	108%	509,076
Revenues		93,000		3,132		31,266	34%	40,771
Expenses		108,486		-		-	0%	-
Contingencies / Reserves		-		-		-	0%	-
Unappropriated Ending Balance		496,600		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	3,132	\$	31,266		
Ending Fund Balance					\$	584,011		549,847

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT		SEPT 2017				Current YTD	2016-17 PRIOR YTD	
FUNDS		2017-18 BUDGET	MONTH OF SEPT 2017	2017-18 YTD	Compare to			
					Budget			
					25%			
Reserves								
PERS Stabilization Reserve (25)								
Beg Fund Balance	\$	179,255	\$	179,840	\$	179,840	100%	-
Revenues		-		159		527	0%	44,754
Expenses		179,255		14,987		44,960	25%	-
Contingencies / Reserves		-		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	(14,827)	\$	(44,433)		
Ending Fund Balance					\$	135,407		44,754
Vehicle / Equipment Replacement (32)								
Beg Fund Balance	\$	1,372,748	\$	1,431,306	\$	1,431,306	104%	1,176,384
Revenues	\$	1,114,077	\$	109,895	\$	301,740	27%	202,194
Expenses								
General Government		-		-		-	0%	1,544
City Manager's Office		1,468		-		-	0%	-
Human Resources		1,013		-		-	0%	-
Finance		17,496		-		-	0%	-
Information Technology		76,396		-		68,272	89%	102,464
Legal		423		-		-	0%	-
Municipal Court		4,114		-		-	0%	-
Police		461,425		10,464		76,785	17%	9,051
Communications		153,488		-		-	0%	-
Library		13,103		-		-	0%	-
Planning		2,975		-		-	0%	-
Building		26,412		-		-	0%	-
PW Administration		1,556,524		-		-	0%	-
Fleet Maintenance		11,048		76		190	2%	83
Facilities Repair/Replacement		160,940		-		11,064	7%	1,760
Contingencies / Reserves		-		-		-	0%	-
Total Expenses		2,486,825		10,540		156,312	6%	149,151
Monthly & YTD Net Gain / (Loss)			\$	99,355	\$	145,428		
Ending Fund Balance					\$	1,576,735		1,229,427

SUMMARY REPORT

SEPT 2017

SUMMARY REPORT			SEPT 2017		Current YTD Compare to Budget 25%	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF SEPT 2017	2017-18 YTD			
Community Projects						
Cable TV Trust (23)						
Beg Fund Balance	\$ 37,825	\$ 37,897	\$ 37,897	100%		37,504
Revenues	200	45	133	67%		80
Expenses	38,025	-	-	0%		-
Contingencies / Reserves	-	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 45	\$ 133			
Ending Fund Balance			\$ 38,030			37,585
Economic Development (14)						
Beg Fund Balance	\$ 522,129	\$ 617,748	\$ 617,748	118%		570,191
Revenues	457,771	7,584	25,657	6%		23,490
Expenses	847,332	1,138	17,354	2%		5,372
Contingencies / Reserves	132,569	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 6,446	\$ 8,303			
Ending Fund Balance			\$ 626,051			588,309
Transient Lodging Tax (19)						
Beg Fund Balance	\$ 250,000	\$ 343,718	\$ 343,718	137%		149,857
Revenues	1,047,427	16,727	32,086	3%		15,574
Expenses	1,297,427	11,648	34,963	3%		34,656
Contingencies / Reserves	-	-	-	0%		-
Monthly & YTD Net Gain / (Loss)		\$ 5,078	\$ (2,876)			
Ending Fund Balance			\$ 340,842			130,774

CITY OF NEWBERG
FISCAL YEAR 2017-18 PROPERTY TAX REPORT
prepared November 7, 2017

	FY16-17		FY17-18		Comparisons			
	(A)		(B)	(C)	(A) vs (C)		(B) vs (C)	
	Levy		Budgeted	Levy	FY16-17 Levy vs FY17-18 Levy		FY17-18 Budget vs FY17-18 Levy	
Tax Assessed Value	\$1,780,615,477		\$1,857,181,943	\$1,855,195,277	\$74,579,800	4.19%	(\$1,986,666)	-0.11%
Permanent Rate	4.3827		4.3827	4.3827				
Levy (AV x Perm Rate)	\$7,803,903		\$8,139,471	\$8,130,764	\$326,861	4.19%	(\$8,707)	-0.11%
Additional Taxes & Penalties	\$53,214		\$0	\$0	(\$53,214)		\$0	
Total Amount to be Raised	\$7,857,117		\$8,139,471	\$8,130,764	\$273,647	3.48%	(\$8,707)	-0.11%
 Anticipated Tax Revenue & Coll. Rate	\$7,307,905	93%	\$7,570,522	\$7,562,424	\$254,519	3.48%	(\$8,098)	-0.11%
Actual Receipts & Coll. Rate	\$7,377,398	94%						
Collections above estimate	\$69,493		(\$7,570,522)	(\$7,562,424)				

Analysis : Tax Assessed Value increased by \$74.5 million (4.19%) between FY16-17 and FY17-18. This is \$2 million lower than anticipated in the FY17-18 Budget, which anticipated a \$76.5 million (4.30%) increase. The net effect on revenue to the City as a result of the lower Tax Assessed Value is \$(8,707) (before discount for uncollectibles). In addition, the FY17-18 levy does not include any Additional Taxes & Penalties as it did on the FY16-17 levy, nor did the City anticipate this in the FY17-18 budget, as this information is unknown during the budget preparation process. After applying the 93.01% collection rate, the Anticipated Tax Revenue is only \$8,098 lower than budgeted for Current Year Taxes, which represents a 0.1% deviation from the budgeted revenue. As shown in FY16-17, Actual Receipts (\$7,377,398) came in higher than anticipated receipts (\$7,307,905) by \$69,493, or 1% of anticipated Tax Revenue. If FY17-18 Actual Receipts come in 1% higher than anticipated (i.e. 94% of levy rather than 93% of levy), then the (\$8,098) lower anticipated revenue could turn into \$80,000 higher-than-anticipated revenue.

Summary : While the Tax Assessed Value did not increase as anticipated, the impact on the FY17-18 budget is minimal, and actual receipts may still be received greater than anticipated. City staff is sharpening the projection of tax assessed growth by using lead measures such as new development information from the Community Development Department for inclusion in long-range financial planning.

Consideration of Hearings Officer for Land Use Cases

Newberg City Council Work Session
November 20, 2017

Quasi-Judicial Proceedings

- Quasi-Judicial reviews are hard and infrequent before the City Council.
- Issues of Ex parte, Bias and Conflict of Interest complicate Quasi-Judicial proceedings.
- Land use cases are mechanical and require application of criteria.
- Can not legislate from the floor on Quasi-Judicial cases.

There Are Other Options Available

- Staff will provide an overview of the issue and options.
- At the end inform staff if:
 - No not interested in Hearing Officer option.
 - Desire more information on the Hearings Officer option.
 - Yes interested and come back with proposal options.

Hearings Officer

- ORS 227.165 - Planning and zoning hearings officers; duties and powers. A city may appoint one or more planning and zoning hearings officers, to serve at the pleasure of the appointing authority. Such an officer shall conduct hearings on applications for such classes of permits and zone changes as the council designates.
- A Hearing Officer is a land use specialist under contract with the City.
- A Hearings Officer could be inserted in different ways into the review process.

Where In the Process Could A Hearing Officer be Utilized

HO	PC	PC	HO
PC	HO	HO	PC
CC	CC		

HO = Hearings Officer

PC = Planning Commission

CC = City Council

What Could Go To A Hearings Officer

- Annexations
- Comp Plan Amendments
- Conditional Use Permits
- Zone Changes
- Planned Unit Developments
- Subdivisions
- Appeals

Land Use Review Type Processes

Type 1

Administrative
(limited appeals)
(clear & objective)

Appeal #1 Planning Comm

Appeal #2 City Council

Appeal #3 LUBA

Type II

Administrative
(Limited discretion)

Planning Comm

City Council

LUBA

Type III

Planning Comm
(Discretion)

City Council

LUBA

Examples of Local Government That Use Hearings Officers

- Happy Valley
- Talent
- Keizer
- Bandon
- Tigard
- Gresham
- Eugene
- Portland
- Clatsop County
- Warrenton
- Ontario
- Sherwood
- North Bend
- Bend
- Salem
- Beaverton
- Washington County
- Clackamas County

Questions?



**City Council Business Session
November 20, 2017 - 7:00 PM
Public Safety Building 401 East Third Street**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

- IV.a Chehalem Valley Chamber of Commerce presentation
[RCA Chamber Report.pdf](#)

V. CITY MANAGER'S REPORT

VI. COUNCIL APPOINTMENTS

- VI.a Appointment of Adam Lundstrom to Citizens Rate Review Committee
[RCA CRRC Committee appointment](#)

VII. 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)

VIII. CONSENT CALENDAR

- VIII.a A Resolution authorizing expenditure of Fund 14 – Economic Development Fund resources in the amount of \$5,000 to prepare an appraisal and develop a Request for Qualifications or Request for Proposals for the Butler Property at 411 E First Street
[RCA Resolution 2017-3420 .doc](#)
- VIII.b Resolution Declaring an Intent to Reimburse the City for Expenditures of the WCCCA Emergency Communications System Upgrade Project paid prior to the Issuance of Tax-Exempt Financing
[RCA & Reso 2017-3408 Reim Resolution.docx](#)
- VIII.c Council Minutes 11/6/17
[RCA Council Minutes 11-6-17](#)

IX. PUBLIC HEARINGS

- IX.a Resolution 2017-3390, Supplemental Budget #1 for Fiscal Year 2017-2018
[RCA Resolution 2017-3390.docx](#)

X. NEW BUSINESS

- X.a Newberg 2030 Project Update – Land Conservation and Development Commission
Policy Agenda and Next Steps
[RCA Information Newberg 2030.doc](#)
[Attachment 1 DLCD Staffing Schedule.pdf](#)
- X.b RCA Council Priorities Update
[RCA Council Priorities Update Nov 2017](#)
[RCA Council Priorities Update attachment](#)
[Council Priorities Information Technology Plan](#)

XI. COUNCIL BUSINESS

XII. 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.

City Council Agenda Item Report

Agenda Item No. 2016-324

Submitted by: Sue Ryan

Submitting Department: City Manager

Meeting Date: November 20, 2017

SUBJECT

Chehalem Valley Chamber of Commerce presentation

Recommendation:

ATTACHMENTS

- [RCA Chamber Report.pdf](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

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

**SUBJECT: Chehalem Valley Chamber of
Commerce quarterly report**

**Contact Person (Preparer) for this
Item: Sheryl Kelsh
Dept.:**

EXECUTIVE SUMMARY:

Sheryl Kelsh, executive director for the Chehalem Valley Chamber of Commerce, will present on the Chambers' quarterly report to City Council.

walk-in visitors: 7,570

website sessions: 1,572

State Wine Sales Increased Thanks to Tasting Room Visits

Recent Nielsen data shows Oregon wine sales increased 17 percent nationally in the 12-month period ending in July—an increase from the 14 percent pace recorded at the end of 2016.

Oregon's wine sales growth rate of 17% compares to:

2.3% growth for Washington

3% growth for California

2.8% growth for U.S. table wine overall

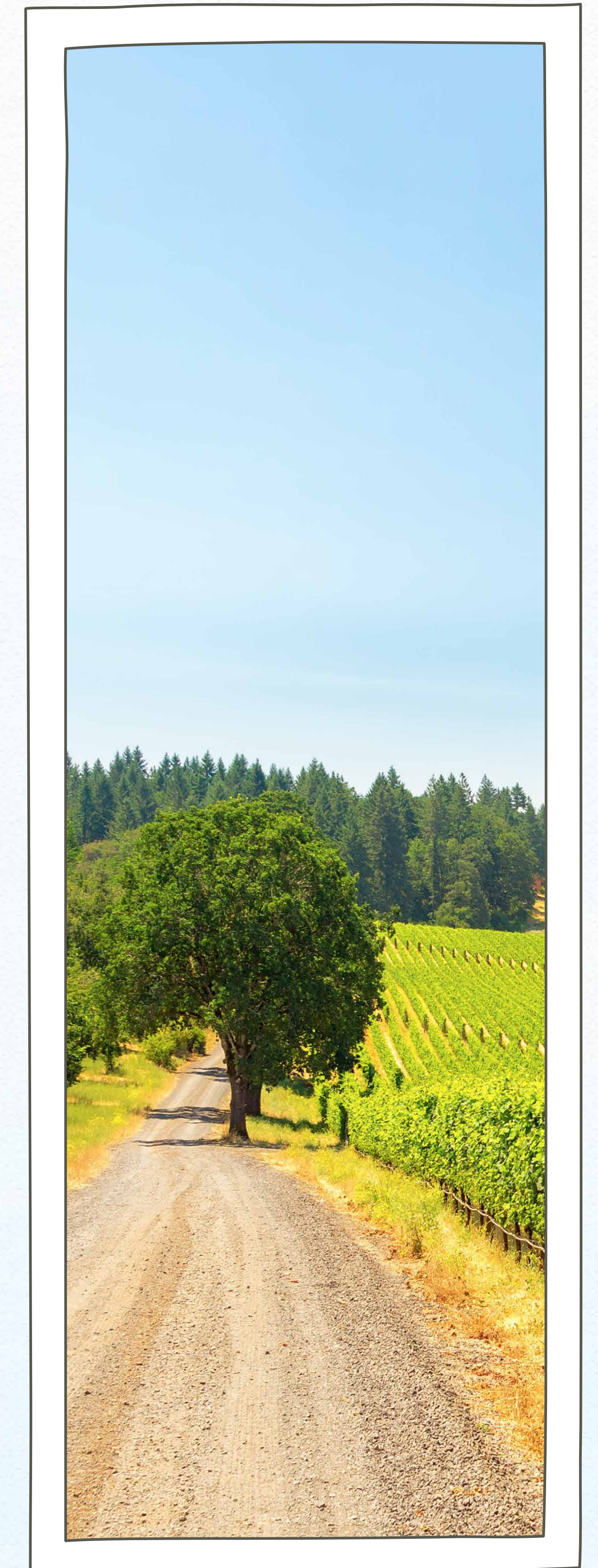
And, there's plenty of room to grow as Oregon's roughly 3.2 million cases shipped around the world each year equates to about 1.1 percent of the wine produced in the United States. Total wineries in Oregon increased from 702 to 725 in 2016. Four of the new wineries are in the Willamette Valley AVA, which accounts for over 500 of the state's wineries.



Oregon Vineyard and Winery Census Report Released

The Southern Oregon University Research Center (SOURCE) released the 2016 Oregon Vineyard and Winery Census Report comparing a variety of aspects, including acres planted, yields, varieties grown, the value of production and cases sold among other things. Here are a few of the highlights:

- Tasting rooms were largely responsible for consumer sales in Oregon, constituting a whopping 63,536 increase in case sales in 2016 over 2015. Cases sold nationally were up 223,170 in the same timespan.
- Oregon wine sales continue to advance 3% in their home state.
- Case sales increased 10% to nearly 3.4 million in 2016, helped along by a 14% jump in national sales. Dollar amount for this is \$529,075,387 compared with \$470,650,919 for 2015.
- Canada leads the way for exporting Oregon wines, accounting for 41% of international sales.
- Pinot noir accounts for 64% of all planted acreage and 57% of production.
- Yields were mixed with varieties such as Pinot Blanc, Pinot Gris, and Pinot Noir seeing reductions, with varieties including Riesling, Syrah, and Merlot seeing increases.
- The North Willamette Valley continues to lead the state with 73% of total tons crushed.

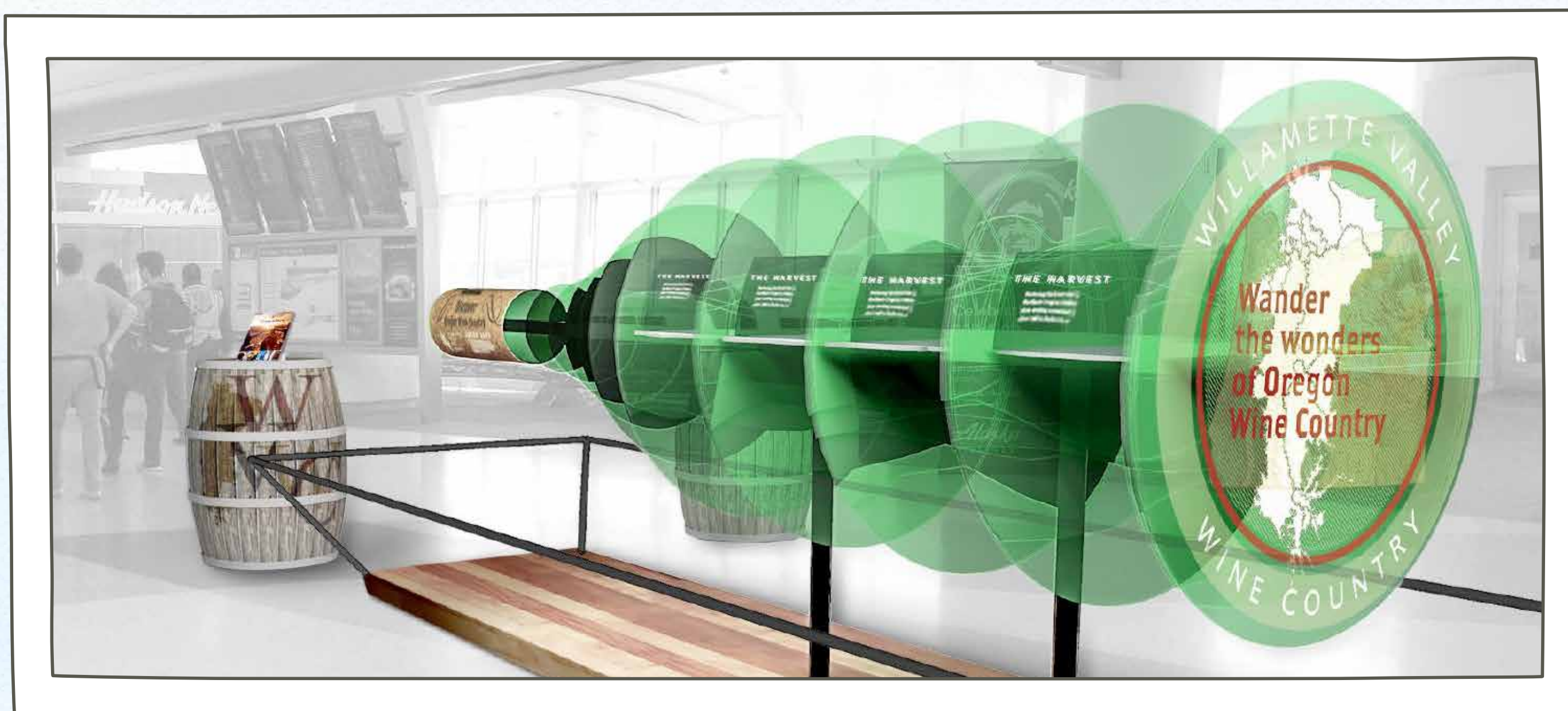


Oregon Wine Country Experience at the San José Airport

The Willamette Valley Visitors Association and Alaska Airlines launched an original Oregon Wine Country experience at the San José airport on August 28th. This creative, immersive, impactful display promises to educate, inspire and entertain travelers on the go, and offers a chance to win a four-night adventure package to the Willamette Valley.

The project, funded through the 2015-2017 Oregon Wine Country Plate funds which are intended to support tourism efforts, will reside at the San José Airport for one month, then on to a new destination for continued promotion of the Willamette Valley.

The massive Pinot noir wine bottle contains a world of miniatures that entice travelers to take a closer look at what Oregon Wine Country has to offer, and perhaps, inspire their next trip. A peek inside the bottle gives travelers a look at how the finicky Pinot noir grape flourished in the Willamette Valley despite conventional wisdom. Wine varietals, topography and soil types are highlighted in the display, but travelers will also be delighted by details such as lush landscapes, independent craftspeople, small towns, waterfalls, wildlife and more.



Public Relations Summary

July 5, 2017

Media Call-out for Jane Mundy

We are excited to welcome Jane Mundy, writer for the Canadian daily newspaper *The Providence*, from August 10-16. The online/print circulation for the paper is 475,000. Jane has three feature stories confirmed that are each approximately 700 words with photos. These stories will focus on general travel in Oregon.

July 11, 2017

Finalize FAM for *BC Living*

We are excited to welcome Bianca Bujan, writer for *BC Living*, to Oregon from July 21-24. She has a confirmed assignment up to 1000 words and her story will feature Oregon as girlfriend's weekend getaway from Vancouver and will highlight experiencing Portland and the Willamette Valley as a wine/beer newbie. She is thrilled to come to Oregon and while she has driven through the state, this will be her first official visit. Bianca will be traveling with her friend Grace Raffai. They only need one room with two beds. This is a great opportunity for a unique and fun story angle!

July 15, 2017

KOL China FAM

Travel Oregon, in partnership with Alamo Rental Car-China, have been afforded the amazing opportunity to host three key opinion leaders from China from July 15-20:

Liu Shang is a prominent photographer and influential self-drive travel idol. He is also the chief photographer of the Trends Media Group, to which the *Chinese National Geographic* and *National Geographic Traveler* belong. Thus, he has held a number of successful photo exhibitions and maintains a popular Weibo account with circulation of approximately 100,000,000.

Zhang Yue is senior editor for *Yiche.com*, which is the leading and most influential automobile travel media group with over 200,000,000 users. Their channel "Travel Notes" gives extensive guide and information of both domestic and international destinations. Average readership is 90,000. Zhang Yue's travel notes have included viral posts for the 2012 London Olympic Games and BMW - China.

Wang Li will host a photo exhibition for a week with Oregon photos targeting FIT travelers. 100,000 spectators are anticipated.

Public Relations Summary, CONTINUED

July 31, 2017

Lead Follow-up from BRAND USA
Sales Mission to Japan

August 26, 2017

FAM for Nelly Gaulier

We are excited to welcome Nelly Gaulier, Product Manager of Monde Authentique, to Oregon from August 26 – September 3. Monde Authentique is a tour operator based in Paris—they specialize in tailor made itineraries to worldwide destinations including the United States. They sell direct to the consumer and have a high-end clientele. Nelly is an Oregon fan; we organized a consumer event at the agency a couple of years ago that generated strong interest in Oregon.

September 7, 2017

Respond to emergency call-out from Travel Oregon for France Media. Lodging booked at **Yamhill Flats** in Newberg. They will be doing one feature on **The Allison Inn & Spa**. Here are additional details about the French journalists, credentials, and publications:

We are excited to welcome journalist Ms. Béatrice Leproux and photographer Mr. Olivier Thomas from **GEO Magazine** (France) to Oregon this September 14–27. This is an incredible opportunity for Oregon that has been in the works for years. They have two confirmed stories that will be published this winter.

GEO Magazine, 12 to 14–page story, Circ. 175,000/
Audience: 3,681,000 readers per month Publication focuses on nature, travel, discovery of other cultures and ecology.

Story Topic: Sustainable Oregon. Importance of water in the attractiveness of Oregon (vs. California). How Oregon's environmental particularities influence the Oregonians' way of life (food, local regulations, etc.) What makes Oregon so attractive for people to visit Oregon as well as for people to move to Oregon for work and for living. How Oregonians preserve their natural resources and turn them into assets to increase Oregon's attractiveness.

Public Relations Summary, CONTINUED

September 7, 2017, Continued

Hotel & Lodge, 2 pages, Circ. 55,000/Audience: 237,000 readers bi-monthly.

Publication focuses on high-end hotels and resorts from around the world. Introducing worldwide destinations through their top lodging options.

Story Topic One or two unique luxury properties that are representative of their local environment.

Both *GEO* and *Hotel & Lodge* have a high-end, highly educated and wealthy audience.



September 11 & 12, 2017

Book lodging and appointments for Eric Bacos

We are excited to have Eric Bacos from Ananda Pictures back in Oregon after his trip in February. He is filming the second half of his documentary program for the TV Channel *FRANCE 5*. *FRANCE 5* is a public station with an average of audience of 1 million viewers for evening programming. The 52-minute show will focus on the discovery of Oregon through its most iconic places, lifestyle, traditions and history and will include a French and English version. This trip will include filming for part two of a two-part series.

Budget: Q1 July–September, 2017

	Q1	YTD 2017-18	BUDGET
REVENUE:			
City of Newberg	\$34,971.51	\$34,971.51	\$139,886.00
City of Dundee	0	0	\$2,500.00
TOTAL REVENUES:	\$34,971.51	\$34,971.51	\$142,386.00
EXPENSE:			
Personnel	\$16,873.53	\$16,873.53	\$62,000.00
Marketing	\$9,584.62	\$9,584.62	\$42,000.00
Overhead/Utilities, etc.	\$11,055.73	\$11,055.73	\$47,979.00
TOTAL EXPENSES:	\$37,513.88	\$37,513.88	\$151,979.00
NET INCOME:	-\$2,542.37		

Note: Chehalem Valley Chamber is responsible for tourism expenses beyond the scope of budgeted revenues.

City Council Agenda Item Report

Agenda Item No. 2016-332

Submitted by: Sue Ryan

Submitting Department: City Manager

Meeting Date: November 20, 2017

SUBJECT

Appointment of Adam Lundstrom to Citizens Rate Review Committee

Recommendation:

Consent to Mayor's recommendation

ATTACHMENTS

- [RCA CRRC Committee appointment](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion <u>XX</u>	Information ____
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SUBJECT: To consent to the Mayor's Appointment of Adam Lundstrom to the Citizens Rate Review Committee

**Contact Person (Preparer) for this Motion: Mayor Andrews/City Recorder Ryan
Dept.: Council**

RECOMMENDATION:

To appoint Adam Lundstrom to the Citizens Rate Review Committee for a term of November 20, 2017 to June 30, 2018.

EXECUTIVE SUMMARY: Current committee member Blair Didway was reappointed in 2015 but has submitted a letter of resignation.

Mr. Lundstrom is a four year resident of Newberg. He works as a technical writer and industrial engineer for the Aerospace Industry. He is interested in serving on the committee because he believes local governance is the most important and effective level of governance. He feels it is the privilege and responsibility of every American adult to participate in the governance of their community as they are able.

The Citizens Rate Review Committee is currently in session. The committee operates under Newberg Municipal Code Section 2.15.190. The committee shall consider the rates for the city wastewater and water systems, the amount of the stormwater maintenance fee, and other rates and/or fees, at the request of and as assigned by the city council. The committee shall hold public hearings, make recommendations to the city council regarding the establishment of the rates and fees, reconsider rates and fees that are proposed to be established by the city council, when referred to them for reconsideration, and make other recommendations concerning the operation, maintenance and construction of the wastewater and water systems, stormwater system, and other systems of the city. Such recommendations shall be accompanied by statements of facts as a basis for such recommendation. The committee, once assigned the responsibility for reviewing the rates and fees, may structure the review process as necessary to offer a recommendation to the city council. The committee shall further have the powers and duties which may hereinafter be assigned to it by the city council.

FISCAL IMPACT: N/A

STRATEGIC ASSESSMENT: The Council relies on the committee's input as citizens to assist them in making decisions. Having a full committee makes sure the Council receives a well-rounded recommendation for setting rates.

City Council Agenda Item Report

Agenda Item No. 2016-325

Submitted by: Doug Rux

Submitting Department: Community Development

Meeting Date: November 20, 2017

SUBJECT

A Resolution authorizing expenditure of Fund 14 – Economic Development Fund resources in the amount of \$5,000 to prepare an appraisal and develop a Request for Qualifications or Request for Proposals for the Butler Property at 411 E First Street

Recommendation:

Adopt Resolution No. 2017-3420.

ATTACHMENTS

- [RCA Resolution 2017-3420 .doc](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2017-3420	Motion ____	Information ____
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SUBJECT: A Resolution authorizing expenditure of Fund 14 – Economic Development Fund resources in the amount of \$5,000 to prepare an appraisal and develop a Request for Qualifications or Request for Proposals for the Butler Property at 411 E First Street

Contact Person (Preparer) for this
Motion: Doug Rux
Dept.: Community Development
File No.: GEN-17-0008

RECOMMENDATION:

Adopt Resolution No. 2017-3420.

EXECUTIVE SUMMARY:

In 1988 the City adopted Resolution No. 88-1356 establishing an Economic Development Revolving Loan Fund. Resolution No. 92-1732 amended Resolution 88-1356. Resolution No. 94-1841 repealed Resolution No. 88-1356 and established the Economic Development Revolving Loan Allocation Procedures. Resolution No. 98-2086 established Community Target Investments as part of the Economic Development Revolving Loan Fund. Section 14 of Resolution No. 94-1841 states in part “The City Council may budget monies from this fund for other activities that promote economic development.” Since 1988 the City Council has authorized expenditures out of the Economic Development Revolving Loan Fund six times under the provisions of Section 14 of Resolution No. 94-1841.

In 2001 the City purchased property across from City Hall commonly known as the Butler Property at 411 E First Street. In December 2016 the Newberg City Council adopted Resolution No. 2016 - 3345 approving the Newberg Downtown Improvement Plan. Contained within the Newberg Downtown Improvement Plan is an analysis and possible options for redevelopment of the Butler Property which includes vertical mixed use of retail on the ground floor with office/residential/hotel/student housing on upper floors. Within the short-term implementation period of 1-3 years under the Core Catalyst Development program the Butler Property has been identified for preparation of a development program for the site. Staff has been talking with possible interested parties about purchasing the Butler Property for redevelopment.

To begin preparation of the development program funds are necessary to obtain an appraisal of the property to establish a value and to prepare a Request for Qualifications or Request for Proposals for potential developers of the site.

FISCAL IMPACT:

The amount of funds requested is \$5,000. Fund 14 – Economic Development Fund is the fund that contains the Economic Development Revolving Loan program. Account Number 14-9180-800000 Contingency has an adopted budget amount of \$121,313 which is sufficient to cover the \$5,000 funding request. A Supplemental Budget will be necessary to move funds from Contingency to Professional Services (14-4130-580000) of \$4,000 and Printing & Advertising (14-4130-515000) of \$1,000.

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

Goal 10: Implement the Newberg Economic Development Strategy.

Within the Newberg Economic Development Strategy is a pillar for the Commercial Sector with a stated Goal of “Enhance commercial development capabilities and employment opportunities”. Strategy 2.1 Revitalization of Downtown Newberg states under Action 6 “Implement recommendations from the Newberg Downtown Improvement Plan.” Authorization of resources from Fund 14 – Economic Development Fund will further recommendations from the plan.



RESOLUTION No. 2017-3420

A RESOLUTION AUTHORIZING EXPENDITURE OF FUND 14 – ECONOMIC DEVELOPMENT FUND RESOURCES IN THE AMOUNT OF \$5,000 TO PREPARE AN APPRAISAL AND DEVELOP A REQUEST FOR QUALIFICATIONS OR REQUEST FOR PROPOSALS FOR THE BUTLER PROPERTY AT 411 E FIRST STREET

RECITALS:

1. In 1988 the City adopted Resolution No. 88-1356 establishing an Economic Development Revolving Loan Fund which was replaced by Resolution No. 94-1841.
2. Section 14 of Resolution No. 94-1841 states in part “The City Council may budget monies from his fund for other activities that promote economic development.”
3. In 2001 the City purchased property commonly known as the Butler Property at 411 E First Street.
4. In December 2016 the Newberg City Council adopted Resolution No. 2016 - 3345 approving the Newberg Downtown Improvement Plan.
5. To advance the Newberg Downtown Improvement Plan funds are necessary to prepare an appraisal and prepare either a Request for Qualifications or a Request for Proposals for the Butler Property to promote economic development within downtown Newberg.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council authorizes the City Manager to expend \$5,000 from Fund 14 – Economic Development Fund also known as the Economic Development Revolving Loan Fund to prepare an appraisal and either a Request for Qualifications or Request for Proposals from potential developers for the City owned Butler Property at 411 E First Street.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 21, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 20th day of November, 2017.

Sue Ryan, City Recorder

ATTEST by the Mayor this 23rd day of November, 2017.

Bob Andrews, Mayor

City Council Agenda Item Report

Agenda Item No. 2016-328

Submitted by: Matt Zook

Submitting Department: Finance

Meeting Date: November 20, 2017

SUBJECT

Resolution Declaring an Intent to Reimburse the City for Expenditures of the WCCCA Emergency Communications System Upgrade Project paid prior to the Issuance of Tax-Exempt Financing

Recommendation:

Approval of Resolution 2017-3408

ATTACHMENTS

- [RCA & Reso 2017-3408 Reim Resolution.docx](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ Ordinance ____ Resolution XX Motion ____ Information ____
No. No. No. 2017-3408

SUBJECT: Approving a Resolution Declaring an Intent to Reimburse the City for Expenditures of the WCCCA Emergency Communications System Upgrade Project paid prior to the Issuance of Tax-Exempt Financing

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

RECOMMENDATION:

Adopt Resolution 2017-3408 declaring an intent to reimburse the City for project expenses incurred prior to the issuance of tax-exempt financing.

EXECUTIVE SUMMARY:

On September 18, 2017, Council approved the City's participation in the WCCCA radio system upgrade project by 1) approving the Memorandum of Understanding between the City and WCCCA related to this project (Resolution 2017-3391) and 2) approving the contract between the City and Motorola Solutions, Inc. for \$2,019,576.91 (Resolution 2017-3411). Resolution 2017-3408 will authorize the financing of a portion of the project costs, which are approximately \$3,150,000. It should be noted that the project cost reported in September was reported in error at approximately \$2,925,000 due to a formula error in the tracking spreadsheet from WCCCA, but the project scope remains the same.

FISCAL IMPACT:

In an effort to ease the budgetary impact as well as spread the cost across the life of the equipment, the City is seeking financing for this project in a prudent and responsible manner. Staff has reviewed one funding option from U.S. Bank under an equipment lease. Staff is also reviewing other competitive sources of financing. In the meantime, the City has made the first payment of approximately \$735,000 to Motorola under the terms of the contract approved by Council in September 2017. In order to allow the City to be reimbursed for any expenses incurred prior to securing tax-exempt financing, Resolution 2017-3408 is required to be adopted within 60 days of the Motorola payment. The City anticipates finalizing the financing and requesting Council approval for said financing by January 2018. This is no specific expense incurred by enacting this resolution.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NEWBERG DECLARING AN INTENT TO REIMBURSE THE
CITY FOR EXPENDITURES OF THE WCCCA EMERGENCY
COMMUNICATIONS SYSTEM PROJECT PAID PRIOR TO
THE ISSUANCE OF TAX-EXEMPT FINANCING**

RECITALS:

1. WHEREAS, the City of Newberg (the "City") has made and expects to make expenditures from its available funds to pay its costs of the Emergency Communication System Upgrade Project (collectively, the "Project"); and
2. WHEREAS, the City intends to finance costs of the Project or portions thereof with the proceeds of debt issued by the City, the interest upon which may be excludable from gross income for federal income tax purposes (the "Obligations"); and
3. WHEREAS, prior to the issuance of the Obligations the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the City; and
4. WHEREAS, the City Council of the City has determined that those moneys advanced to pay the Expenditures prior to the issuance of the Obligations are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City hereby states its intention and reasonably expects to reimburse Expenditures of the Project paid prior to the issuance of the Obligations with proceeds of the Obligations.
2. The reasonably expected maximum principal amount of the Obligations is \$3,150,000.
3. This resolution is being adopted no later than 60 days after the date on which the City paid its first Expenditure on the Project to be reimbursed from proceeds of the Obligations (excluding certain preliminary expenditures which may have been paid before that date).
4. The City will make a reimbursement allocation, which is a written allocation that evidences the City's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.
5. This resolution is adopted as official action of the City in order to comply with Treasury Regulation Section 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Expenditures of the City incurred prior to the date of issue of the Obligations.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November _____, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this ____ day of November, 2017.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2017.

Bob Andrews, Mayor

City Council Agenda Item Report

Agenda Item No. 2016-333

Submitted by: Sue Ryan

Submitting Department: City Manager

Meeting Date: November 20, 2017

SUBJECT

Council Minutes 11/6/17

Recommendation:

Approve minutes

ATTACHMENTS

- [RCA Council Minutes 11-6-17](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ Ordinance ____ Resolution ____ Motion XX Information ____
No. No. No.

SUBJECT: Council Minutes for November 6, 2017

**Contact Person (Preparer) for this
Motion: Sue Ryan
Dept.: City Recorder**

RECOMMENDATION: Approve Council Minutes for November 6, 2017.

NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
November 6, 2017, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

A work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Andrews, Councilors Patrick Johnson, Scott Essin, Denise Bacon, Mike Corey, Stephen McKinney and Matt Murray. City staff present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Community Development Director Doug Rux, Public Works Director Jay Harris, Library Director Leah Griffith, Information Technology Director Dave Brooks, and Community Engagement Specialist Rosa Olivares.

Mayor Andrews called the meeting to order.

Stuart Brown, Affordable Housing Committee Chair, said their objectives were to get resources in the hands of community members to help rehab or preserve affordable housing units, to inform and educate the community about Accessory Dwelling Units, and a collaborative micro grant program with Habitat for Humanity. This was for manufactured home owners, which represented the largest group of affordable housing units in the City. So far these grants had helped three families and there were five more applications that were pending. There was a Community Development Block Grant that had six approved applications moving forward. They continued to work on new stable sources of funds. The committee followed Newberg Housing Task Force activities. The committee had discussed expanding the scope, size, and structure of the Committee to implement Task Force recommendations.

There was discussion on the amount of money spent on these projects, and how changing the Newberg Municipal Code could help add affordable housing units in Newberg, especially Accessory Dwelling Units.

Beth Koschmann, Budget Committee Chair, reviewed what was discussed at the Budget Committee meetings which began in April. Five meetings were held, the last one on May 10. The 2017-18 budget was an 8.4% increase from the 2016-17 budget. The budget reflected a commitment to public safety modernization, infrastructure preservation, and future planning for growth. Some larger expenditures included a communications upgrade for dispatch, and several infrastructure projects. Finance Director Zook had presented a long range financial plan model which would give a clear understanding of the long term impacts of their decisions. The committee did not approve any outside agency request for contributions other than the Yamhill Transit Authority which was given a line item in the budget for \$18,000, the same amount as in the 2015-16 budget. The Committee approved the 2017-18 budget in the amount of \$97,403,431.00 and imposed a permanent tax rate of \$4.3827 per \$1,000 of assessed value. The committee would reconvene in April 2018.

Rick Rogers, Citizens Rate Review Committee, said the committee met to discuss the 2018-19 and 2019-20 rates. They were taking a field trip to the Wastewater Treatment Plant. The committee would finish in March. One big decision was the percentage of fixed rate vs. variable rate and the non-potable water rate. There was discussion regarding the competitive process that was done and the rehiring of Deb Galardi as the consultant to the CRRC.

Paul Headley, Library Board Chair, explained the member changes. The board reviewed the strategic plan that from 2015-2020. The activities in the plan were 50% completed and on track. There was a focus on ensuring materials and resources were sufficient, which the 2017-18 budget had addressed. In 2016-17 there was a record number of items that were checked out. Many e-books had been purchased and the hours increased five more hours. The Newberg Graphic had been digitized, Library staff had been more active in the community and many were working on their degrees. The RFID project had been completed. The Library received more than \$100,000 in grants. The board was looking at a scholarship program for residents outside City limits who needed a library card but could not afford one. The Library Foundation had become more active over the past

year and would be holding a book talk event on November 29. There was discussion on library hours and the cost to keep the library open more hours.

Dennis Lewis, Transient Lodging Tax Committee, said they created a small grant program of up to \$20,000 and a large grant program for projects more than \$20,000. He explained the small grants that had been awarded. There were six applications for the large grant program that were still being evaluated. They had appointed a Marketing Committee and some George Fox students had been hired to take videos and photos of the community for marketing purposes. They would be giving a presentation to the City Club tomorrow.

Jason Dale, Planning Commission, discussed the applications that had come before the Planning Commission since July. There were several vacation rental applications, which seemed to be a current trend. There were also annexation applications. The Commission had also spent time discussing the issue of R-3 land and what the terms “large” and “some” meant. The consensus was definitions would be interpreted as “large” annexations were 15 acres or more and “some” meant 10% of the buildable land. There was discussion on the condition of the vacation rental homes.

Council Business items: City Recorder Ryan needed to know who would be attending the Local Government Dinner. Councilor Essin suggested a presentation at a future meeting from the Police Department regarding all of their programs. City Manager Hannan said the presentation could be made in January.

The Work Session was adjourned at 6:50 p.m.

CALL MEETING TO ORDER

Mayor Andrews called the business session to order at 7:00 p.m.

ROLL CALL

Members Present:	Mayor Bob Andrews	Scott Essin	Stephen McKinney
	Mike Corey	Denise Bacon	Patrick Johnson
	Matt Murray		

Staff Present:	Joe Hannan, City Manager	Truman Stone, City Attorney
	Sue Ryan, City Recorder	Doug Rux, Community Development Director
	Jay Harris, Public Works Director	Matt Zook, Finance Director
	Leah Griffith, Library Director	Brian Casey, Police Chief

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed. Mayor Andrews asked for a moment of silence.

PROCLAMATION: Mayor Andrews read the proclamation declaring November 6, 2017 as Community Thank You Day for the Police Department and 9-1-1 Dispatch Center. He presented the proclamation to Police Chief Casey.

PRESENTATIONS: Cynthia Thompson, Yamhill County Transit Authority, discussed budget, routes, and ridership, currently in Newberg was 25,689. Overall ridership had increased by 6%. Newberg was split equally between Dial-A-Ride and local routes. They were working on a Transit Development Plan. Consultants had completed an initial existing conditions analysis, goals, and performance measures as well as outreach. They were currently in the process of coming up with ideas, strategies, and solutions for service design. The Transit Authority was governed by a board that received input from committees. Public input had been gathered on mobility, accessibility, and passenger experience. The existing conditions analysis included two project advisory committee meetings, seven events, 400 responses to the community survey, 5 focus groups, and 300 responses to the onboard survey. They looked at demographics, population growth, employment areas,

commute patterns, and rider characteristics. Ms. Thompson discussed ridership, boardings per revenue hour, Newberg service map, most frequent stops, and slowest/busiest routes. Service needed to better meet residents' needs, and some route timing should change. She talked about the current operating funds, their source, and that YCTA was lower in cost per hour compared to other transit systems. They were also on the low end for operating spending per capita in comparison to other transit systems and for rider satisfaction, most riders rated the Transit Authority as good or excellent. Riders were least satisfied with on time arrivals, bus stops, and transfers. Riders requested weekend service, more frequency, later evening service, and better bus stops. She listed key issues such as more and better buses, better timing of connections, and marked bus stops. There was a need for a transit hub in Newberg.

She described other alternatives to increase ridership. The Transit Authority was getting new mobile radios, and dispatch software. The State Transportation Improvement Fund was a new transit funding source to start in 2019. It was estimated the Transit Authority would receive \$1 million in 2020, and \$1.7 million in 2021. Community survey results showed if there had to be a funding tax the preference for a product specific tax, vehicle fee, or payroll tax. Next steps were looking at cost neutral service. The plan would be completed about a year from now. She was getting concept proposals for improving the look of the buses. There was discussion on funding, increasing ridership in Newberg, adding service in the northern area of Newberg around schools, hotels, A-dec, and better advertising.

CITY MANAGER'S REPORT: City Manager Hannan reported on his activities including meet and greets with the new Premier Bank manager and new Cultural Center director, attending a session at LOC conference on PGE charging stations, and neighborhood emergency preparedness hubs, the LDS sponsored Community Preparedness Fair, working with Yamhill County Assessor on the Urban Growth Boundary expansion, meeting with Waste Management regarding glass recycling to begin in February, and meeting on seismic safety and emergency supplies. There would be a presentation at the City Club regarding the Transient Lodging Tax grant programs. Representative Bonamici would hold a town meeting in a few weeks. The Bypass ribbon cutting would be held December 18.

Community Development Director Rux announced Senior Planner Steve Olson was retiring. His last day was January 15.

COUNCIL APPOINTMENTS:

MOTION: Andrews/Johnson moved to consent to the Mayor's appointment of members to the Wastewater Master Plan Citizens Advisory Committee for terms beginning November 2017 and ending December 31, 2018. This would include Councilor Patrick Johnson as Council liaison, Janet Bleck, Robert Soppe, Mike Gougler, Eric Groenweghe, Larry Hampton, Bruce Jones, Greg McKinley, Rick Rogers, Jeff Schorzman, Clyde Thomas, and Bill Madison. Motion carried (7 Yes/0 No).

PUBLIC COMMENT: None

CONSENT CALENDAR:

MOTION: Corey/McKinney moved to approve the Consent Calendar including the minutes for September 18, October 2nd, and 16th, 2017. Motion carried (7 Yes/0 No).

NEW BUSINESS: Housing Newberg Proposals – Rick Rogers said a year ago a group of 38 members started meeting to discuss housing. They were bringing recommendations to the Council. Newberg had a housing problem as many who worked here could not afford to live here. He discussed what affordable housing was and the reasons for the lack of it in Newberg. A range of tools was required to address land use, permitting, lots, and financing issues. He presented the nine affordable housing proposals to the Council. They included annexations and R-3 lands, Accessory Dwelling Units (ADUs), Construction Excise Tax, housing ombudsman, the missing middle, work and living spaces, expedited review and permitting, public street standards, and SDC deferrals and

loans. Recently the Planning Commission had determined for annexations that were 15 acres or more there would need to be 10% of R-3 lands. Mr. Rogers requested Council adopt this recommendation into the Development Code. ADUs were currently allowed in medium density residential, and only allowed as a Conditional Use in low density residential zones. The development of this type of housing had been slow to materialize. He suggested allowing ADUs as an outright permitted use in all zones and that no additional off street parking was required. He also suggested SDCs could be deferred for an introductory two year period.

There was discussion regarding the annexable land in the City and a way to off-set the costs of putting in R-3 developments. Mr. Rogers explained the idea of a Construction Excise Tax to provide funding incentives for affordable housing. He recommended assessing 1% of the permanent valuation on new residential, commercial, and industrial construction with proceeds going directly to the existing Affordable Housing Trust Fund. The funds could be used for developer incentives, land acquisition, deferring or waiving SDCs, or financing a City-wide bond campaign. There was discussion regarding the definition of affordable housing and how the excise tax would work.

Mr. Rogers said there needed to be more education on housing programs, challenges, and needs. He recommended the Community Development Director or his designee serve as the community's ombudsman for housing. This gave him the power to promote actions to meet the goal of developing a range of housing types, recommending variances and changes to the regulations as appropriate, and promoting the City's housing programs. The housing types between high density and low density seemed to be missing in Newberg's market. The recommended action was for duplexes or triplexes to be outright permitted uses on corner lots in R-1. Shared work and living spaces might be a means to reduce costs of housing for certain professions. The expedited review and permitting recommendation was to address the length of time between land being purchased and permits issued. It required developers to finance thus creating higher development costs. The action recommended was for qualified affordable housing projects, the City would offer an expedited review and permitting from the building, engineering, and planning divisions. If it was too much of a burden on staff, consultants could be hired using the Construction Excise Tax funds. For public street standards, the action proposed was to reduce the public street right-of-way width standards to what was allowed by the Fire Department. He also recommended for qualifying affordable housing projects, payment of SDCs should be deferred until the ownership transfer or one year from the date of deferral and no interest should be charged. Loans could be extended for qualifying affordable housing projects with 0 to 1.5% interest for the value of the SDCs. Another difficulty for developers was the time from substantial completion of utilities to the final plat approval. He recommended reducing the complexity, maintenance requirements, and costs of stormwater treatment and to lift building height restrictions outside of downtown.

Councilor McKinney suggested peer review of local developers for qualifying applications. Mr. Rogers stated other areas for future review included allowing the sharing of utility lines for more than one residential unit, lifting the restrictions on second kitchens in residences to allow for in-house ADUs, and monitoring the impact of short term vacation rentals on residential neighborhoods. He explained what would happen if changes were not made. There were nine code amendments that Housing Newberg would like to have done within 180 days and the other recommendations should be included in future discussions. He thanked the 38 members of Housing Newberg for participating in the work on this project.

Councilor Bacon was concerned that people in Newberg were being priced out of being able to live in the community. Councilor McKinney agreed the goal was to build a place for everyone and they needed to make the market place work to achieve that.

Doug Bartlett spoke about his background in helping people with temporary housing and rental assistance as well as members of his family that struggled with affordable housing. There needed to be a greater diversity of housing in Newberg. There was a large gap between the highest and lowest earners that was growing. He was in favor of the Housing Newberg proposals. He encouraged the Council to take this seriously as these decisions

would influence the future of the community. Members of the Committee introduced themselves, their representation, and their concerns.

There was a 15 minute recess.

TLT Grant for Wayfinding:

CM Hannan said this was a request for a grant for visitor signage for the Cultural Center. CPRD was contributing \$15,000, the City was contributing \$15,000, and the grant was for \$73,500. Money had not been set aside for this in the City budget. If the grant was awarded, he recommended using the Economic Development Revolving Loan Fund (EDRLF). The wayfinding project did meet Council goals, and this fund had money for loans.

Councilor Murray said people were not able to find the Cultural Center when they came into town. Leah Griffith, Library Director, said both the City and CPRD would put in \$21,000 of in kind contributions. The total for the project was \$147,000. Half of that would be from the TLT grant and the other half would be from the City, and CPRD. They picked this project as it was ready to go.

MOTION: Essin/Murray moved to direct staff to apply for Destination Development and Marketing Promotion grant for Cultural District Wayfinding and that the City's match of \$15,000 come from the City's Economic Development Revolving Loan Fund. Motion carried (7 Yes/0 No).

Resolution 2017-3417:

City Recorder Ryan said this resolution was to update the city's Public Records Request policies to comply with changes in state law.

MOTION: Essin/Johnson moved to adopt Resolution 2017-3417 as amended, a repeal of Resolution 2008-2771, and incorporating changes in Oregon Revised Statute 192 for public records requests. Motion carried (7 Yes/0 No).

COUNCIL BUSINESS: Councilors McKinney, Bacon, and Essin and Mayor Andrews reported on the classes they attended at the League of Oregon Cities Conference.

ADJOURNMENT: The meeting was adjourned at 10:15 p.m.

ADOPTED by the Newberg City Council this 20th of November, 2017.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of November, 2017.

Bob Andrews, Mayor

City Council Agenda Item Report

Agenda Item No. 2016-331

Submitted by: Matt Zook

Submitting Department: Finance

Meeting Date: November 20, 2017

SUBJECT

Resolution 2017-3390, Supplemental Budget #1 for Fiscal Year 2017-2018

Recommendation:

Approve Resolution 2017-3390

ATTACHMENTS

- [RCA Resolution 2017-3390.docx](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. 2017-3390	Motion ____	Information ____
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SUBJECT: Request for approval of Supplemental Budget #1 for fiscal year 2017-2018 as described in Exhibit "A".

Contact Person (Preparer) :

Matt Zook

HEARING TYPE: ADMINISTRATIVE

RECOMMENDATION:

Adopt **Resolution No. 2017-3390** for approval of Supplemental Budget #1 for fiscal year 2017-2018.

EXECUTIVE SUMMARY:

The changes recommended in Supplemental Budget #1 include relatively minor adjustments in operations, as well as re-categorization of special payments and reserves in order to follow Oregon budget law. A brief description of the changes in each fund is provided below.

BACKGROUND:

General Fund – Minor increase in personnel service expenditures in the Police department due to the approval of the Collective Bargaining Agreement between the City and the Newberg-Dundee Public Safety Association in September 2017.

Street Fund – Recognition of estimated Transportation Utility Fee (TUF) revenue. The TUF was approved by Council Ordinance on May 2, 2017 and effective June 2, 2017. Collection of the TUF through the Municipal Services Statement began September 1, 2017. Resources are transferred to the Street Capital Projects Fund for paving preservation projects, which began this construction season with the 8th Street paving project.

Capital Projects – In conjunction with the 8th Street paving project, wastewater and stormwater systems needed to be addressed as well. Funds are transferred from the Wastewater Fund (\$104,055) and Stormwater Fund (\$39,412) into the Capital Project Fund.

Wastewater Fund – Transfers from this fund to the Capital Projects Fund for expenditures on the 8th Street project.

Economic Development Fund – Unspent Affordable Housing Trust (AHT) funds carried over from FY 2016-17 need to be appropriated for their intended purposes in conjunction with the AHT policy (\$29,842). In addition, Economic Development funds, tracked separately from the AHT funds, will be used to prepare an appraisal and develop a Request for Qualifications or Request for Proposals for the Butler Property at 411 E. First Street.

Stormwater Fund – Transfers from this fund to the Capital Projects Fund for expenditures on the 8th Street project.

Street Capital Projects Fund – Recognition of the Transportation Utility Fee (TUF) revenue in the Street Fund triggers a transfer to the Street Capital Projects Fund where the expenditures are accounted. \$957,337 represents the anticipated revenue for FY 2017-18 (10 months).

Transient Lodging Tax (TLT) Fund – Unspent funds in FY 2016-17 need to be made available in FY 2017-18 for Tourism Promotion.

FISCAL IMPACT:

Supplemental Budget #1 results in a net increase in total appropriations of \$2,184,555, bringing total appropriations to \$85,287,508. The adjusted adopted budget includes appropriations, unappropriated ending fund balances (\$1,640,965), and reserves (\$12,659,513) for a total amount of \$99,587,986.



RESOLUTION No. 2017-3390

**A RESOLUTION TO ADOPT SUPPLEMENTAL BUDGET #1 FOR FISCAL
YEAR 2017-2018 BEGINNING JULY 1, 2017, AND ENDING JUNE 30,
2018**

RECITALS:

1. The 2017-2018 Budget was adopted by Resolution No. 2017-3373 on June 5, 2017.
2. Additional operational and unanticipated expenses have occurred or may occur for which the budget needs to be adjusted. Additional revenue from the Transportation Utility Fee is also being recognized in this supplemental budget. These changes are identified by fund as shown in Exhibit "A".
3. Notice of Public Hearing for this supplemental budget was published in the Newberg Graphic on November 15, 2017. The Public Hearing was held before the Council on November 20, 2017 and provided the opportunity for the public to comments on the supplemental budget.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The Council adopts the supplemental budget as reflected in the attached Exhibit A which is incorporated in full by this reference. The Council further authorizes the supplemental appropriations reflected in Exhibit A.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 21, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 20th day of November, 2017.

Sue Ryan, City Recorder

ATTEST by the Mayor this ____ day of November, 2017.

Bob Andrews, Mayor

EXHIBIT "A" TO RESOLUTION NO. 2017-3390

City of Newberg Supplemental Budget #1 Fiscal Year 2017-2018

SUMMARY OF PROPOSED BUDGET CHANGES				
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED				
FUND 01 - GENERAL FUND		BUDGET	CHANGE	REVISED
Police	<i>Increase</i>	6,835,552	35,661	6,871,213
Contingency	<i>Decrease</i>	643,496	(35,661)	607,835
Revised Total Resources		19,651,346		
Revised Total Requirements		19,651,346		
<i>Additional expenditures anticipated due to the approval of the Collective Bargaining Agreement between the City and the Newberg-Dundee Public Safety Association in September 2017.</i>				
FUND 02 - STREETS		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	2,445,530	957,337	3,402,867
Transfers	<i>Increase</i>	987,150	957,337	1,944,487
Revised Total Resources		3,402,867		
Revised Total Requirements		3,402,867		
<i>Recognition of estimated Transportation Utility Fee (TUF) revenue. The TUF was approved by Council Ordinance 2811 on May 2, 2017 and effective June 2, 2017. Collection began September 1, 2017. Resources are transferred to the Street Capital Projects Fund for paving projects.</i>				
FUND 04 - CAPITAL PROJECTS		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	7,135,000	143,467	7,278,467
Capital Projects	<i>Increase</i>	7,135,000	143,467	7,278,467
Revised Total Resources		7,278,467		
Revised Total Requirements		7,278,467		
<i>Wastewater and stormwater utility replacement on 8th Street, which are funded by transfers from the Wastewater Fund and Stormwater Fund.</i>				
FUND 06 - WASTEWATER FUND		BUDGET	CHANGE	REVISED
Transfers	<i>Increase</i>	3,110,000	104,055	3,214,055
Contingency	<i>Decrease</i>	1,979,530	(104,055)	1,875,475
Revised Total Resources		18,959,187		
Revised Total Requirements		18,959,187		
<i>Transfer to Capital Projects Fund for wastewater portion of the 8th Street Utility Replacement project.</i>				

<u>FUND 14 - ECONOMIC DEVELOPMENT</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	979,901	32,696	1,012,597
Planning	<i>Increase</i>	79,123	5,000	84,123
Special Payments	<i>Increase</i>	763,337	29,842	793,179
Contingency	<i>Decrease</i>	132,568	(2,146)	130,422
Revised Total Resources		1,012,597		
Revised Total Requirements		1,012,597		
<i>Affordable Housing Trust Fund policy prescribes that 85% of trust fund be available for program loans and grants. Unspent funds in FY16-17 means a higher beginning fund balance and appropriations in FY17-18. Also, \$5,000 additional expenses for property appraisal from Economic Development funds.</i>				
<u>FUND 17 - STORMWATER</u>		BUDGET	CHANGE	REVISED
Transfers	<i>Increase</i>	895,000	39,412	934,412
Contingency	<i>Decrease</i>	212,823	(39,412)	173,411
Revised Total Resources		2,387,076		
Revised Total Requirements		2,387,076		
<i>Transfer to Capital Projects Fund for stormwater portion of the 8th Street Utility Replacement project.</i>				
<u>FUND 18 - STREET CAPITAL PROJECTS</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	5,105,396	957,337	6,062,733
Capital Projects	<i>Increase</i>	4,935,000	957,337	5,892,337
Revised Total Resources		6,062,733		
Revised Total Requirements		6,062,733		
<i>Recognition of projects funded by Transportation Utility Fee (TUF) revenue. The TUF was approved by Council Ordinance 2811 on May 2, 2017 and effective June 2, 2017. Collection began September 1, 2017. Resources are transferred from the Street Fund for paving projects.</i>				
<u>FUND 19 - TRANSIENT LODGING TAX</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	1,297,427	93,718	1,391,145
General Government	<i>Increase</i>	166,673	93,718	260,391
Revised Total Resources		1,391,145		
Revised Total Requirements		1,391,145		
<i>Unspent funds in FY16-17 means a higher beginning fund balance and appropriations in FY17-18 that will go to Tourism Promotion.</i>				
Total Increase in appropriations:			<u>2,184,555</u>	

Reconciliation of 2017-18 Budget Changes

Appropriations

Total Appropriations from original Adopted Budget (June 5, 2017)	83,102,953
Changes in appropriations	
Supplemental Budget #1 (November 20, 2017)	2,184,555
Total Appropriations including Supplemental Budgets	<u>85,287,508</u>

Unappropriated Ending Fund Balance (UEFB)

Unappropriated Ending Fund Balance - General Fund	\$1,100,000
Unappropriated Ending Fund Balance - Debt Service Fund	44,365
Unappropriated Ending Fund Balance - City Hall Fee Fund	496,600
Total Unappropriated Ending Fund Balance	<u>\$1,640,965</u>

Reserves

Reserves - Wastewater Fund	5,830,907
Reserves - Water Fund	6,643,976
Reserves - Streets Capital Project Fund	170,396
Reserves - Stormwater SDC	14,234
Total Reserves	<u>\$12,659,513</u>

Adjusted Adopted Budget (Sum of Appropriations, UEFB, and Reserves)

\$99,587,986

City Council Agenda Item Report

Agenda Item No. 2016-326

Submitted by: Doug Rux

Submitting Department: Community Development

Meeting Date: November 20, 2017

SUBJECT

Newberg 2030 Project Update – Land Conservation and Development Commission Policy Agenda and Next Steps

Recommendation:

Information only.

ATTACHMENTS

- [RCA Information Newberg 2030.doc](#)
- [Attachment 1 DLCD Staffing Schedule.pdf](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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SUBJECT: Newberg 2030 Project Update – Land Conservation and Development Commission Policy Agenda and Next Steps

Contact Person (Preparer) for this
Item: Doug Rux, Director
Dept.: Community Development
File No.: GR-15-001

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

The Community Development Department, Planning Division, received a Technical Assistance Grant from the Department of Land Conservation and Development (DLCD) in the amount of \$30,000.00 to work on a future planning project. The project has been named “Newberg 2030”, because the future planning analysis largely revolves around the new Simplified Urban Growth Boundary (UGB) Method rules which create a 14-year UGB versus a 20-year UGB from the “Traditional” UGB rules. The project consists of four primary tasks:

1. Amending and establishing goals and policies to guide future planning efforts;
2. An updated dynamic buildable lands inventory the city can rely upon for future planning;
3. An evaluation of potential UGB study areas, based on the new Division 38 requirements (Simplified UGB Method); and
4. Creation of an action plan and implementation policies to refresh and reinforce the city’s economic development objectives and opportunities, achieve the identified residential density mix to satisfy the UGB streamlining rules, identify strategies to achieve identified community goals and objectives, and identify actions necessary to move forward with the analysis produced in Tasks 3 and 4 of this project.

On October 3, 2016 the City Council was provided an update on public input received on 10 questions aimed at getting feedback around community values. The approach was to ask one question per week, both in physical form on posters around town where citizens wrote directly on the posters, and electronically on social media platforms. The posters were placed in five locations: City Hall, Cultural Center, Library, Social Goods Market, and Friendsview Retirement Community.

On February 6, 2017 the City Council was provided an update on all of the Task 1 community outreach activities and responses along with potential Newberg Comprehensive Plan modifications.

At the June 5, 2017 City Council meeting an update on Tasks 2 and 3 was provided on the buildable lands inventory and study area boundary. The Technical Advisory Committee met on May 15, 2017 to review and provide feedback on the Action Plan and Implementation Policies. The Citizens Planning Committee met on May 15, 2017 on the same topic. On May 22, 2017 the Action Plan and Implementation Policies was submitted to DLCD to meet the grant requirements for submittal by May 31, 2017.

On August 24, 2017 staff provided an update on the Newberg 2030 Action Plan and Portland State University Population projects along with next steps. One of the identified next steps was to work with the Land Conservation and Development Commission (LCDC) to add to their 2017-2019 biennium work program a program to provide technical fixes to OAR Chapter 660, Division 38 in order to resolve concerns with the Buildable Land Inventory issues identified by staff and our consultant ECONorthwest. LCDC met on September 21, 2017 and adopted their 2017-2019 biennium work program that includes technical fixes to OAR Chapter 660, Division 38. These include what the Department of Land Conservation and Development (DLCD) staff have identified as Minor Issues and Issues Recommended for Further Evaluation.

The Minor Issues include:

- Clarifying exclusions of publicly-owned land such as schools, privately-owned facilities such as religious institutions, and also privately-owned land held in common such as condominium open space areas from buildable lands inventories. [Division 38 only]
- Updating the list of measures to accommodate needed housing found in the simplified UGB rules, which has been augmented by subsequent work on the Affordable Housing Pilot Project (OAR chapter 660, division 39). [Division 38 only]
- Updating employment projection tables. [Division 38 only]

The Issues Recommended for Further Evaluation include:

- How to classify parcels with split plan designations in an analysis of capacity or buildable lands. [Division 38 only]
- Calculation of constraints on residentially designated land, specifically deductions for water bodies and floodplains, and methods for measuring slope percentage. [Division 38 only]
- The appropriate land value-to-improvement value ratio threshold for determining whether employment land is partially vacant. [Division 38 only]
- The size of the preliminary UGB study area; current rules specify minimum distances from the existing UGB, which appear to result in excessively large study areas, especially for smaller cities, requiring more analysis and therefore cost than is necessary. [Division 24 and 38]
- What constitutes an “employment” use for purposes of the boundary location analysis; whether uses such as private recreational facilities constitute “employment” uses for purposes of site suitability analysis of a UGB expansion. [Division 24 and 38]
- Whether the preliminary study area exclusions should include provisions for wildfire danger, and if so, whether there is a suitable dataset available for use (as for other study area exclusions). [Division 24 and 38]

The work on the Minor Issues activities as is anticipated to commence in January 2018 and run through July 2018 at reflected I Attachment 1.

Staff has applied for a Technical Assistance Grant through DLCD to further the UGB evaluation process. The grant request amount is \$56,500. We hope to hear by the end of the year if the City was awarded a grant.

Finally staff has discussed with the Yamhill County Assessor issues identified by our consultant related to OAR Chapter 660, Division 38 on assessment data and the comparison of land values and improvement values. The County Assessor has agreed to meet to further discuss items we found in the County data.

Next Steps

1. Work with DLCD staff on the Minor Issues as well as Issues Recommended for Further Evaluation.
2. Continue discussions with the Yamhill County Assessor on land to improvement value data.

FISCAL IMPACT:

Not applicable.

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

Goal 6: Expand the Urban Growth Boundary.

This updated is related to the Council priority and where the City is in the process of evaluating the expansion of the UGB.

Attachments: 1. DLCD Timeline for Simplified Method AOR Revisions

2017-19 Policy Agenda
Staffing and Scheduling Matrix

LCDC Rulemaking and Policy Recommendations				Key Staff		2019											
Division	Action					2017	2018	2019									
Ongoing Projects from 2015-17	Citizen Involvement/Outreach Improvement	DO	CIAC recommendation and Input	Sadie Carney													
	Rocky Shores	OCSD	Research [Rulemaking 2019-21], Workgroup and Advisory Committee (OPAC)	Andy Lanier, Matt Spangler													
	Non-Resource/Other Lands	CSD	Research and possible rulemaking, workgroup and advisory committee	Jon Jinings, Tim Murphy, Sadie Carney													
	Farmland Protection Improvements	CSD	Research Only	Tim Murphy, Sadie Carney													
	Metropolitan Transportation Planning	PSD	Rulemaking and RAC appointed	Bill Holmstrom, Cody Meyer													
Legislature	Airport UGB Pilot Program (HB 2743)	CSD	Rulemaking and anticipated RAC	Rob Hallyburton, Ellen Miller													
	UGB Sequential Submittal/Approval (SB 418)	CSD	Rulemaking and anticipated RAC	Rob Hallyburton, Ellen Miller													
	Housing Supply Bill (SB 1051)	CSD	Rulemaking	Gordon Howard, Ellen Miller													
	Old Houses ADUs on Rural Residential (HB 3012)	CSD	Rulemaking	Jon Jinings, Ellen Miller													
	Southwest Corridor MAX LUFO (HB 3202)	PSD	Criteria adoption	Matt Crall, Bill Holmstrom, Ellen Miller													
	Biosolids Mixing (HB 2179)	CSD	Rulemaking	Tim Murphy, Ellen Miller													
	Golf Course in Curry County (HB 2730)	CSD	Rulemaking	Tim Murphy, Ellen Miller													
	Solar Siting in Columbia Valley AVA (HB 3456)	CSD	Rulemaking	Tim Murphy, Ellen Miller													
	Non-aggregate Mineral Mining (SB 644)	CSD	Rulemaking	Jon Jinings, Amanda Puntun, Ellen Miller													
	Cider Businesses (SB 677)	CSD	Rulemaking	Tim Murphy, Ellen Miller													
New Policy Recommendations	Simplified UBG - Minor Revisions	CSD	Research, rulemaking and anticipated RAC	Gordon Howard, Rob Hallyburton, Ellen Miller													
	Farm Capability Dwellings	CSD	Rulemaking and anticipated RAC	Tim Murphy, Sadie Carney													
	Soils Classifier Qualifications	CSD	Rulemaking	Tim Murphy, Sadie Carney													
	Solar Siting on High Value Farmland	CSD	Research, possible rulemaking and anticipated RAC	Jon Jinings, Tim Murphy, Sadie Carney													
	Goal 5 Rule - Technical Revisions	CSD	Rulemaking	Rob Hallyburton, Ellen Miller													

City Council Agenda Item Report

Agenda Item No. 2016-334

Submitted by: Joe Hannan

Submitting Department: City Manager

Meeting Date: November 20, 2017

SUBJECT

RCA Council Priorities Update

Recommendation:

Read and relax

ATTACHMENTS

- [RCA Council Priorities Update Nov 2017](#)
- [RCA Council Priorities Update attachment](#)
- [Council Priorities Information Technology Plan](#)

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information X
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SUBJECT: Council Priorities 2017-2018

Contact Person (Preparer) for this
Item: Joe Hannan
Dept.: City Manager

EXECUTIVE SUMMARY:

On 7/17/17 the Council approved priorities for 2017-18. Attached is a progress report on meeting Council priorities.

BACKGROUND

APPROVED PRIORITIES

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:

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
1.1	Agree on plan to upgrade the City's dispatch center					In partnership 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.
Actions	Replace 1998-era dispatch furniture with ergonomic functional furniture designed to withstand 24-hour operations.	X		X	Police Chief	Four quotes in process, with vendor decision anticipated 7/30/2017.
Actions	Implement Text-To-911	X			Police Chief and IT Director	Office of Emergency Management (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.	X			Police Chief and IT Director	Engineering conference call 7/10/17; quotes will be updated by 7/21/17. Updated 11/8/17: No fiber available. CAD will be updated as a standalone system, with CAD-to-CAD capability.
Actions	Replace three CAD computers and three GIS/Camera computers.	X			Police Chief	Computers ordered and received, awaiting software installation. Operational 7/30/2017. Updated 11/8/17: Computers installed and in operation.
Actions	Determine value and feasibility of dispatch center being capable of stand-alone operation.	X			Police Chief and IT Director	Updated 11/8/17: No fiber available. CAD will be updated as a standalone system, with CAD-to-CAD capability.
1.2	As needed, design and install fiber link					
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.	X			Police Chief and IT Director	Government fiber not available. Awaiting quotes from private vendors. Updated 11/8/17: Fiber not needed as standalone operation. CAD-to-CAD will allow Newberg to push data to WCCCA (or other systems with CAD-to-CAD capability).
1.3	Upgrade Motorola 800 MHz radio system					
Actions	Update existing Intergovernmental Agreement with Washington County Consolidated Agency for radio system access, maintenance, and area wide communications upgrade by 8/31/17	X			City Manager and Police Chief	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). Coordination meeting scheduled for 7/18/2017. Updated 11/8/17: Contract signed
Actions	Council review/approval of contract with Motorola for Newberg radio project, including towers, microwaves, subscriber radios, etc.	X			Police Chief	Preliminary contract review in progress. Contract discussions weekly, with anticipated contract language mid-August. Anticipated Council review early September, 2017. Updated 11/8/17: Resolution 2017-3411 adopted by Council on 9/18/2017

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
Actions	Tower location.	X		X	Police Chief	Tower location will be at new public works yard. Updated 11/8/17 location agreed upon, WCCA consultants conducting further soil testing. Next step preapplication meeting and likely submittal to Planning Commission for variance request approval.
Actions	Subscriber radio needs identified for police.	X			Police Chief	Number of portable and mobile subscriber radios identified; anticipated order fall 2017. Goes towards bulk rate order for best cost savings. Updated 11/8/17: Radios ordered.
Actions	Estimate costs and means to pay for upgrade.		X		Finance Director	Communications upgrade costs are estimated at \$3.4 million, the 2017-18 budget includes financing for a portion of the cost 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. Updated 11/8/17: Financing for the project is in progress, estimated to be wrapped up in January 2018. TVFR has given verbal agreement to fund costs of new antenna tower using proceeds of sale of unneeded fire equipment. Funding of balance of \$3.4 million proposed by staff to come from sale of surplus City property, Council asked to approved appraisal of Butler property at 11/20 meeting

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
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).	X			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. Updated 11/13/17 (inventory on City's website)
2.2	Determine condition of city streets and sidewalks and estimate costs of repair, replacement and maintenance					
Actions	Prepare a street condition report.	X			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. Updated 11/13/17 (inventory on City's website). Work done in 2017 included 1) Crack sealing (3.69 miles), 2) Slurry sealing (3.05 miles), and 3) Grind and inlay (0.50 miles as well as Elliott Road and Eighth Street.
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).	X			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. Updated 11/8/17 3 sources of funding proposed: Transportation Utility Fee: Transportation Utility Fee adopted 5/25/17; began deduction on 9/17 statement; Local Gas Tax (with the passage of HB 2017 local tax discussion deferred) bond. Other sources considered: heavy vehicle tax and local improvement taxes Council worksession on 5 year Street Improvement Plan and funding recommendations scheduled for February 5, 2018

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
2.4	Produce five year schedule of street restoration, repair and maintenance					
Actions	Develop a project list for 2018.	X			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. Updated 11/13/17
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.	X			City Engineer	Updated 11/8/17 Council work session on 5 year Street Improvement Plan and funding recommendations scheduled for February 5, 2018

GOAL 3: Facilitate Annexation to Tualatin Valley Fire and Rescue District

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
3.1	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.	X			Finance Director and City Attorney	A resolution is scheduled for Council action on July 17, 2017 Updated 11/8/17: Public vote held on Measure 36-190. Final unofficial results from Yamhill County on 11/8/2017 - 32.96% voted in favor. 11/28/17, Public hearing on Annexation request before Washington County Board of Commissioners if approved, the Board will hold the second required public hearing 12/17/17 Discussions will be held beginning after Thanksgiving on an annexation agreement details dealing with topics including transfer of records, personnel account reconciliation, facilities and equipment sale and transfer,
3.2	Reduce tax levy					
Actions	Present Tax Reduction Ordinance.	X			Finance Director and City Attorney	Updated 11/8/17: Public vote held on Measure 36-191 - 11. Final unofficial results from Yamhill County on 11/8/2017 – 32.96% voted in favor.

GOAL 4: Improve Newberg Employee Retirement Pension System (NERPS)

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

GOAL 5: 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 (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
5.1	Evaluate opportunities for expanded use of technology					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.	X			IT Director and Dept. Directors	Technology plan is complete. Equipment and software needs are identified and awaiting budget approval.
5.2	Streamline City permitting process					
Actions	Enhance city permitting processes.	X			City Engineer	eTrakit system went live 6/27/17. Six month evaluation scheduled for December, 2017.
5.3	Evaluate expansion of fiber				IT Director	Government and commercial options are being evaluated.

GOAL 6: Complete a 5-Year Financial Plan and Fiscal Policies

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
6.1	Complete a comprehensive five-year financial plan for operating and enterprise funds					
Actions	Five-year financial planning document for seven operating funds presented to Council by 11/20/17.	X			Finance Director	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 enterprise funds presented to Council by 3/30/18.	X			Finance Director	
6.2	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.	X			Finance Director	
Actions	Presentation of revenues, capital improvement, accounting, debt and long range financial planning to Council by 3/31/18.	X			Finance Director	

GOAL 7: Expand the City's Urban Growth Boundary

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
7.1	Determine expansion needs					
Actions	Apply for and receive a State grant to evaluate expanding the urban growth boundary.	X			Community Development Director	A State grant was applied for and received. An initial Buildable Lands Inventory using OAR Chapter 660, Division 38 has been completed.
Actions	Conduct a Buildable Lands Inventory to determine residential and employment land needs.	X			Community Development Director	A preliminary Buildable Lands Inventory using OAR Chapter 660, Division 38 has been completed with technical fixes identified to make this OAR useable.
7.2	Determine appropriate process for UGB expansion request					
Actions	Evaluate options for the appropriate process to expand the Urban Growth Boundary.	X			Community Development Director	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 make administrative changes to the Division 38 process. LCDC has added to their Policy agenda Minor amendments to Division 38. 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	Work with the Department of Land Conservation and Development on modifications to OAR Chapter 660, Division 38	X			Community Development Director	Coordination is scheduled to occur starting in January 2018 and run through June 2018.
Actions	Apply for a Department of Land Conservation and Development Technical Assistance Grant to conduct the Phase II UGB analysis	X			Community Development Director	A technical assistance grant has been applied for to use the Division 38 process.
Actions	Work with the Yamhill County Assessor to fix assessment data for the Division 38 process.	X			Community Development Director	Initial discussions have been held with the County Assessor with additional discussions to be scheduled.
Actions	If the Division 38 process cannot be corrected revert to the Division 24 process and conduct an Economic Opportunity Analysis and Housing Needs Assessment		X		Community Development Director	
Actions	Advance selected Urban Growth Boundary selected process with consultant(s) and Citizens Advisory Committee.	X	X	X	Community Development Director	

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
8.1	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:	X	X	X	Community Development Director	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					Annexations Policies applying a mixture of zoning, to include some R-3 zoned lands.
	2. Accessory Dwelling Units (ADUs)					Accessory Dwelling Units (ADUs) - Make ADU's permitted uses in all zones with no systems development charges (SDCs) .
	3. Construction Excise Tax					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. Subsidized Work and Living Spaces					Subsidized Work and Living Spaces - City should contract with a consultant to assess the City's appropriateness for artist work and living space and hopefully for development. Economic Development Loan funds should be used for this purpose.
	5. Housing Ombudsman (Education/Community Awareness)					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					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.
	7. Expedited Review and Permitting					For qualifying affordable housing projects the City of Newberg should offer expedited review and permitting from the Building, Engineering, and Planning Divisions. Understanding the potential strain on City staff, funds to retain third-party consulting for the review of affordable housing projects should be directed from the proposed Construction Excise Tax (CET).
	8. Public Street Standards					Reduce the public street right-of-way width standard to that allowed by the Fire Department.
	9. System Development Charge Deferrals/Loans					Deferrals – The City of Newberg should allow qualifying affordable projects to defer payment of SDCs until time of ownership transfer or one year from the date of deferral; whichever comes first. No interest should be charged during the deferral period. CET funds might be used to offset costs.

GOAL 8: Encourage Affordable Housing (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
Actions	Areas for future review		X	X	Community Development Director	1. Decrease time from substantial completion of utilities to final plat approval. 2. Reduce complexity, maintenance requirements and cost of storm water treatment. 3. Lift building height restrictions outside of downtown. 4. Allow sharing of utility lines (sewer, water) for more than one

GOAL 9: Develop a Riverfront Master Plan

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
9.1	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.	X			Community Development Director	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, Chamber of Commerce, Downtown Coalition, neighborhood representatives and other community interest groups including holding a position for new owners of WestRock mill site. First Riverfront Master Plan Meeting February/March 2018. Negotiations on the Statement of Work with the Transportation Growth Management continue. Negotiations on the Statement of Work continue.
9.2	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.	X			Community Development Director	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.
9.3	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.		X		Community Development Director	
9.4	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.		X		Community Development Director	

GOAL 10: Implement Emergency preparedness and Response Program

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
10.1	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	X			City Manager or Designee	Updated 11/8/17: • A monthly Emergency Management meeting schedule has been prepared. • Department Heads are discussing Emergency Preparedness concerns on a regular basis. • Department Heads are evaluating the needs of their departments and setting minimum ICS training standards. • Staff is compiling training certificates and will coordinate necessary additional training to meet those standards. 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		X		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.		X		City Manager or Designee	
Actions	Coordinate fire and medical communications and response protocols with Tualatin Valley Fire & Rescue.	X			City Manager or Designee	Updated 11/8/17: Communication with TVFR to 1) Help us in setting up EOC and, 2) Participate in a mock exercise

GOAL 10: Implement Emergency preparedness and Response Program (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
10.2	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, A-dec, CPRD, and the School District.		X		City Manager or Designee	Updated 11/8/17: Obtained copies of Emergency Operations Plans from • GFU • Tualatin Hills Country Club • Newberg School District • City of Dundee • PNMC 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.
10.3	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.	X			City Manager or Designee	
Actions	Review/modify/upgrade needed equipment and infrastructure to effectively operate the EOC.		X		City Manager or Designee	
Actions	Train city staff in the operations of EOC positions (provide redundancy).	X			City Manager or Designee	Updated 11/8/17: Public Works - Jill Dorrell coordinating monthly meetings - response planning & training.
Actions	Ensure adequate staffing to operate the EOC is available.	X			City Manager or Designee	
10.4	Establish and maintain coordination with other Cities, Counties, and State governmental departments and agencies, utilities, and the private sector during any type of emergency.					Updated 11/8/17: Met with Providence Hospital, GFU, PGE & Yamhill County - updated coordination efforts.
Actions	Reach out to the Yamhill County Sheriff Office Emergency Management office in partnership.	X			City Manager or Designee	Updated 11/8/17: Several communications with County Emergency Manager

GOAL 10: Implement Emergency preparedness and Response Program (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
10.5	Facilitate Disaster planning, response and recovery in partnership with Newberg's faith community					
Actions	Invite faith community to partner with the City	X			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	X			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. Pilot churches: Seventh Day Adventist, LDS & Newberg Christian.
Actions	Organize and coordinate local training for public safety and volunteer first responders.		X		City Manager or Designee	LDS Fair was done in October 2017. Newberg Christian will take place Spring of 2018.

GOAL 11: Implement Newberg Economic Development Strategy

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
11.1	Implement Economic Development Strategy					
Actions	Continue implementation of the Newberg Economic Development Strategy and its implementing actions. Update the Strategy in FY 2018–2019.	X	X	X	Community Development Director	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 Hospitality has three strategies. The first annual Economic Development Strategy progress report was held on July 25, 2017. Meetings are occurring monthly with the core group on action updates
11.2	Implement Newberg Downtown Improvement Plan					
Actions	Implement the identified actions that support the 10 Big Ideas contained in the Newberg Downtown Improvement Plan adopted City Council in December, 2016 as a guiding document for future planning efforts and investments downtown..	X	X	X	Community Development Director	The Downtown 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 strategy identified in the adopted plan.
11.3	Implement Newberg Strategic Tourism Plan					
Actions	Implement the identified actions that support Organizational Development, Destination Development and Marketing adopted City Council in June, 2016 as a guiding document for future tourism efforts with the city.	X	X	X	Community Development Director	The Small Grant Program for FY 2016-2017 awarded five grants totaling \$20,000. The Destination Development – Marketing Grant program applications closed in October and six applications are under review by the TLT Ad Hoc Committee. The Small Grant Program for FY 2017-2018 will begin its solicitation on November 15, 2017 for up to \$20,000 in available funds.

GOAL 12: Complete community visioning process and communication plan to engage Newberg residents

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
12.1	Determine what constitutes a Community Vision and who should be involved in developing a Community Vision					
Actions	Evaluate models for community visioning processes that reflect Newberg's values, trends and issues.	X			Community Development Director	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. Staff has reviewed the International Association of Public Participation (IAP2) model along with the City of Hillsboro, City of Sherwood and City of Tualatin programs,
Actions	Identify key stakeholders to gauge level of engagement in a community visioning process.	X			Community Development Director	
Actions	Hold briefings with other communities that have engaged a community visioning process to gather best practices and lessons learned.	X			Community Development Director	
12.2	Develop community vision and actionable plan					
Actions	Secure a facilitator for the community visioning process.		X		Community Development Director	Initial conversations have been held with the Sustainable Cities Initiative (SCI) program out of the University of Oregon about possible facilitation support.
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).		X	X	Community Development Director	
Actions	Based on listening sessions and stakeholders meetings develop series of values community values, emerging trends and issues.		X	X	Community Development Director	
Actions	Develop a community visioning plan and actions.		X	X	Community Development Director	

GOAL 12: Complete community visioning process and communication plan to engage Newberg residents (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
12.3	Develop Communications Plan and Strategy					
Actions	Create a Communications Plan based on interviews and research of best practices for public agencies.	X	X	X	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. Joe need s to fix the date as August came and went.

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
13.1	Actively contribute to development of Yamhill County's Transit Plan for Newberg					
Actions	Appoint Council member to Yamhill County Transit Master Plan study group.	X			Mayor	Councilor Essin is the appointed City Council representative.
Actions	Appoint staff member to support Yamhill County Transit Master Plan.	X			Community Development Director	Brad Allen is the City staff member assisting Councilor Essin.
Actions	Recommend Newberg residents to participate in the County Committee reviewing the Transit Master Plan.	X	X		Mayor and City Manager	The City assisted in outreach efforts in Newberg for residents to participate in Yamhill County Transit Area workshops in Newberg and surveys on the existing transit system and possible modifications to the system.
Actions	Periodic updates on the Transit Plan development to the City Council.	X	X			Councilor Essin provided material from the draft technical memorandums prepared for the Transit Master Plan with the City Council on October 5, 2017.

Newberg Downtown Improvement Plan

GATEWAYS

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

FIRST STREET IMPROVEMENTS

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

HANCOCK STREET REINVENTION

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

EAST END/GATEWAY DISTRICT

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

WEST END/MILL DISTRICT

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

SECOND STREET MIXED-USE DISTRICT

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

CIVIC/CULTURAL CORRIDOR

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

CORE CATALYST DEVELOPMENT

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

NORTH/SOUTH CONNECTIONS

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

CELEBRATE ART!

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

CREATION OF AN URBAN RENEWAL PROGRAM

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

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

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

Information Technology Strategic Plan

Goal: Within 3 years obtain functional software/hardware that reduces redundancies and duplications through the integration of departmental systems. Within one year the City will develop a technology plan that addresses the long-term equipment and software needs of all departments. The plan focus should be on the judicious use of funds to meet long-term needs rather than applying short-term "Band-Aid" fixes.

Projects	Q3 FY 15-16			Q4 FY 15-16			Q1 FY 16-17			Q2 FY 16-17		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance												
Add more accounts in Springbrook (outside of finance) for internal employees (Deferred) Updated 11/13/17 IT use of Splunk software is addressing need and will be evaluated in 6 months as permanent solution.												
Automated voice payment for Utility Billing and Court (Complete)												
Enhance reporting from Springbrook (Deferred)												
Library												
Laptops for Public (Deferred) Update 11/13/17 estimated cost per laptop \$1,000												
Admin												
Electronic Council Agendas (Complete)												
Laptop/Tablet issued to council (Complete)												
Police												
Records Management System Upgrade (Deferred)												
CAD Upgrade (Deferred) Updated 11/13/17 Quote received for CAD, Mobile and Mapping Upgrade \$300,000												
Mobile Upgrade (Deferred)												
Replace mapping (Deferred)												
Public Works												
New Permit Software for Engineering (CRW) Updated 11/13/17 project 90% complete; capability for accepting electronic plans pending additional funding of approximately \$20,000												
7410 E Third (Cal Portland Property) Office Building Updated 11/13/17 building complete with fiber connection												
Updated 11/13/17												
Community Development												
Replace E-Permitting Software with new permitting Software (CRW) Updated 11/13/17 project 90% complete; capability for accepting electronic plans pending additional funding of approximately \$20,000												
Fire												
Tualatin Valley Fire & Rescue (TVFR) Transfer (Complete)												
IT												
Network Re-Design Updated 11/13/17												

IT Department, continued

Mobile device management/Bring Your Own Device Updated 11/13/17 awaiting completion of policy to be included in new Personnel Manual; upon completion there is a need to establish a platform for applications on mobile and personal devices, in progress												
Network Security (Complete)												
Intrusion Detection/File integrity/log analysis (Complete)												
Disaster recovery/Secondary Server Site Updated 11/13/17 Discovery site scheduled for implementation January, 2018												
Equipment/Network Monitoring and Alerts (Complete)												
Network Device Upgrades (complete for 16/17 FY)												
Upgrade Video Surveillance (Complete)												
Access Control System (Complete)												
Server System (UCS) Upgrade (complete)												

Information Technology Strategic Plan

Projects	Q3 FY 16-17			Q4 FY 16-17			Q1 FY 17-18			Q2 FY 17-18		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance												
Electronic Timecards												
Electronic purchase orders												
Library												
External/Public Wi-Fi												
Admin												
Electronic Records												
Legal												
Case Management Database												
Document Management System												
Case Management for Code Enforcement (CRW)												
Public Works												
Electronic records management (HR) Training doc's etc...												
Purchase Order Tracking System												
Hire Consultant/Pen (security) test of Wastewater Treatment Plant and Water Treatment Plant Industrial Control System (ICS)												
Improve security of Industrial Control System (ICS)												
New Permit Software for Engineering (CRW)												
Continued												
Community Development												
Replace E-Permitting Software with CRW <i>Continued</i>												
Digital records and documents												
IT												
Mobile device management/Bring Your Own Device <i>Continued</i>												
Microsoft Exchange Upgrade												
Oregon Identity Theft Protection Act Compliance												
Network Device Upgrades <i>Continued</i>												
Cloud Storage Alternative												
SharePoint												
Disaster Recovery/Secondary Server Site <i>Continued</i>												

Information Technology Strategic Plan

Projects	Q3 FY 17-18			Q4 FY 17-18			Q1 FY 18-19			Q2 FY 18-19		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance												
Replace Springbrook												
Library												
Loss Prevention (RFID) System												
Police												
Body Worn Cameras												
E-Ticketing												
Public Works												
Springbrook Utility Billing Data Synched with Cartegraph												
Fats, Oils, Grease /Pre-Treatment Application Replace it with more modern and integrate with Geographic Information System (GIS)												
Mobile Data Terminals (MDTs) for engineering												
IT												
Network Device Upgrades												
Cloud Storage Alternative <i>Continued</i>												
Disaster Recovery Site Upgrade												
Storage Area Network (SAN) Upgrade												

Information Technology Strategic Plan

Projects	Q3 FY 18-19			Q4 FY 18-19			Q1 FY 19-20			Q2 FY 19-20		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Public Works												
Upgrade Radio Read/Pump Stations												
IT												
Hi speed redundant network												
Network Device Upgrades												

SUMMARY:

This Strategic Plan addresses priorities set by the City Council. These priorities aim to reduce redundancies while meeting the software and hardware needs of all City Departments. The Council directed that the plan should apply funds towards long-term goals rather than short-term fixes. To accomplish this, Departments were consulted by IT to get a better understanding of their immediate and long-term technology needs. IT staff applied estimates to the projects and applied timeline forecasts out to the 2019-2020 fiscal year.

During evaluation it was determined by IT that many of the Departments needs could be combined into one larger project. This will allow the City to purchase a single software package that will reduce training, installation and ongoing maintenance costs.

IT project budget contains a large amount of infrastructure costs. This includes storage, computing power and network resources. The IT Department has already applied technology to mitigate these costs in future projects. Using a blade server system, consolidated storage and virtualization, new technology projects can be implemented at a lower cost than what was possible before. This infrastructure is shared between most of the City's computing systems. When adding a "load" (software, etc...) requires expansion and is added to the entire system, potentially benefiting existing applications. This reduces the cost of entry for new technology solutions and ensures that existing hardware and software do not fall so far behind that large-scale upgrades are needed.

These projects will require significant IT staff time for implementation and support. Additional staffing has been requested to accomplish these projects and meet the goals of City Council.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 20, 2017

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information X
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SUBJECT: Council Priorities 2017-2018

**Contact Person (Preparer) for this
Item: Joe Hannan
Dept.: City Manager**

EXECUTIVE SUMMARY:

On 7/17/17 the Council approved priorities for 2017-18. Attached is a progress report on meeting Council priorities.

BACKGROUND

APPROVED PRIORITIES

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. Decide on TVF&R Annexation
4. Improve Newberg Employee Retirement System
5. 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.
6. Complete a 5-year financial plan and fiscal policies consistent with preferred service levels.
7. Expand the Urban Growth Boundary
8. Encourage affordable housing
9. Develop a Riverfront Plan
10. Implement Emergency Preparedness Program
11. Implement Economic Development Strategy
12. Complete community visioning process and communication plan to engage Newberg residents
13. Improve the Transit System

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
1.1	Agree on plan to upgrade the City's dispatch center					In partnership 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.
Actions	Replace 1998-era dispatch furniture with ergonomic functional furniture designed to withstand 24-hour operations.	X		X	Police Chief	Four quotes in process, with vendor decision anticipated 7/30/2017.
Actions	Implement Text-To-911	X			Police Chief and IT Director	Office of Emergency Management (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.	X			Police Chief and IT Director	Engineering conference call 7/10/17; quotes will be updated by 7/21/17. Updated 11/8/17: No fiber available. CAD will be updated as a standalone system, with CAD-to-CAD capability.
Actions	Replace three CAD computers and three GIS/Camera computers.	X			Police Chief	Computers ordered and received, awaiting software installation. Operational 7/30/2017. Updated 11/8/17: Computers installed and in operation.
Actions	Determine value and feasibility of dispatch center being capable of stand-alone operation.	X			Police Chief and IT Director	Updated 11/8/17: No fiber available. CAD will be updated as a standalone system, with CAD-to-CAD capability.
1.2	As needed, design and install fiber link					
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.	X			Police Chief and IT Director	Government fiber not available. Awaiting quotes from private vendors. Updated 11/8/17: Fiber not needed as standalone operation. CAD-to-CAD will allow Newberg to push data to WCCCA (or other systems with CAD-to-CAD capability).
1.3	Upgrade Motorola 800 MHz radio system					
Actions	Update existing Intergovernmental Agreement with Washington County Consolidated Agency for radio system access, maintenance, and area wide communications upgrade by 8/31/17	X			City Manager and Police Chief	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). Coordination meeting scheduled for 7/18/2017. Updated 11/8/17: Contract signed
Actions	Council review/approval of contract with Motorola for Newberg radio project, including towers, microwaves, subscriber radios, etc.	X			Police Chief	Preliminary contract review in progress. Contract discussions weekly, with anticipated contract language mid-August. Anticipated Council review early September, 2017. Updated 11/8/17: Resolution 2017-3411 adopted by Council on 9/18/2017

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
Actions	Tower location.	X		X	Police Chief	Tower location will be at new public works yard. Updated 11/8/17 location agreed upon, WCCA consultants conducting further soil testing. Next step preapplication meeting and likely submittal to Planning Commission for variance request approval.
Actions	Subscriber radio needs identified for police.	X			Police Chief	Number of portable and mobile subscriber radios identified; anticipated order fall 2017. Goes towards bulk rate order for best cost savings. Updated 11/8/17: Radios ordered.
Actions	Estimate costs and means to pay for upgrade.		X		Finance Director	Communications upgrade costs are estimated at \$3.4 million, the 2017-18 budget includes financing for a portion of the cost 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. Updated 11/8/17: Financing for the project is in progress, estimated to be wrapped up in January 2018. TVFR has given verbal agreement to fund costs of new antenna tower using proceeds of sale of unneeded fire equipment. Funding of balance of \$3.4 million proposed by staff to come from sale of surplus City property, Council asked to approved appraisal of Butler property at 11/20 meeting

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
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).	X			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. Updated 11/13/17 (inventory on City's website)
2.2	Determine condition of city streets and sidewalks and estimate costs of repair, replacement and maintenance					
Actions	Prepare a street condition report.	X			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. Updated 11/13/17 (inventory on City's website). Work done in 2017 included 1) Crack sealing (3.69 miles), 2) Slurry sealing (3.05 miles), and 3) Grind and inlay (0.50 miles as well as Elliott Road and Eighth Street.
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).	X			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. Updated 11/8/17 3 sources of funding proposed: Transportation Utility Fee: Transportation Utility Fee adopted 5/25/17; began deduction on 9/17 statement; Local Gas Tax (with the passage of HB 2017 local tax discussion deferred) bond. Other sources considered: heavy vehicle tax and local improvement taxes Council work session on 5 year Street Improvement Plan and funding recommendations scheduled for February 5, 2018

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
2.4	Produce five year schedule of street restoration, repair and maintenance					
Actions	Develop a project list for 2018.	X			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. Updated 11/13/17
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.	X			City Engineer	Updated 11/8/17 Council work session on 5 year Street Improvement Plan and funding recommendations scheduled for February 5, 2018

GOAL 3: Facilitate Annexation to Tualatin Valley Fire and Rescue District

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
3.1	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.	X			Finance Director and City Attorney	A resolution is scheduled for Council action on July 17, 2017 Updated 11/17/17: Public vote held on Measure 36-190. Final unofficial results from Yamhill County on 11/17/2017 – YES votes – 3,362 / NO votes 1,487. Cast votes – 4,849. 11/28/17, Public hearing on Annexation request before Washington County Board of Commissioners if approved, the Board will hold the second required public hear in 12/17/17. Discussions will be held beginning after Thanksgiving on an annexation agreement details dealing with topics including transfer of records, personnel account reconciliation, facilities and equipment sale and transfer,
3.2	Reduce tax levy					
Actions	Present Tax Reduction Ordinance.	X			Finance Director and City Attorney	Updated 11/17/17: Public vote held on Measure 36-191. Final unofficial results from Yamhill County on 11/17/2017 – YES votes – 3,839 / NO votes 957. Cast votes – 4,796.

GOAL 4: Improve Newberg Employee Retirement Pension System (NERPS)

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

GOAL 5: 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 (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
5.1	Evaluate opportunities for expanded use of technology					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.	X			IT Director and Dept. Directors	Technology plan is complete. Equipment and software needs are identified and awaiting budget approval.
5.2	Streamline City permitting process					
Actions	Enhance city permitting processes.	X			City Engineer	eTrakit system went live 6/27/17. Six month evaluation scheduled for December, 2017.
5.3	Evaluate expansion of fiber				IT Director	Government and commercial options are being evaluated.

GOAL 6: Complete a 5-Year Financial Plan and Fiscal Policies

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
6.1	Complete a comprehensive five-year financial plan for operating and enterprise funds					
Actions	Five-year financial planning document for seven operating funds presented to Council by 11/20/17.	X			Finance Director	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 enterprise funds presented to Council by 3/30/18.	X			Finance Director	
6.2	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.	X			Finance Director	
Actions	Presentation of revenues, capital improvement, accounting, debt and long range financial planning to Council by 3/31/18.	X			Finance Director	

GOAL 7: Expand the City's Urban Growth Boundary

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
7.1	Determine expansion needs					
Actions	Apply for and receive a State grant to evaluate expanding the urban growth boundary.	X			Community Development Director	A State grant was applied for and received. An initial Buildable Lands Inventory using OAR Chapter 660, Division 38 has been completed.
Actions	Conduct a Buildable Lands Inventory to determine residential and employment land needs.	X			Community Development Director	A preliminary Buildable Lands Inventory using OAR Chapter 660, Division 38 has been completed with technical fixes identified to make this OAR useable.
7.2	Determine appropriate process for UGB expansion request					
Actions	Evaluate options for the appropriate process to expand the Urban Growth Boundary.	X			Community Development Director	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 make administrative changes to the Division 38 process. LCDC has added to their Policy agenda Minor amendments to Division 38. 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	Work with the Department of Land Conservation and Development on modifications to OAR Chapter 660, Division 38	X			Community Development Director	Coordination is scheduled to occur starting in January 2018 and run through June 2018.
Actions	Apply for a Department of Land Conservation and Development Technical Assistance Grant to conduct the Phase II UGB analysis	X			Community Development Director	A technical assistance grant has been applied for to use the Division 38 process.
Actions	Work with the Yamhill County Assessor to fix assessment data for the Division 38 process.	X			Community Development Director	Initial discussions have been held with the County Assessor with additional discussions to be scheduled.
Actions	If the Division 38 process cannot be corrected revert to the Division 24 process and conduct an Economic Opportunity Analysis and Housing Needs Assessment		X		Community Development Director	
Actions	Advance selected Urban Growth Boundary selected process with consultant(s) and Citizens Advisory Committee.	X	X	X	Community Development Director	

COUNCIL PRIORITIES REPORT
GOAL 8: Encourage Affordable Housing

UPDATED 11-20-2017

REVISED
 PAGE 10 OF 19

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
8.1	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:	X	X	X	Community Development Director	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					Annexations Policies applying a mixture of zoning, to include some R-3 zoned lands.
	2. Accessory Dwelling Units (ADUs)					Accessory Dwelling Units (ADUs) - Make ADU's permitted uses in all zones with no systems development charges (SDCs) .
	3. Construction Excise Tax					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. Subsidized Work and Living Spaces					Subsidized Work and Living Spaces - City should contract with a consultant to assess the City's appropriateness for artist work and living space and hopefully for development. Economic Development Loan funds should be used for this purpose.
	5. Housing Ombudsman (Education/Community Awareness)					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					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.
	7. Expedited Review and Permitting					For qualifying affordable housing projects the City of Newberg should offer expedited review and permitting from the Building, Engineering, and Planning Divisions. Understanding the potential strain on City staff, funds to retain third-party consulting for the review of affordable housing projects should be directed from the proposed Construction Excise Tax (CET).
	8. Public Street Standards					Reduce the public street right-of-way width standard to that allowed by the Fire Department.
	9. System Development Charge Deferrals/Loans					Deferrals – The City of Newberg should allow qualifying affordable projects to defer payment of SDCs until time of ownership transfer or one year from the date of deferral; whichever comes first. No interest should be charged during the deferral period. CET funds might be used to offset costs.

GOAL 8: Encourage Affordable Housing (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
Actions	Areas for future review		X	X	Community Development Director	1. Decrease time from substantial completion of utilities to final plat approval. 2. Reduce complexity, maintenance requirements and cost of storm water treatment. 3. Lift building height restrictions outside of downtown. 4. Allow sharing of utility lines (sewer, water) for more than one

GOAL 9: Develop a Riverfront Master Plan

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
9.1	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.	X			Community Development Director	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, Chamber of Commerce, Downtown Coalition, neighborhood representatives and other community interest groups including holding a position for new owners of WestRock mill site. First Riverfront Master Plan Meeting February/March 2018. Negotiations on the Statement of Work with the Transportation Growth Management continue. Negotiations on the Statement of Work continue.
9.2	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.	X			Community Development Director	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.
9.3	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.		X		Community Development Director	
9.4	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.		X		Community Development Director	

GOAL 10: Implement Emergency preparedness and Response Program

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
10.1	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	X			City Manager or Designee	Updated 11/8/17: • A monthly Emergency Management meeting schedule has been prepared. • Department Heads are discussing Emergency Preparedness concerns on a regular basis. • Department Heads are evaluating the needs of their departments and setting minimum ICS training standards. • Staff is compiling training certificates and will coordinate necessary additional training to meet those standards. 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		X		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.		X		City Manager or Designee	
Actions	Coordinate fire and medical communications and response protocols with Tualatin Valley Fire & Rescue.	X			City Manager or Designee	Updated 11/8/17: Communication with TVFR to 1) Help us in setting up EOC and, 2) Participate in a mock exercise

GOAL 10: Implement Emergency preparedness and Response Program (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
10.2	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, A-dec, CPRD, and the School District.		X		City Manager or Designee	Updated 11/8/17: Obtained copies of Emergency Operations Plans from • GFU • Tualatin Hills Country Club • Newberg School District • City of Dundee • PNMC 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.
10.3	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.	X			City Manager or Designee	
Actions	Review/modify/upgrade needed equipment and infrastructure to effectively operate the EOC.		X		City Manager or Designee	
Actions	Train city staff in the operations of EOC positions (provide redundancy).	X			City Manager or Designee	Updated 11/8/17: Public Works - Jill Dorrell coordinating monthly meetings - response planning & training.
Actions	Ensure adequate staffing to operate the EOC is available.	X			City Manager or Designee	
10.4	Establish and maintain coordination with other Cities, Counties, and State governmental departments and agencies, utilities, and the private sector during any type of emergency.					Updated 11/8/17: Met with Providence Hospital, GFU, PGE & Yamhill County - updated coordination efforts.
Actions	Reach out to the Yamhill County Sheriff Office Emergency Management office in partnership.	X			City Manager or Designee	Updated 11/8/17: Several communications with County Emergency Manager

GOAL 10: Implement Emergency preparedness and Response Program (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
10.5	Facilitate Disaster planning, response and recovery in partnership with Newberg's faith community					
Actions	Invite faith community to partner with the City	X			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	X			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. Pilot churches: Seventh Day Adventist, LDS & Newberg Christian.
Actions	Organize and coordinate local training for public safety and volunteer first responders.		X		City Manager or Designee	LDS Fair was done in October 2017. Newberg Christian will take place Spring of 2018.

GOAL 11: Implement Newberg Economic Development Strategy

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
11.1	Implement Economic Development Strategy					
Actions	Continue implementation of the Newberg Economic Development Strategy and its implementing actions. Update the Strategy in FY 2018-2019.	X	X	X	Community Development Director	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 Hospitality has three strategies. The first annual Economic Development Strategy progress report was held on July 25, 2017. Meetings are occurring monthly with the core group on action updates
11.2	Implement Newberg Downtown Improvement Plan					
Actions	Implement the identified actions that support the 10 Big Ideas contained in the Newberg Downtown Improvement Plan adopted City Council in December, 2016 as a guiding document for future planning efforts and investments downtown..	X	X	X	Community Development Director	The Downtown 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 strategy identified in the adopted plan.
11.3	Implement Newberg Strategic Tourism Plan					
Actions	Implement the identified actions that support Organizational Development, Destination Development and Marketing adopted City Council in June, 2016 as a guiding document for future tourism efforts with the city.	X	X	X	Community Development Director	The Small Grant Program for FY 2016-2017 awarded five grants totaling \$20,000. The Destination Development – Marketing Grant program applications closed in October and six applications are under review by the TLT Ad Hoc Committee. The Small Grant Program for FY 2017-2018 will begin its solicitation on November 15, 2017 for up to \$20,000 in available funds.

GOAL 12: Complete community visioning process and communication plan to engage Newberg residents

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
12.1	Determine what constitutes a Community Vision and who should be involved in developing a Community Vision					
Actions	Evaluate models for community visioning processes that reflect Newberg's values, trends and issues.	X			Community Development Director	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. Staff has reviewed the International Association of Public Participation (IAP2) model along with the City of Hillsboro, City of Sherwood and City of Tualatin programs,
Actions	Identify key stakeholders to gauge level of engagement in a community visioning process.	X			Community Development Director	
Actions	Hold briefings with other communities that have engaged a community visioning process to gather best practices and lessons learned.	X			Community Development Director	
12.2	Develop community vision and actionable plan					
Actions	Secure a facilitator for the community visioning process.		X		Community Development Director	Initial conversations have been held with the Sustainable Cities Initiative (SCI) program out of the University of Oregon about possible facilitation support.
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).		X	X	Community Development Director	
Actions	Based on listening sessions and stakeholders meetings develop series of values community values, emerging trends and issues.		X	X	Community Development Director	
Actions	Develop a community visioning plan and actions.		X	X	Community Development Director	

GOAL 12: Complete community visioning process and communication plan to engage Newberg residents (continued)

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
12.3	Develop Communications Plan and Strategy					
Actions	Create a Communications Plan based on interviews and research of best practices for public agencies.	X	X	X	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. Joe need s to fix the date as August came and went.

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

STRATEGIES		TIMELINE (in months)			LEAD	PROGRESS
		Short-Term (0-12)	Mid-Term (12-24)	Long-Term (24-36)		
13.1	Actively contribute to development of Yamhill County's Transit Plan for Newberg					
Actions	Appoint Council member to Yamhill County Transit Master Plan study group.	X			Mayor	Councilor Essin is the appointed City Council representative.
Actions	Appoint staff member to support Yamhill County Transit Master Plan.	X			Community Development Director	Brad Allen is the City staff member assisting Councilor Essin.
Actions	Recommend Newberg residents to participate in the County Committee reviewing the Transit Master Plan.	X	X		Mayor and City Manager	The City assisted in outreach efforts in Newberg for residents to participate in Yamhill County Transit Area workshops in Newberg and surveys on the existing transit system and possible modifications to the system.
Actions	Periodic updates on the Transit Plan development to the City Council.	X	X			Councilor Essin provided material from the draft technical memorandums prepared for the Transit Master Plan with the City Council on October 5, 2017.



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ADOPTIONS

Total Adoptions (Dogs & Cats) as of 11/17/2017:

	2015	2016	2017 YTD
Adoptions	186	385	485
Spay/Neuter Surgeries	139	282	367
Stray dogs housed	46	103	78

Since being asked to operate Newberg Animal Shelter in July 2014, Newberg Animal Shelter Friends has accomplished the following:

Stray dogs housed: **240**

Total Adoptions: **1115** (336 dogs, 779 cats)

****Every adopted pet is spayed/neutered, vaccinated, microchipped, treated for parasites, and receives any necessary medical attention.***

HOURS

- **Adoption Hours:** We have expanded our Adoption Hours for the convenience of the community. We are now open **Wednesday-Saturday 11am-6pm**. We have received good feedback from the community and it has had a positive impact on our adoption numbers
- **Stray Hours:** With increased staffing, we are able to take in stray dogs **7 days a week, 8am-6:30pm**. Additionally, NDPD has access to the building and can drop stray dogs after hours.

BUILDING IMPROVEMENTS

- Shelter grade HVAC system installation complete. Providing air control for sanitization and to meet quarantine standards of protocol. Excellent improvement of temperature control. Funded fully by fundraising/donor support, \$32k.
- Completed various improvements required to meet State Senate Bill 6 and County Kennel License requirements. **County inspection completed, with approval granted.**

COMMUNITY SUPPORT

- F.I.S.H. and YCAP: We provide dog and cat food for local food banks to support the needs of the entire family for those seeking services at the food banks.
- Microchip Clinic: During our Open House this year, we partnered with Newberg Vet Hospital to offer low-cost microchipping for community members. In one day, we were able to microchip 66 community pets at a low cost of \$10 for a pre-paid microchip with lifetime registration.
- We are a licensing location for Yamhill County Dog Control to license your dog at the shelter.

STAFFING

- 1 FT Shelter Manager
- 1 FT Animal Care Technician
- 1 FT Kennel Assistant
- 97 volunteers; 34 active serving at least 1 shift per week

City Council Meeting

Date: 11/20/17

Re: Newberg Animal Shelter

Topic: Public Comment

Follow us on Facebook and Instagram to see updates, adoptable pets and happy adoption tails!

Newberg Animal Shelter Friends is the 501(c)3 non-profit that manages and operates the Newberg Animal Shelter. All donations are tax deductible as allowed by law.



NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: November 20, 2017

Prepared by: Sue Ryan

Councilors	Roll Call	CRRC appt Adam Lundstrom	Consent Calendar Minutes 11/6	Res 3390 Supplemental Budget			
ANDREWS, Bob, Mayor	X	Yes	Yes	Yes			
BACON, Denise	X	Yes	Yes	Yes			
COREY, Mike	X	Yes	Yes	Yes			
ESSIN, Scott	X	Yes	Yes	Yes			
JOHNSON, Patrick	X	Yes	Yes	Yes			
McKINNEY, Stephen	X	Yes	Yes	Yes			
MURRAY, Matt	Excused	Absent	Absent	Absent			
ROLL CALL VOTES		YES: 6 NO: 0 ABSENT: 1	YES: 6 NO: 0 ABSENT: 1	YES: 6 NO: 0 ABSENT: 1			
MOTION (1 st /2 nd):		Bacon/Corey	Andrews/Johnson	Corey/Johnson			

Meeting adjourned at 9:01 p.m.